

BUILDSPACE

PRO

For Consultant/Contractor

Progress Claim

Certificate

Powered by:

*Ф***Рск**

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 3.2)

Last updated: 28/9/2020



Contents

Progress Claim Certificate	2
Claim Layout Settings	4
Update BQ Work Done	7
Add New Claim Version	9
Progress Claim at Location Management	13
Approve/Reject Claim Certificate	16
Print Claim Certificate	
I. Export to Excel	
II. Export/Import Claim Certificate (EBQ Claim File)	19



Progress Claim Certificate

Note: You need to activate claim certificate before update BQ work done.

1. Login to Buildspace Pro and choose "Post Contract Module".

				-\\w\r			着	
Library Manager	Project Builder	Tendering	Post Contract	Project Management	Finance	Reports	Administration	

2. Double click to select a project with status "Post Contract".

	🗿 Refresh
	Pefresh
Title Country State Status Creat	Sitemesi
State State State	ed At
	17 02:05
2	

3. To activate Claim Certificate, click **Claim Certificate**.

-	space
Post	Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)
Proje	ect Breakdown Project Properties Claim Certificates
R	e-Measure Provisional 🔻 🏭 Location Management 🥺 Define Locations 🕋 Sub-Packages 🥝 Reload
No.	Description
	CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES
2	BILL NO.2 - PILING WORKS
3	BILL NO.3 - MULTI TYPES
4	BILL NO.4 - SINGLE TYPE
5	BILL NO.5 - PROVISIONAL SUM

4. Click "Active Claim Certificate".

sp/ce	de				
Post Contract >	CADANGAN I	MEMBINA KONDOMINIUM	25 TINGKAT (Status::POST C	ONTRACT)	
Project Breakdov	vn Project P	roperties Claim Certificate	8		
🙀 Activate Clair	m Certificate	(Reload	L.		
Claim Certificate	List >				
Claim No.		Amount Certified	Status	Paid Amount	4
1			IN PROGRESS	0.00	



5. Fill up all information that is required in claim certificate and then click "Save". The newly activated claim will appear as "In Progress".

Note: You still can edit the information before submitting this certificate for approval.

Project Breakdown Project Properties Claim Certificates Activate Claim Certificate Image: Claim Certificate Claim Cert	11/10/2019
Compary: convertion: Letter of Nation No.: 1 Work One-Annori: Wift 2022 99 (0ST:0.00)%: Contract Sum: Wift 2022 99 (0ST:0.00)%: Work One-Annori: Wift 2022 99 (0ST:0.00)%: Work One-Annori: Wift 2022 99 (0ST:0.00)%: Work One-Annori: Wift 2022 99 (0ST:0.00)%: "Propared By: Image: Contract Sum: "Payment Due Date: 11/10/2019 "Payment Due Date: 11/10/2019 "Payment Due Date: 11/10/2019 "Payment Sum Tex: "Payment Sum Tex: "Poged By: Image: Contract Contra	
Letter of Award No. 1 Works : Contract Sum: MYR 2/30.225 61 Work Done Amount: MYR 18.222 98 (00 % Prepared By: Dew Prepared By: Dew Prepared By: Dew Prepared By: Dew Period Ending : H1/H02019 Period Ending : H1/H02019 Tax: 000 % Acc Remarks : You can key in architect certificate here OS Remarks : Post Contract > CADANIGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Claim Certificate Claim Certificate List Claim Certificate : 1 IN PROGRESS Claim Certificate Info Claim Certificate Info Claim Certificate Info Claim Certificate Print Info	
Works: Works 2: Contract Sum IMR 2730-225 6: Retention Sum: MR 18.22.29 (0.57:0.00)/s With Retention Tax Percentage: 000 % *Prepared By: Retention Amount: *Prepared By: Retention Amount: *Prepared Due Date: 1110/2019 *Prepared By: Retention Amount: *Project Properties Claim Certificates ************************************	
Contract Sum: MYR 2,730,225.61 Extention Sum: MYR 18,222.96 (ST: 0.00 % Referention Tax Percentage: 000 % "Prepared By: new "Perpared By: new "Perpared By: 11/10/2019 "Payment Due Date: 11/10/2019 "Budget Amount: 000 % Point Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Claim Certificate Claim Certificate List > Claim Certificate :: 1 IN PROGRESS Submit Notificate Info Claim Certificate Info Claim Certifica	
Retention Tax Percentage: 0.00% Prepared By: Ohow Prepared By: Ohow Percentage: 0.00% Payment Due Date: 11/10/2019 *Budget Amount: 0.00% *Budget Amount: 0.00% *Out **Period Ending: *Budget Amount: 0.00% **Out can key in architect certificate here 0.00% Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Claim Certificates Activate Claim Certificate Claim Certificate :: Activate Claim Certificate OR Activate Claim Certificate :: IN PROGRESS Claim Certificate Info Claim Certificate Print Info Submit Activate Info Claim Certificate Print Info Project Properties Claim Certificate Print Info Project Properties Claim Certificate Print Info Project Properties Claim Certificate Print Info Project Properties Claim Certificate Print Info Project Properties Claim Certificate Print Info Project Properties Claim Certificate Print Info Project Properties Claim Certificate Print Info Project Properties Claim Certificate Print Info Project Properties Project Properties Claim Certificate Print Info Project Properties Project P	
*Prepared By: Chew *Period Ending: *Period Ending: *Period Ending: **Period Ending: **Tax: ****: ***:	
*Payment Due Date : 11/10/2019 *Budget Amount : 0.00 *Tax : 0.00 <	
*Budget Amount: 0.00 *Budget Amount: 0.00 *Acc Remarks: You can key in architect certificate here OS Remarks: Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Claim Certificate Claim Certificate Claim Certificate List Claim Certificate List Claim Certificate Info Claim Certificate Print Info	
Acc Remarks : You can key in architect certificate here Image: Space Image: Space Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Image: Claim Certificate Image: Claim Certificates Image: Activate Claim Certificate Image: Claim Certificate Image: Submit Image: Claim Certificate	
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Claim Certificate Image: Claim Certificate in the certin the certin the certificate in the certin the certifi	
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Claim Certificate Image: Claim Certificate in the contract of the co	
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Claim Certificates Activate Claim Certificate Image: Claim Certificate in the image: Claim Certificate Info Claim Certificate Info Claim Certificate Print Info Image: Submit Image: Claim Certificate Print	
Claim Certificate List > Claim Certificate :: 1 IN PROGRESS > Claim Certificate Info Claim Certificate Print Info Submit Submit Edit Print	
Claim Certificate Info Claim Certificate Print Info Claim Certificate Print	
Submit Submit Edit 🖶 Print	
Initial Information	
Contractor Submitted Date : 21/03/2018 Site	



