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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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Print Tender Price Comparison Report

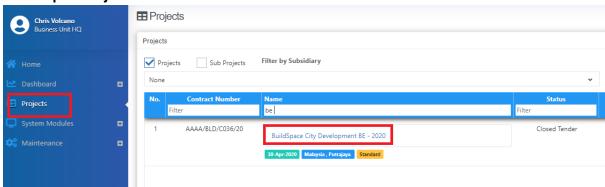
For Admin / Normal User

(BuildSpace Version 2.3)

Last updated: 13/10/2020

Print Tender Price Comparison Report

 Login BuildSpace eProject system. Click "Project" and then click "Project Title" or click "Open Project"



2. Once opened a project, click at the small box icon on the top right corner and click the "Tendering" module



3. Click at "View Tenderer" to view all tenderer's price comparison.



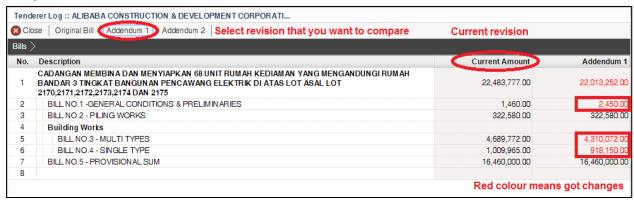
3. Then you can see the following screen and click at "**Tenderer Setting**" button.



4. **Select the tenderer** that you want to see their revisions price and click at "**Log**" button.



5. You can see **number of revisions** and you can **select** which revision you want to compare to.

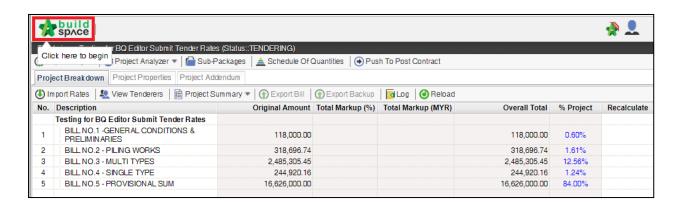


6. You can see "RED COLOUR" amount means got differences or changes of the price.

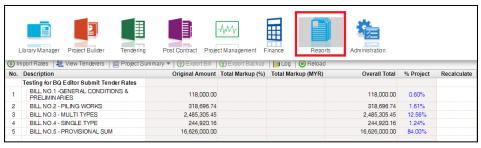
Double click until item level to see the different prices.



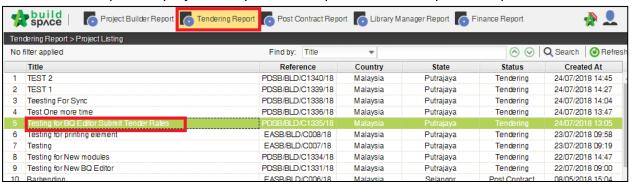
7. To print report, click at BuildSpace logo.



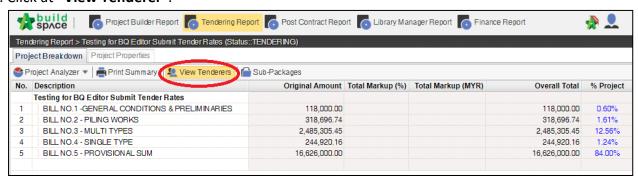
8. Then click at "Reports" menu.



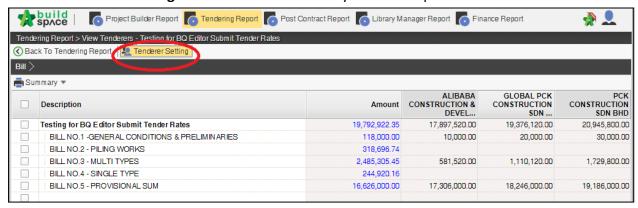
9. Double click to open the project that you want to print tender comparison reports.



10. Click at "View Tenderer".



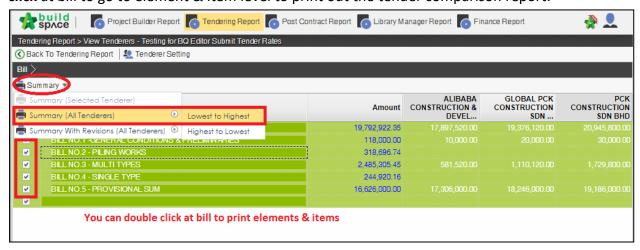
11. Click at "Tenderer Setting" to select tenderers that you want to print.



12. "**Tick**" the checkbox to choose the tenderers or can tick at top checkbox to select all. Then click "**Close**".



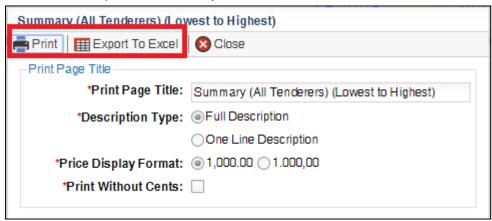
13. Now you can **tick at checkbox** to select which bills you want to print or you can **double click** at bill to go to element & item level to print out the tender comparison report.



14. After you select the report format like "Lowest to Highest", it will come out the following preview and click "Print";



15. Click "Print" to print or click "Export to Excel".



16. If you double click a bill and go to elements level, you can tick all elements and select print "Item Rate & Total".

