

BUILDSPACE GUIDELINE FOR BUSINESS UNIT

BuildSpace System Support

If you need any assistance or guidance, please reach us at: -

1. BuildSpace Support Team (support@pck.com.my): +603- 4162 3698 (Call / WhatsApp)
2. To submit your inquiry, kindly click at [HERE](#).
3. For Remote Access Support, kindly download [TEAMVIEWER](#) at your desktop.
4. Book your private meeting/training slots at [HERE](#).

Type of User Roles in BuildSpace System

User Type	User
Business Unit Admin	BUA
Business Unit	BU
Super Admin	SA
System Coordinator	SC
Group Access to Tender Document	BU

First Time Login & Important User Guide

Role	Task	PDF	Video
ALL	BuildSpace User Account Activation	PDF	
ALL	Reset Password		
BUA	Assign Project Users		Video
BUA	Manager / Import user from another BU group	PDF	Video
BUA	Assign user to view BQ in BuildSpace Pro	PDF	Video
BUA	Create Subsidiary or Township name		Video
ALL	Shortcut Access to BuildSpace Pro		Video

Master Template Preparation

User Type	Master Template	Work Flow	User Guide
SA	Work Category	Work Flow	PDF
SA	Procurement Method		
SA	Internal User Registration		
SC	Verify Company (Vendors)	Work Flow	PDF
SC	Tender Document		
SC	Form of Tender		
SC	Technical Evaluation Form		
SC	Letter of Award		
SC	Predefined All Trades		

***Please complete the master templates before proceeding to general task**

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Project Collaboration Work Processes – View [Work Flow](#)

Role	Task	Task Definition	PDF	Video
Communication & Document Management				
ALL	Compose Message	Communicate among project team members	PDF	Video
ALL	Upload & Share Documents	Upload & share documents among project team members	PDF	Video
ALL	Request for Information	Issue request for information form	PDF	Video
ALL		Respond to request for information form	PDF	

Setup Cost Library – View [Work Flow](#) (Get Ready Excel Resources List & Build Up Rates during Training)

Task	Task Definition	PDF	Video
Set Up Cost Library	Overview	PDF	
	Resources Library		Video
	Schedule of Rates		Video

Import BQ, Tendering & Estimating – Download Overall [Tutorials](#) (Get Ready Excel BQ during Training)

Role	Task	Task Definition	PDF	Video
When participating tender from Client who using BuildSpace E-Tendering – View Work Flow				
BU	Invitation to Tender	Expression of Interest		Video
BU	Participating a Tender	Access to calling tender project		Video
BU	Technical Submission	Optional and based on clients		Video
BU	Download Documents	Download tender documents & BQ	PDF	Video
BU	Download Addendum	Download addendum drawings & BQ (if have)		Video
BU	Tender Pricing	Import Tender BQ Manually Key In Build Up Rate Import rates from library	PDF	Video
		Import Addendum BQ		
BU	Submit Tender Rates	Export Tender Rates in .tr File and submit tender	PDF	Video
BU	Upload Attachment	Upload supporting attachments during tender submission		Video
BU	Submit with Contractor's Proposal	To input own proposed completion period for this tender submission		Video
BU	Print Acknowledgement Letter	Print Acknowledgement Letter (<i>if requested by client</i>)		Video
BU	Raise Tender Inquiry	To communicate with client/consultant		Video
Import On going Project or participating tender from Client who is NOT using BuildSpace E-Tendering - View Work Flow				
BUA	Create Project	Create a project under own BuildSpace server	PDF	Video
BU	Create Bills	Create bills of quantity	PDF	Video
BU	Import BQ	Import BQ from Excel	PDF	Video
		Manually key in BQ items		Video
		Activate Qty2 for re-measurement		Video
		Edit Item or Element Note		Video
BU	Tender Pricing	Manually Key In Build Up Rate	PDF	Video

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Role	Task	Task Definition	PDF	Video
		Import rates from library		
BU	Tender Analysis/Analyzer	Overview of Project Analyser Resources Analysis Schedule of Rates Analysis	PDF	Video
BU	Mark Up Function	Mark Up based on BQ element, item & trades	PDF	Video
BU	Filter Sub Package	Create sub package by using resource's rate only	PDF	Video
BU	Create Sub Packages	Create sub con BQ for comparison – view Work Flow	PDF	Video
BU	Print BQ	Print Settings Export Backup Export Bills Print Summary	PDF	Video

Sub Con E-Tendering Work Processes – View [Work Flow](#) Download [Full User Guide \(PDF\)](#) (Get Ready Main Contract Excel BQ (if have), Sub Con Excel BQ and Sub Con Registered during Training)