Claim Layout Settings

Note: You only need to setup this once for every project

1. To access Claim Certificate Layout Settings, go to any project that is in **"Post Contract"**, Click on **"Claim Certificates"** then Click **"Claim Certificate Layout Settings"**.

space			
	ting on Claim Cert with material on-site Project Properties Claim Certificates	and miscellaneous (Status:: Account Code Settings	POST CONTRACT)
🔒 Activate Claim C	ertificate 🔲 Claim Certificate Layou	t Settings 🧿 Reload	
Claim Certificate Lis	t >		
Claim No.	Amount Certified	Status	Paid Amount
1	449,908.20	APPROVED	0.00
2	1,404,126.50	APPROVED	0.00
3	(864,005.94)	IN PROGRESS	0.00

- 2. The "Claim Certificate Layout Settings" are divided into "5" different sections;
 - Claim Certificate Print Format (1)
 - Claim Certificate Title (2)
 - Claim Certificate Section Label (3)
 - Labels & Sections (4)
 - Footer (5)

space								🕀
	on Claim Cert with	h material on-site and m	iscellaneous (Status::	POST CONTRACT)				
roject Breakdown Proj	ject Properties	Claim Certificates Acc	ount Code Settings					
Activate Claim Certific	cate Claim	Certificate Layout Settin	gs 🕜 Reload					
laim Certificate List $>$	Claim Certificate	Layout Settings $>$						
Save								
Claim Certificate Print Fo	ormat				-			
Standard 🥥	Format A		1					
Display Tax Colum	Tick to	Display						
Claim Certificate Title								
Certificate Of Paymen	ıt				2			
Claim Certificate Section	- L-hele							
Section A : A		5	Section B : B		Section C : C	3	Section D : D	
Section B				Section C		Section D		
Title : MISC				Title : Others		Title : Paymer	nt On Behalf	
Advance Payment	1			Debit and Credit Note		Utility		
Deposit	The late of	St. Jack		With Breakdown		Permit	4	
Material On Site KSK	Tick to [Jispiay		WOB				
WOB (M/C)				Penalty				
HOD (110)	1		L					
abela								
Label	I				New La	abel		
Tax		GST						
Tax Invoice By Su	ub Contractor	Tax Invoice By Sub	Contractor					5
Tax Invoice By	Subsidiary	Tax Invoice By						
	·····	Tax Invoice by						
ooter								
	Format A	O Format B					6	
	Column 1			Column 2		Column 3		Column 4
Label	Ne	ew Label	Label	New Label	Label	New Label	Label	New Label
Label Bank	Bank	ew Label	Label Cheque No.	New Label Cheque No.	Label Cheque Date	New Label Cheque Date	Label Cheque Amount	New Label Cheque Amount



In the first section which is the "Claim Certificate Print Format", there are 2 options;
 "Standard" & "Format A". You can also tick/untick "Display Tax Column" to remove the tax column.

