

Submit Claim Certificate For Approval

For Admin / Normal User

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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Submit Claim Certificate for Approval

1. Login eProject system and open a project, click on the small box on the top right corner and select **"Post Contract Module"**.



2. At BuildSpace Pro, click at Claim Certificate button.

- 🌮	с spлсе						
Post	Contract > Test	Post Contract (State		T)			
Proj	ect Breakdown	Project Properties	Claim Certificates	Account Code Settings			
R	e-Measure Prov	risional 🔻 🛛 🏭 Loca	ation Management	Define Locations	Packages	😂 Wastage Report	Final Account Statement
No.	Description						
Test Post Contract							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES						
2	BILL NO.2 - PILING WORKS						
3	BILL NO.3 - TYPE A						
4	BILL NO.4 - TYPE B						
	VARIATION C	RDER					
	REQUEST FO	OR VARIATION CL	AIMS				
	MISCELLANE	20116					

3. Double click to open the latest claim certificate (which is still In Progress status).

Post Contract >	tract > Test Post Contract (Status::POST CONTRACT)							
Project Breakdo	wn Project Properties Claim Certificate	Account Code Settings						
🕞 Activate Clai	Activate Claim Certificate 🛛 🙆 Reload							
Claim Certificate	e List 〉							
Claim No.	Amount Certified	Status	Paid Amount	Approval Date				
1	83.092.70	REJECTED	0.00	-				
2	1,159,196.65	IN PROGRESS	0.00	-				

4. Click **Submit** button to submit the claim certificate. (*You can click Claim Cert Print Info to view details of this claim certificate*)

Post Contract > sample (Status::POST CONTRACT)							
Project Breakdown	Project Properties	Claim Certificates	Account Code Settings				
Reload							
Claim Certificate List > Claim Certificate :: 1 (IN PROGRESS) >							
Claim Certificate Information Claim Certificate Print Info Click to view claim							
💾 Submit 📝 Eo	dit 🛛 🏢 Export To E	Excel	details				
Contractor Submitted Date : 17/05/2019							
Claim Certificate Information							

5. System will display the total verifier required for this claim certificate, click **Yes** to submit the claim certificate.

Are you sure you want to send this for submission?						
Number of Reviewers: 1						
No						

Note: Once the claim certificate is approved by ALL verifiers, system will send out email notification to the sender.