



Prepare Variation Order

For Admin / Normal User

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698

Email: info@pck.com.my

Website: www.BuildSpace.my

(BuildSpace Version 2.3)

Last updated: 13/10/2020

Prepare Variation Order

Note: Once RFV is approved, the RFV cost estimation will be synced to BuildSpace Pro system

- Under **BuildSpace Pro**, double click to open VO module.

No.	Description	Overall Total	%
KK257 (Post Contract Briefing)			
1	BILL NO.3 - TYPE A	21,309,900.00	0.53%
2	BILL NO.4 - TYPE B	784,800.00	
VARIATION ORDER MISCELLANEOUS		8,800.00	

- Double click at approved RFV and go to second level.

No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00			
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00			
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00			
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)

- System will auto sync the cost estimate from RFV.

Note: Details of cost estimate that approved from RFV cannot be edited while preparing VO.

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Qty	Total
1	1	1	gym equipment	Upload	ITEM	L Sum	8,000.00	1.00	8,000.00
2	1	1		Upload	ITEM				
3					ITEM				

- To prepare VO, user can click "Omit from Bills" to omit item from BQ.

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Budget	Qty	Total
1	1	1	gym equipment	Upload	ITEM	L Sum	8,000.00		1.00	8,000.00
2	1	1		Upload	ITEM					
3					ITEM					

- Double click to select which bill & unit.

Omit From Bills

Bills >

Close

No.	Title
1	BILL NO.3 - TYPE A
2	BILL NO.4 - TYPE B
3	

- Double click to select which element.

Omit From Bills

Bills > BILL NO.4 - TYPE B > Unit 1 >

Close

No	Description
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL
2	Bill No. B.4/2 - FRAME
3	Bill No. B.4/3 - UPPER FLOORS
4	Bill No. B.4/4 - ROOF CONSTRUCTION
5	Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION
6	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS

- Tick to select which item to omit, then click **Import**.

Omit From Bills

Bills > BILL NO.4 - TYPE B > Unit 1 > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVE... >

Close Import

	Bill Ref	Description	Type	Unit	Qty	Rate
<input type="checkbox"/>	1/1 E	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM	M2	567.00	100.00
<input type="checkbox"/>		Concrete Grade 15, as specified, in,	HEAD 1			
<input checked="" type="checkbox"/>	1/1 F	50mm Blinding, under pile caps.	ITEM	M2	29.00	100.00
<input checked="" type="checkbox"/>	1/1 G	50mm Blinding, under ground beams.	ITEM	M2	97.00	100.00
<input type="checkbox"/>	1/1 H	50mm Blinding, under floors.	ITEM	M2	567.00	100.00
<input type="checkbox"/>		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1			

- Selected items will be imported under VO item list. **Scroll right** to fill in omission/addition.

Variation Orders > RFV Number: 4 >

Variation Order Items Claim Revisions

Variation Order Items >

Add Row Indent Outdent Delete Row Omit From Bills

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Qty	Total
1		1	gym equipment	Upload	ITEM	L Sum	8,000.00	Budget 1.00	8,000.00
2			Concrete Grade 15, as specified, in,	Upload	HEAD 1				
3	1/1 F	1	50mm Blinding, under pile caps.	Upload	ITEM	M2			
4	1/1 G	1	50mm Blinding, under ground beams.	Upload	ITEM	M2			
5				Upload	ITEM				
6					ITEM				

9. Press **Enter** to fill in omission/addition, then press **Enter** again.

Variation Orders > RFV Number: 4 >										
Variation Order Items Claim Revisions										
Variation Order Items >										
+ Add Row + Indent + Outdent - Delete Row - Omit From Bills										
Item	Qty	Total	Rate	Qty	Total	Qty	Total			Nett
Budget				Omission		Addition				Omission/Addition
00	1.00	8,000.00								
			100.00	29.00	2,900.00	50				(2,900.00)
			100.00	97.00	9,700.00					(9,700.00)

10. After filled in omission/addition, the system will auto generate **Nett Omission/Addition**. After that, click **Variation Orders** and back to first level.

Variation Orders > RFV Number: 4 >										
Variation Order Items Claim Revisions										
Variation Order Items >										
+ Add Row + Indent + Outdent - Delete Row - Omit From Bills										
Item	Qty	Total	Rate	Qty	Total	Qty	Total			Nett
Budget				Omission		Addition				Omission/Addition
00	1.00	8,000.00								
			100.00	29.00	2,900.00	50.00	5,000.00			2,100.00
			100.00	97.00	9,700.00	60.00	6,000.00			(3,700.00)

11. User can click **Upload** to upload attachment for VO.

Variation Orders >										
+ Add Row - Delete Row										
No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	On	
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00		
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00	12,600.00	11,000.00		
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00				
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00				
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00		
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00		
7			Upload	BUDGETARY			56,700.00			
8			Upload	BUDGETARY						
9			Upload	BUDGETARY						

12. Click **Upload** to upload attachment.

No.	Name	Uploaded By	Uploaded At	Attachments
1	VO-Drawings.pdf	Sky User	15/02/2019 3:34 pm	Upload
2				

13. Once the VO is finalised, go to **Status** column, press **Enter** to change the VO status from **“Preparing”** to **“Pending”**.

Post Contract > KK257 (Post Contract Briefing) (Status: POST CONTRACT)											
Project Breakdown Project Properties Claim Certificates VARIATION ORDER											
Variation Orders											
Add Row Delete Row											
No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00		APPROVED
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00	12,600.00	11,000.00	(1,600.00)		Preparing
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00					Pending
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00					Preparing
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)		PREPARING
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00	4,800.00		APPROVED
7			Upload	BUDGETARY			56,700.00		(56,700.00)		PREPARING
8			Upload	BUDGETARY							PREPARING
9				BUDGETARY							

14. Click **Yes** to finalise the VO.

Are you sure you want to send this for submission?

Number of Reviewers: 0

15. Then the VO status will change to **Approved**.

Note: VO cannot be amended anymore once the VO is approved.