Claim Certificate F	rint Format	
Standard	Format A	
Display Tax (Column	

4. User can input the claim title at the second section at the space provided under "Claim Certificate Title".

-0	Claim Certificate Title
	Contractor Payment Recommendation

5. As for the third Section, under **"Claim Certificate Label Section"**, user can choose to change the title accordingly. Also, untick any unused module so that it would not display at claim certificate print out.

Section B	Section C	Section D
Title : MISC	Title : Payment Deduction Rename as "Payment Deduction"	Title : Payment On Behalf
Advance Payment Deposit Material On Site KSK WOB (MIC)	Vebit and Credit Note With Breakdown OB VOB Penalty	Unity Permit Untick unused module to not display at claim certificate print out

6. At the fourth section which is the **"Label Section"**, user can type to rename the labels based accordingly.

els	
Label	
Tax	GST
Tax Invoice By Sub Contractor	Tax Invoice By Sub Contractor Rename to "Invoice By Contractor"
Tax Invoice By Subsidiary	Tax Invoice By Rename to "Payment Deduction By" System will auto generate client subsidiary name when print out



- 7. The Fifth Section is for the footer. There are 3 different options;
 - No footer
 - Format A (setting for hardcopy signage)
 - Format B (with system verification log)

- Footer			
O None	O Format A	Format B	

8. Once finalized with the claim certificate print out format, click **Save**.

Claim Certific	cate List	:> 0	laim Certificate Layou	J
Save				
Claim Certif	ficate Pri	int For	mat	
Stand	lard	۲	Format A	
_				

Sample of Claim Certificate Print Out

GA	MUDA LAND SDN	BHD (Gamuda	Garden)		Contractor Payme	nt Recommendation
Pro	ject Description:	CADANGAN	PEMBINAAN INFRA W	ORKS		
Su	b Contract Works:				LA No: Certificate Date:	1 11/10/2019
Co	ntractor:	PCK CONSTR	RUCTION SDN BHD		Period Ending:	11/10/2019
Inv	oice Date:				Payment Due Date:	11/10/2019
Inv	oice No:				Claim No:	2
BI	Total:	2,730,225.61				
То	tal VO Amount:	0.00				
Co	ntract Sum:	2,730,225.61			Completion %:	6.67%
Re	mark:					
Pro	epared By:	Chew				
				ACCM Total	Previous Claim	This Clain
A	Bill Total			182,229.86	91,576.76	90,653.1
	Variation Order			0.00	0.00	0.0
	Material On Site			0.00	0.00	0.0
	Total Work Done			182,229.86	91,576.76	90,653.1
	Retention Sum			[18,222.99]	9,157.68	
	Release Retention	1		0.00	0.00	
	Total Retention			[18,222.99]	[9,157.68]	[[9,065.31]
	Amount Certified			164,006.87	82,419.08	81,587.79
в	MISC					
	Advance Payment	t		0.00	0.00	0.0
_					Sub Tota	0.0
					Tax Invoice By Contracto	81,587.7
с	Payment Deductio					
	Gamuda Trading			40,000.00	10,000.00	
	Master Pave Sdn			20,000.00	20,000.00	
_	CLQ Trading Sdn	BNG		20,000.00	0.0	
_			Payment Deduction	n ByGAMUDA LAND	SDN BHD (Gamuda Garden) 50,000.0
				N	et Payable Amount (MYR)	31,587.7
Ve	rifier Log					
No	Nar	ne	Verified At		Remarks	
1	Chris V	olcano	11/10/2019			
2	Stal	11	11/10/2019			
3	Heng Ch	in Guan	11/10/2019			



Update BQ Work Done

1. Click "Project Breakdown" to update the claim.

space						
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)						
Project Breakdown Project Properties Claim Certificates						
Activate Claim Certificate 🕑 Reload						
Claim Certificate List $ ightarrow$ Claim Certificate :: 1 (IN PROGRESS) $ ightarrow$						
Claim Certificate Info						
💾 Submit 📝 Edit 📑 Print						
Contractor Submitted Date : 21/03/2018 Site						

2. Double click which "Bill" to update the claim.

Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)					
Project Breakdown Project Properties Claim Certificates					
🖕 Re-Measure Provisional 🔻 🏪 Location Management 🍳 Define Locations 🕋 Sub-Packages 🥝 Reload					
No. Description	Overall Total	%	% Amount Up To Date Claim		
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT		Up to Dat	.e Claim		
BILLING INCLUSION AS PRELIMINARIES	852.500.00				
2 BILL NO.2 - PILING WORKS	1.179.754.88				
	10.120.362.45	11.04%	1,117,009.6		
BILL NO.3 - MULTI TYPES BILL NO.4 - SINGLE TYPE DILL NO.4 - SINGLE TYPE	1.216.033.29	0.74%	8,978.1		
5 BILL NO.5 - PROVISIONAL SUM	16,626,000.00				
VARIATION ORDER	27,729.95				
MISCELLANEOUS					
ADVANCE PAYMENT					
MATERIAL ON SITE					
DEPOSIT					
KONG SI KONG					
WORK ON BEHALF					
BACKCHARGE					
PURCHASE ON BEHALF WORK ON BEHALF (BACKCHARGE)					
WORK ON BEHALF (BACKCHARGE) PENALTY					
PAYMENT ON BEHALF					
V HEIT I					

