



Submit Claim Certificate For Approval

For Admin / Normal User

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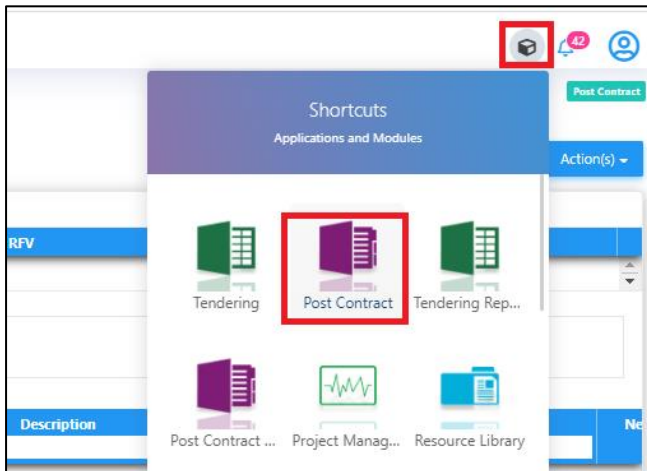
Website: www.BuildSpace.my

(BuildSpace Version 2.3)

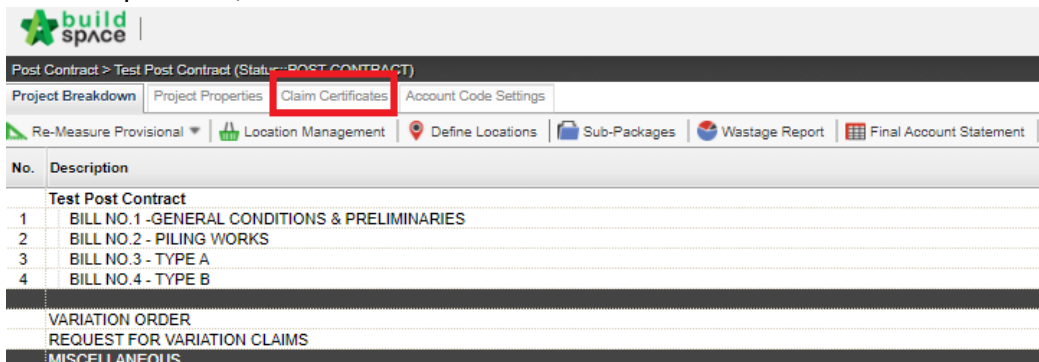
Last updated: 13/10/2020

Submit Claim Certificate for Approval

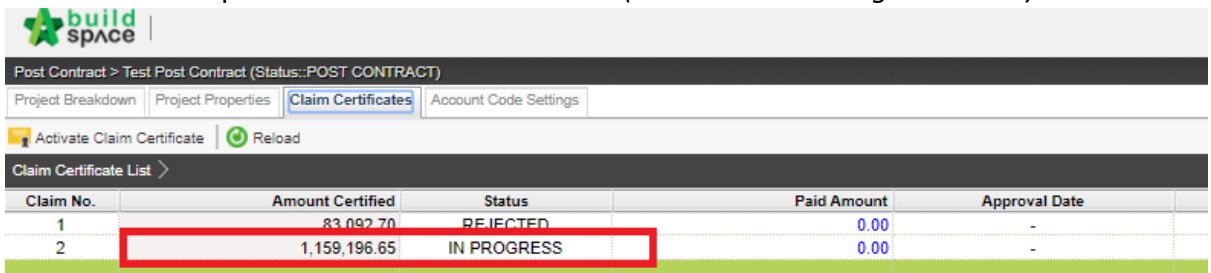
1. Login eProject system and open a project, click on the small box on the top right corner and select **“Post Contract Module”**.



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



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



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

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate :: 1 (IN PROGRESS) >

Claim Certificate Information | Claim Certificate Print Info | **Click to view claim details**

Submit | Edit | Export To Excel

Initial Information

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

Yes | No

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