Role	Task	Task Definition	PDF	Video
BUA	Create Main Package	Create a main package/project in system.	PDF	Video
BUA	Assign Company	Assign Business Unit as Group Access to Tender Documents.	PDF	Video
BUA	Project User Assignment	Assign BU user as view/verifier of the project	PDF	Video
BUA	Create Sub Package (Sub Con BQ)	Create sub-package (without BQ) in system.	PDF	Video
BUA		Create sub-package (extracting BQ from main package to be formed as sub-contractor BQ).	PDF	Video
BU	BQ Preparation	Prepare bills of quantities in system	PDF	Video
		Import multiple columns BQ from Excel		Video
		Prepare BQ in BuildSpace		Video
		Explanation of Bill & Item types in BuildSpace	PDF	Video
		Measurement in BuildSpace		Video
		Insert note, GFA		Video
		Activate Qty 2 for alternative design measurement		Video
BU	Upload Tender Document	Upload tender document as attachments	PDF	Video
BU	Edit Form of Tender	Edit Form of Tender	PDF	Video
BU	Recommendation of Tenderer Form	Prepare Recommendation of Tenderer Form	PDF	Video
BU	List of Tenderer Form	Finalize on tender information and tenderer list.	PDF	Video
BU	Calling Tender Form	Prepare Calling Tender Form	PDF	Video
BU		Send out tender invitation	PDF	
BU		Prepare Acknowledgement of Letter	PDF	
BU		Setup Tender Interview / Clarification Meeting	PDF	
BU		Call Tender (to Notify Tenderer)	PDF	
BU	Tender Addendum	Upload addendum drawings	PDF	Video

Skip to Post Contract Stage

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Role	Task	Task Definition	PDF	Video
BU		Issue BQ addendum	PDF	Video
BU	Tender Extension	Extend tender closing date	PDF	Video
ALL	Forum	Start a new topic in Forum module	PDF	Video
ALL		Reply message in Forum module	PDF	Video
ALL		Set a forum topic from private to public	PDF	Video
BU	Send Email to Tenderer	Set tender announcement to tenderer through email.	PDF	Video
BU	Check Log for Tender Document	Check whether tenderers downloaded tender documents from system (<i>During Calling Tender Stage</i>)	PDF	Video
Tender Evaluation (Technical)				
BU	Technical Evaluation	Assign verifier for tender opening	PDF	Video
Assigned Party		Respond to tender opening approval request	PDF	Video
Assigned Party		View technical report with scoring matrix	PDF	Video
Assigned Party		Rationalize tenderer's technical scoring based on submitted technical attachment.	PDF	Video
BU		Submit Technical Assessment Form for approval	PDF	Video
Assigned Party		Respond to approval request for Technical Assessment Form	PDF	Video
Tender Evaluation (Commercial)				
BU	Commercial Evaluation	Assign verifier for tender opening	PDF	Video
Assigned Party		Respond to tender opening approval request	PDF	Video
BU		Insert Tender Validity Period	PDF	Video
BU		Insert Record to check on whether tenderers submitted their earnest money.	PDF	Video
BU		Print Tender Opening Form	PDF	Video
BU		View Tender Comparison Rates with multiple submission & Compare to Historical Rates		Video
BU		Print Tender Price Comparison Report	PDF	Video
Tender Re-Submission				
BU	Tender Resubmission	Activate Tender Resubmission	PDF	Video
BU	List of Tenderer	Finalize shortlisted contractors	PDF	Video
BU		Activate BQ Addendum (<i>With or Without amendment</i>)	PDF	Video
BU	Calling for Tender	Call Tender Resubmission (Notify Tenderers)	PDF	Video
<i>Back to Tender Evaluation (Commercial)</i>				
Tender Award				
BU	Award recommendation report	Prepare award recommendation report	PDF	Video
BU		Respond to approval request for Award Recommendation Report	PDF	Video

Skip to Post Contract Stage

Skip to Post Contract

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Role	Task	Task Definition	PDF	Video
BUA	Letter of Award (View Work Flow)	User assignment for Letter of Award module	PDF	Video
Assigned Party		Prepare/edit Letter of Award	PDF	Video
		Comment on drafted Letter of Award	PDF	Video
		Amend Letter of Award based on comments	PDF	Video
		Submit Letter of Award for approval	PDF	Video
		Respond to approval request for Letter of Award	PDF	Video
BU	Rate of Rationalization	Prepare Rates of Rationalization for awarded contractor	PDF	Video