3. Double click at the Unit to go to the Element Level.

Note: Claim can be updated either at the element level or item level.

sphce			*	
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)				
Project Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞				
Type / Unit 〉				
No. Description	Rename Description	Amount	% Up To Date Claim	Amount
Default				
		1,216,033.29	0.74%	8,978.13



 At the Element Level, user can update BQ work done either by "Percentage (%)" or "Amount". Single click at the column and press Enter to key in and press Enter again to save.

space						1	. 🔍
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)							
Project Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞							
Type / Unit 〉 Default :: Unit 1 〉							
Apply to other unit							
No. Description	Total	% Previous Cl	Amount	% Current	Amount	%	Amount
1 Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	251,741.71	Previous Ci	aim	3.57%	8,978.13	Up To Date 3.57%	8,978.13
2 Bill No. B.4/2 - FRAME	84,595.30					00	
3 Bill No. B.4/3 - UPPER FLOORS	6,033.62				4		
4 Bill No. B.4/4 - ROOF CONSTRUCTION	195,552.50						
5 Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION	12,148.20						
6 Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS	70,715.00						
7 BIII No. B.4/7 - EXTERNAL WALLS, DOORS AND WINDOWS	70,422.79						
8 Bill No. B.4/8 - PARTITIONS, DOORS AND WINDOWS	221,531.80						
9 Bill No. B.4/9 - EXTERNAL WALL FINISHES	29,521.00						
10 Bill No. B.4/10 - INTERNAL WALL FINISHES	43,935.00						
11 DILLNO R 4/11 EL OOR EINISUES	10,620,20						

 Double click the "Element" to update the BQ work done by item. At item level, user can choose whether to update the BQ work done by "Percentage (%)", "Quantity" or "Amount". Single click at the column and press Enter to key in and press Enter again to save.

Space Post Con	tract												
Post Contract > PROJECT HIGH RIS		,											
Project Breakdown Project Properties	s Claim Certificates	BILL NO 1 :: Stand	ard 🛞										
Type / Unit $ ightarrow$ Default :: Unit 1 $ ightarrow$ Ff	RAME >												
	VO Omitted At	Qty	Unit	Rate	Total	%	Amount	%	Amount	%	Qty	Amount	Imported Up T
	VO Omitted At	Qty	Unit	Rate	Iotai	Previous	Claim	Current	Claim		Up To Date Claim		Date Clain
d, in,													
-,,		58.00	M3	229.00	13,282.00	25.00%	3,320.50			25.00%	14.50	3,320.50	
		101.00	M3	229.00	23,129.00	25.00%	5,782.25	4.70%	1,087.75	29.70%	30.00	6,870.00	
					11,450.00	22.00%		0.84%	96.00	22.84%	11.42 <mark>2615.00</mark>		
n yield stress 250N per sq. mm)													
		4,061.00	KG	4.00	16,244.00	21.55%	3,500.00			21.55%	875.15	3,500.00	
		1,271.00	KG	4.00	5,084.00	20.65%	1,050.00			20.65%	262.46	1,050.00	-

6. After done updating the BQ work done, click **project breakdown** and click **"Reload"** to **see the latest updated claim.**





Add New Claim Version

Notes: To add new claim version, please ensure the previous claim has been finalized and approved.

1. Go to Buildspace Pro and access to "Post Contract Module".



2. Double click to select a project with status "Post Contract".

Find by: Title	•	\odot	Q Search 🛛 🎯 Refr
Country	State	Status	Created At
Malaysia	Kuala Lumpur	Post Contract	22/06/2020 16:58
Malaysia	Kuala Lumpur	Post Contract	19/06/2020 14:15
Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:21
Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:06
Malaysia	Putrajaya	Post Contract	28/04/2020 16:30
Malaysia	Selangor	Post Contract	28/04/2020 15:41
Malaysia	Selangor	Post Contract	27/04/2020 13:00

3. Click "Claim Certificates"

1	Post Contract
Post	Contract > PROJECT TOWER AND AMAN 1 (Status: POST CONTRACT)
Proj	ect Breakdown Project Properties Claim Certificates
NR	e-Measure Provisional 🔻 싎 Location Management 💡 Define Locations 🕋 Sub-Packages 🥗 Wastage Report 🏢
No.	Description
	PROJECT TOWER ANDAMAN 1
1	PRELIMINARIES
	BUILDING WORKS
2	BILL NO 1
3	BILL NO 2



