



Publish BQ to Post Contract

For Admin / Normal User

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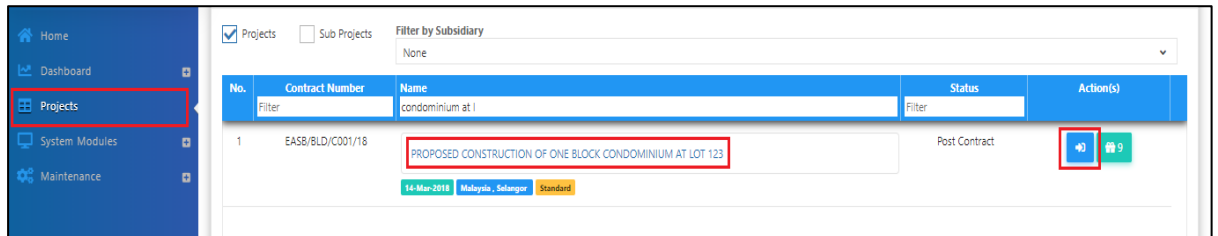
(BuildSpace Version 2.3)

Last updated: 13/10/2020

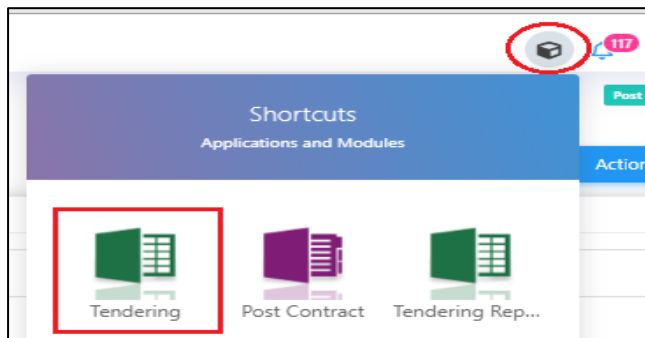
Publish BQ to post contract

- Note:** 1) Make sure you had assigned verifier for publishing BQ to post contract stage
2) Make sure you had selected the awarded contractor at **BuildSpace Pro**

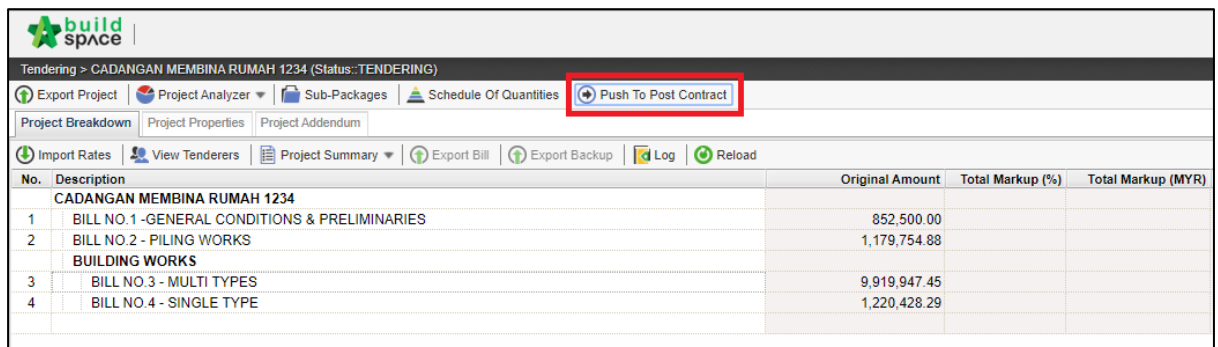
1. Click “Project Title” or click “Open Project”



2. Click the small box and click “Tendering” module



3. Click “Push To Post Contract”



- Click **Publish > Use Selected Contractor Rates > With Not Listed Items**

Note: a) Select **“Use Selected Contractors Rates”** if this project is called out by BuildSpace system during tendering stage.

b) Select **“Use Estimation Rates”** if the contractor’s BQ rates is imported from excel (Skip to Post Contract)

No.	Description	Status
1	At least one contractor is assigned to Tender	✓
2	Contractor Selected on Tenderer Setting	✓

- Fill in the particulars before publishing the BQ to post contract for approval process.

After that click **Save**.

Note: If ticked **“Include VO”**, approved VO will be included in Maximum Retention Sum calculation. Untick **“Include VO”** to exclude VO in Maximum Retention Sum.

After clicking Save, an email notification will send to the verifier/client for approval request.