Sub-Contract Management Work Processes – [View Work Flow](#) [Download Full User Guide \(PDF\)](#)

Role	Task	Task Definition	PDF	Video
Publish to Post Contract				
BUA	Contract Management	Assign verifier for approval	PDF	Video Video
BU	Publish to Post Contract	Select awarded contractor	PDF	Video
BU		Publish BQ to post contract for approval	PDF	Video
Assigned Party		Respond to approval request for Publish to Post Contract.	PDF	Video
Account Code Setting (Optional)				
Super Admin	Account Code Setting	View Projects at Account Code Setting		Video
BU		Create Account Code		Video
BU		Prepare Account Code Setting & Submit for Approval	PDF	Video
BU		Respond to approval request for Account Code Setting	PDF	Video
Interim Claim Recommendation				
BU	Progress Claim	Activate claim certificate	PDF	Video
BU	eClaim Submission	View Claim Submission from Contractor		Video
BU	BQ Progress Claim	Update BQ progress claim	PDF	Video
BUA	Request for Variation (View Work Flow)	Assign user role for Request for Variation module	PDF	Video
Assigned Party		How to add contingency sum	PDF	Video
		Issue new RFV form	PDF	Video
		How to insert cost estimation for the RFV	PDF	Video
		Verify on RFV cost estimation	PDF	Video
		Submit RFV for approval	PDF	Video
		Respond to approval request for RFV	PDF	Video
		Insert AI number when RFV approved	PDF	Video
		Prepare RFV progress claim	PDF	Video
BU	Variation Order Preparation	Prepare Variation Order	PDF	Video
BU	Update VO Claim	Update Variation Order progress claim	PDF	Video
BU	Update Miscellaneous item	Update Miscellaneous Item (<i>Advance Payment, Material on Site, Purchase on Behalf, etc</i>)	PDF	Video

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Role	Task	Task Definition	PDF	Video
BU	Claim Certificate (<i>Submit for approval</i>)	Apportion claim amount based on work categories (Only apply to the project that submitted <i>for Account Code Setting only</i>)	PDF	Video
BU		Submit Claim Certificate for approval	PDF	Video
Assigned Party		Respond to approval request for claim certificate	PDF	Video

Import Existing Ongoing Projects (Skipping E-Tendering Work Process) – View [Work Flow](#) (Get Ready Main Contract Excel BQ (if have), Sub Con Excel BQ and Sub Con Registered during Training)

Role	Task	Task Definition	PDF	Video
BUA	Publish project to post contract stage (without E-Tendering work process)		PDF	Video

Budgeting Report Module

Task	Task Definition	User Guide	Video
Budgeting Report	Tagging Sub Package Items		Video
	View Budget Report & Export Budgeting Report		Video

Stock Control Module

Task	Task Definition	User Guide	Video
RFQ, Purchase Order & Stock Control	1. Supplier Registration & Upload Catalogue		Video
	2. Request For Quotation		Video
	3. Purchase Order		Video
	4. Stock In (Update Invoice & Delivery Order)		Video
	5. Stock Out (Update Stock Out)		Video
	6. Print Stock Control Report with Total Expenses		Video
Wastage Report	1. View wastage report		Video
	2. Print wastage report		

Other Tutorials

Item	Task	Task Definition	PDF	Video
1	Site Location Management	View Work Flow Overview the features	PDF	Video
2	Project Scheduling	View Work Flow	PDF	Video
		Key in activities		Video
		Tag to BQ Item		Video
		Define dependency		Video
		Print out cash flow projection		Video
		Estimate Completion Date Based on Progress		Video
3	Defects Management	View Work Flow Setup User Permission by Project Manager	PDF PDF	
4	Finance Module	View Work Flow Account Code Setting & Export Claim for Accounting	PDF	Video

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Item	Task	Task Definition	PDF	Video
5	Cost Analysis Report	Report based on Schedule of Rates		Video

QA & QC Module – Work Flow

Item	Task	Task Definition	PDF	Video
1	Define Location	Define the site location		Video
2	User Assignment	Access to set up master template & project template		Video
3	Set Up Master Template	Set up master template for all project types		Video
4	Set Up Project Inspection List	Setup inspection list for particular project		Video
5	Project User Assignment	Create group & assigned inspection list into group		Video
		Create role and assign users		Video
6	Request for Inspection	Raise up an inspection request		Video
7	Submit inspection form	Inspectors to submit inspection form		Video
8	Submit inspected form	Submit inspected form for approval		Video
9	Verifier	To verify or approve inspected form		Video
10	View Previous Inspection	To view previous rejected inspection revisions		Video