4. The status of the previous claim will be shown as **"In Progress". Double click** to change its status.

Notes: To allow new claim to be activated, please ensure that previous claim has been verified.

sp/c	e Post Contract		
Post Contract >	PROJECT TOWER ANDAMAN 1 (Status::	POST CONTRACT)	
Project Breakdov	wn Project Properties Claim Certificate	s	
Activate Clai	m Certificate 🛄 Claim Certificate Layou	ıt Settings 🛛 🎯 Reload	
Claim Certificate) List >		
Claim No.	Amount Certified	Status	Paid Amount
Claim No. 1	Amount Certified 180,758.94		
Claim No. 1 2			Paid Amount 0.00 0.00
1			0.00
1			0.00
1			0.00

5. User can either choose to select "Approve/Reject" this particular claim revision.

Post Contract
Post Contract > PROJECT TOWER ANDAMAN 1 (Status::POST CONTRACT)
Project Breakdown Project Properties Claim Certificates
🙀 Activate Claim Certificate 🛛 🛄 Claim Certificate Layout Settings 🛛 🙆 Reload
Claim Certificate List > Claim Certificate :: 2 (IN PROGRESS) >
Claim Certificate Information Claim Certificate Print Info
Approve Reject Z Edit Export To Excel S Export Claims Up Import Claims
Contractor Submitted Date : 21/08/2020 Site Verified Date : 21/08/2020
Claim Certificate Information
Company : BuildSpace Construction Sdn Bhd
Letter of Award No. : 1
Works :



6. Once **approved/rejected**, the status will be shown accordingly.

space	Post Contract		
Post Contract > PROJEC	T TOWER ANDAMAN 1 (Status::PO	ST CONTRACT)	
Project Breakdown Proj	ect Properties Claim Certificates		
Activate Claim Certific	ate 🛛 🛄 Claim Certificate Layout S	ettings 🛛 🙆 Reload	
Claim Certificate List >	1		
Claim Certificate List >	Amount Certified	Status	Paid Amount
	Amount Certified 180,758.94	Status APPROVED	Paid Amount
			Paid Amount 0.00 0.00
Claim Certificate List > Claim No. 1 2 3	180,758.94	APPROVED	0.00

 Click "Activate Claim Certificate" to create new claim version. After that click "Project Breakdown" to perform new progress claim.

Post Contract > PF	ROJECT TOWER ANDAMAN 1 (Status::P	OST CONTRACT)	
Project Breakdown	2 oject Properties Claim Certificates		
🙀 Activate Claim (Certificate	Settings 🥝 Reload	
Claim Certificate Li	st >		
		Status	Paid Amount
Claim No.	Amount Certified	Status	Faiu Aniouni
Claim No. 1	Amount Certified 180,758.94	APPROVED	0.00
Claim No. 1 2			0.00
Claim No. 1 2 3	180,758.94	APPROVED	



Rate	Total	%	Amount	%	Amount	%	Qty	An
		Previous	Claim	Current (Claim		Up To Date Claim	
3.50	437.50	10.00%	43.75	20.00%	87.50	30.00%	37.50	1:
8.50	1,598.00	20.00%	319.60	15.00%	239.70	35.00%	65.80	5
10.50	5,817.00	20.00%	1,163.40	15.00%	872.55	35.00%	193.90	2,03
8.50	1,700.00	20.00%	340.00	15.00%	255.00	35.00%	70.00	2,0
8.50	280.50	20.00%	56.10	15.00%	42.08	35.00%	11.55	(
12.00	600.00	25.00%	150.00	30.00%	180.00	55.00%	27.50	33
12.00	000.00	20.00 %	100.00	00.007	100.00	00.007	21.00	
180.00	3,420.00	30.00%	1,026.00	20.00%	684.00	50.00%	9.50	1,71
180.00	900.00	15.00%	135.00	40.00%	360.00	55.00%	2.75	49
180.00	4,140.00	15.00%	621.00	50.00%	2,070.00	65.00%	14.95	2,69
180.00	360.00	20.00%	72.00	30.00%	108.00	50.00%	1.00	18
3.00	2,808.00	40.00%	1,123.20	50.00%	1,404.00	90.00%	842.40	2,52
9.50	5,054.00							

8. Select **Bill > Type/Unit > Element** to perform progress claim based on items. *Note: Amount of previous claim will moved to Previous Claim column*

9. After done updating the claim, go to **project breakdown** and click **"Reload"** to **see the latest updated claim.**

1	sp/ce		
Post	Contract > CAD	ANGAN MEMBINA I	KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)
Proje	ect Breakdown	Project Properties	Claim Certificates
R	e-Measure Provi	isional 🔻 🛛 🏭 Loca	tion Management 💡 Define Locations 🕋 Sub-Packages 🞯 Reload
No.	Description		
	CADANGAN	MEMBINA KONDO	DMINIUM 25 TINGKAT
1	BILL NO.1	-GENERAL CONE	DITIONS & PRELIMINARIES
2	BILL NO.2	- PILING WORKS	
3	BILL NO.3	- MULTI TYPES	

10. To view the previous claim, click "Claim Certificate" and click "View This Revision".

sp/ce	Post Contract					
Post Contract > PROJEC	CT TOWER ANDAMAN 1 (Status: PO	ST CONTRACT)				
Project Breakdown Pro	oject Properties Claim Certificates	1				
Activate Claim Certifi	icate 🛛 🛄 Claim Certificate Layout S	ettings 🔞 Reload				
Claim Certificate List >						
Claim No.	Amount Certified	Status	Paid Amount	Approval Date	Created At	Current Viewing Claim
1	180,758.94	APPROVED	0.00	21/08/2020	21/08/2020	2 View This Revision
2	133,497.80	APPROVED	0.00	21/08/2020	21/08/2020	View This Revision
3	40,530.67	REJECTED	0.00	-	21/08/2020	~

Note: User able to view the previous claim by click at "View This Revision". However, user is not allowed to edit any content from previous claim version.



Progress Claim at Location Management

1. Click "Progress Claim".

ost Contract > Locat	ion Management - Test 1					
ocation Assignment	BQ Locations View Progress C	Jaims 🛞				
Remove From Loc	ation(s)					
selected T	0 item(s) selected 💌	Select Progress claim		Prorated %		Prorated Qty
ation 3	Location 4	Bill Item	Unit		Qty	
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.3
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.3
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.3
t Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	10.00%	123.00	12.30
t Floor	Living Room	Sinnle laver 0.25mm thick (heavy duty) notythene cheet vanour harrier, under raft foundation	m7	10.00%	123.00	12 3/

2. User can update the progress claim based on each location

	pild prce					🕀 👤
Post Con	tract > Location Management - Te	est 1				
Location /	Assignment BQ Locations View	Progress Claims 🛞				
No.	0 item(s) selected 💌	0 item(s) selected y	0 item(s) selected 🐨	0 item(s) selected 💌	0 item(s) selected 💌	
	Trade	Location	Lorotion 2	ation 3	Location 4	Bill Item
1	Piler	Block A	32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
2	Piler	Block A	t 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
3	Piler	*A	it 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
4	Piler	- DA	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
5	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
6	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
7	Piler	Block A FIIT	er the location	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
8	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
9	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
10	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
11	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
12	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
13	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
14	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
15	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
16	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
17	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
18	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
19	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
20	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
21	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
22	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
23	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
24	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
25	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
26	Piler	Block A	Unit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrie
27	Piler	Block A	Linit 32	First Floor	Living Room	Single layer 0.25mm thick (heavy duty) polythene sheet vanour harrie



3. Scroll to right hand side to update progress claim either by **quantity** or **percentage.**

puild phote						* 1
Bart > Locator Management - Test 1						
Amprent 30 London Ver Propres Claime (1)						
Sil ten	Unit	Provaled Qty	Previous Claim	Surrent Claim	-	% G
Single layer 0.25mm thick (heavy duty) polytherie sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer 8.25mm thick (heavy duty) polythere sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythere sheet vapour barrier, under raft foundation	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythere sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer 8.25mm thick (heavy duty) polythere sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer 0.25m/t thick (heavy duty) polythene sheet vapour tarrier, under raft foundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under rait loundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) porythene sheet vapour barrier, under rait toundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) porythene sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) porythene sheet vapour barrier, under ralt toundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) porythene sheet vapour barrier, under raft foundation.	#2	12.30				
Single layer 0.25mm thick (heavy duty) polythene pheet vapour barrier, under ralt foundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	112	12.30				
Bingle layer 0.2fmm (bick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2 .	12.30				
Bingle layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour samer, under raft loundation	m2	12.30				
Bingle layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour samer, under raft toundation	m2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under rait foundation.	#2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under rait foundation.	#2	12.30				
Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	12.30				
Single layer & 25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	m2	12.30				
Rinnia lasar & Meren Bick (hasso dols) not/thana shaat sature harriar under raft foundation	m7	47.95				

	Description of the	%	Qty	%	Qty	%	
Unit	Prorated Qty	Previous Claim		Current	Claim	Up To	
m2	12.30			100.00%	12.30	100.00%	
m2	12.30			80.00%	9.84	80.00%	
m2	12.30			50.00%	6.15	50.00%	
m2	12.30			100.00%	12.30	100.00%	
m2	12.30			30.00%	3.69	30.00%	
m2	12.30			70.00%	8.61	70.00%	
m2	12.30						
m2	12.30						
m2	12.30						
m2	12.30						
m2	12.30						
m2	12.30						
m2	12.30						
m2	12.30						



4. Then, click Location Assignment (1) > Back to Post Contract (2)

Post Contract
Post Contract > Location Management - Test 1
Location Assignment Progress Claims 🛞
🔇 Back to Post Contract 📗 Progress Claims 🏟 Bill Settings 💾 Save
Location Sequence
Trade:
0 item(s) selected (2)
Location 1:
0 item(s) selected
Test 1 >
No filter applied
No. Description
1 BILL NO.3 - MULTI TYPES

5. Total progress claim that is updated from location management will be shown in Project Breakdown

	sp/ce	Post Contract						.
Post	Contract > Test	1 (Status::POST CO	NTRACT)					
Proje	ect Breakdown	Project Properties	Claim Revis	sion::Version 2				
R	e-Measure Prov	isional 🔻 🛔 🏪 Loca	tion Manage	ement 🍳 De	efine Locations	Package	s 🕜 Reload	
No.	Description				Overall Total	<u>%</u>	p To Date Claim	Amount
	Test 1							
1	BILL NO.3	- MULTI TYPES			144,000.00	2.78%		4,000.00
	VARIATION C	RDER						
	MATERIAL O	N SITE						



Approve/Reject Claim Certificate

1. Click "Claim Certificates"

1	Space Post Contract
Post	Contract > PROJECT TOWER AND AMAN 1 (Status: POST CONTRACT)
Proje	Dect Breakdown Project Properties Claim Certificates
R	e-Measure Provisional 🔻 싎 Location Management \mid 👰 Define Locations 🛛 🕋 Sub-Packages 🛛 🥗 Wastage Report 🗧 🏢
No.	Description
	PROJECT TOWER ANDAMAN 1
1	PRELIMINARIES
	BUILDING WORKS
2	BILL NO 1
3	BILL NO 2

2. The status of the previous claim will be shown as **"In Progress". Double click** to change its status.

Notes: To allow new claim to be activated, please ensure that previous claim has been verified.

space	Post Contract		
Post Contract > P	PROJECT TOWER ANDAMAN 1 (Status::	POST CONTRACT)	
Project Breakdown	n Project Properties Claim Certificate	ġ	
Activate Claim	Certificate Diaim Certificate Layou	ut Settings 🙆 Reload	
Claim Certificate L	_ist 〉	1	
Claim No.	Amount Certified	Status	Paid Amount
1	180,758.94		0.00
2		IN PROGRESS	0.00



3. User can either choose to select "Approve/Reject" this particular claim revision.

Post Contract							
Post Contract > PROJECT TOWER ANDAMAN 1 (Status::POST CONTRACT)							
Project Breakdown Project Properties Claim Certificates							
🙀 Activate Claim Certificate 🛄 Claim Certificate Layout Settings 🥝 Reload							
Claim Certificate List 〉 Claim Certificate :: 2 (IN PROGRESS) 〉							
Claim Certificate Information Claim Certificate Print Info							
👉 Approve 💦 Reject 🛛 🖍 Edit 🛛 🏢 Export To Excel 🖉 🎧 Export Claims 🛛 😃 Import Claims							
Contractor Submitted Date : 21/08/2020 Site Verified Date : 21/08/2020							
Claim Certificate Information							
Company : BuildSpace Construction Sdn Bhd							
Letter of Award No. : 1							
Works :							

4. Once **approved/rejected**, the status will be shown accordingly.

sp/ce	Post Contract		
Post Contract > PROJEC	T TOWER ANDAMAN 1 (Status::PO	ST CONTRACT)	
Project Breakdown Proj	ect Properties Claim Certificates		
Retivate Claim Certific	ate 🛄 Claim Certificate Layout S	ettings 🛛 🙆 Reload	
Claim Certificate List >			
Claim No.	Amount Certified	Status	Paid Amount
1	180,758.94	APPROVED	0.00
2	133,497.80	APPROVED	0.00
3	40,530.67	REJECTED	0.00



Print Claim Certificate

1. To print the claim certificate, click "Claim Certificates".

1	sp/ce	Post Contra	ct	
Post	Contract > PRO	JECT HIGH RISE (Statue DOST CONT	PACT)
Project Breakdown Project Properties			Claim Certificates	
R	e-Measure Prov	isional 🔻 🛛 🏭 Loca	ation Management	Define Locations
No.	Description			
	PROJECT HI	GH RISE		

- I. Export to Excel
- 1. To export the claim certificate to Excel, click "Export to Excel".

sp/ce	Post Contract	
Post Contract > PROJE	ECT HIGH RISE (Status::POST CONTRACT)
Project Breakdown Pr	roject Properties Claim Certificates	
ק Activate Claim Certi	ficate 🛛 🛄 Claim Certificate Layout Setting	s 🛛 🙆 Reload
Claim Certificate List >	\diamond Claim Certificate :: 2 (IN PROGRESS) $ angle$	
Claim Certificate Infor	mation Claim Certificate Print Info	
👍 Approve 🛛 🌪 Reje	ect 🛛 🖋 Edit 🛛 🏢 Export To Excel 🕥 B	Export Claims
Initial Information		
Contractor Subm	nitted Date : 28/09/2020	Site Verified Date : 28/09/2020

2. Ensure that the file is in ".xlsx" then click "Export"

Export To Excel		34
🚫 Close 🕥 E	Export	
Export As :	Claim_Certificate_2892020 .xlsx	
		,17



ם ייים ה					rtificate_2892020 - Exc			URUL AQILAH MOHD ISA	S 📼 –	
ile Home I	Insert Page Layout Formulas Data	Review View	Help 🖓 Tell me	what you want to do						P₄ shi
Cut			Image: Second		Conditie		Bad * Neutral v	Insert Delete Format		t & Find & er * Select *
Clipboard	Fort Fort		Alignment	rs Numb	er 15	Styles		Cells	Editing	
3 * 1	$\times \checkmark f_x$									
A Build Space Construction	B	с	D	E	F Certificate of Payment	G	н	1	J	
ompany Name : 0	GLOBAL DEVELOPMENT & CONSTRUCTION SDN BHD				Project Code :					
ddress :					LA No. : GST Registration Code :	1				
el :			Fax:		Date :	28/09/2020				
erson In Charge :					Due Date : Claim No :	28/09/2020				
						4				
ub Con Works :					Percentage Completion : Accm Previous :	2.61% 109557.2				
emark ;					Prepared By ;	109557.2 Nami Chan				
roject Title : F	PROJECT HIGH RISE				Works from LA:					
		Contract Sum (RM)		5	Work Done (RM)	GST 0.00 %	Amount (RM)	-		
	Bill Total	4,707,919.73		71	122.773.72	0310.00 %	Amount (KMI)			
	Variation Order Total	1,887.00		2.61	202.25					
		4,709,806.75		2.01						
F	Retention Sum				12,297.60					
	Release Retention Total Amount				0(0.00000%)	0.00				
	Previous Certified Amount Certified				109,557.20	0.00	1.121.17			
. ,	Misc	Accm Total (RM)	Previous Claim (RM)		This Claim (RM)	0.00	1,121.17			
	Advance Payment Deposit	300,000.00	0.00		255,000.00	0				
	Deposit Material On Site	42,350.00	0.00		0.00 35,997.50	0				
1	KSK	0.00	0.00		0.00	ō				
	WOB (M/C)	0.00	0.00	Sub Total (RM)	0.00 290,997,50	0.00	290,997,50			
ax Invoice By Sub Con	ntractor			Sub rotar (ten)	292,118.67	0.00	292,118.67			
	Others POB	0.00	0.00		0.00	0				
	WOB	0.00	0.00		0.00	0				
F	Penalty ace Construction 5dn Bhd	0.00	0.00		0.00	0.00	0.00			
	ace Construction 5dn Bhd Payment On Behalf				0.00	0.00	0.00			
	Utility	0.00	0.00		0.00					
F	Permit	0.00	0.00		0.00					
				Net Payable Amount (RM)	292,118.67	0.00	292,118.67			
			•							

3. The claim certificate will look as follows in Microsoft Excel.

II. Export/Import Claim Certificate (EBQ Claim File)

Notes: Only user with BuildSpace Pro can open this file format.

1. To export the claim certificate, click "Export".

Space Post Contract	
Post Contract > PROJECT HIGH RISE (Status::POST	CONTRACT)
Project Breakdown Project Properties Claim Certific	ates
Retivate Claim Certificate	iyout Settings 🙆 Reload
Claim Certificate List > Claim Certificate :: 2 (IN PRO	GRESS) >
Claim Certificate Information Claim Certificate Print I	nfo
👍 Approve 🛛 🌪 Reject 🛛 🥕 Edit 🛛 🏢 Export To E	xcel ① Export Claims
Initial Information	
Contractor Submitted Date : 28/09/2020	Site Verified Date : 28/09/

2. The exported file will be in ".ebqclaim" then click "Export".

.ebqc	laim
	.ebqc



3. To import file received from the client/consultant in ".ebqclaim" format, click "Import".

space	Post Contra	act					
Post Contract > PR	OJECT HIGH RISE	(Status::POST CONT	(RACT)				
Project Breakdown	Project Properties	Claim Certificates					
ק Activate Claim C	Activate Claim Certificate I 🛄 Claim Certificate Layout Settings 🛛 🎯 Reload						
Claim Certificate Lis	t 〉 Claim Certifica	te :: 2 (IN PROGRE	ss)>				
Claim Certificate In	formation Claim C	Certificate Print Info					
👍 Approve 🛛 🌪 I	Reject 🛛 📌 Edit 💧	Export To Excel	Export Claims				
- Initial Information -							

4. Select and choose file from your device and click "Import" *Notes: Please ensure that the file is in ".ebqclaim" format.*

Import Claims	
Close	
Select EBQClaims File	