

# Tutorial for RFV & VO module

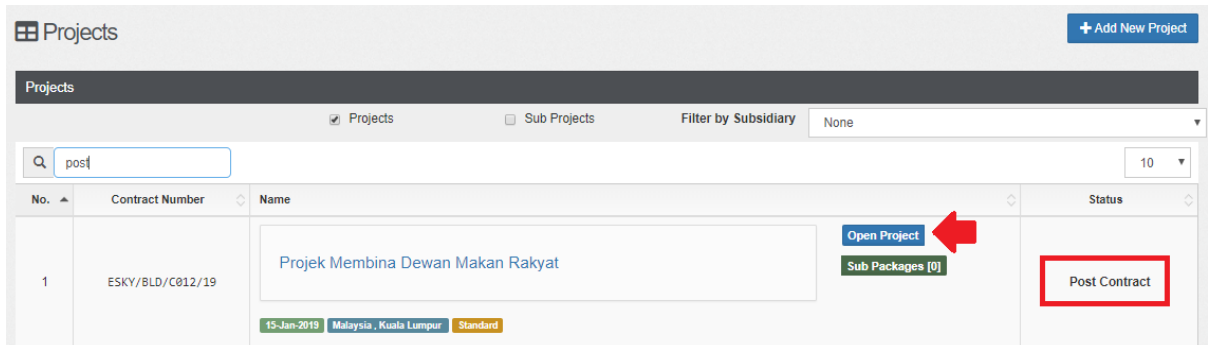
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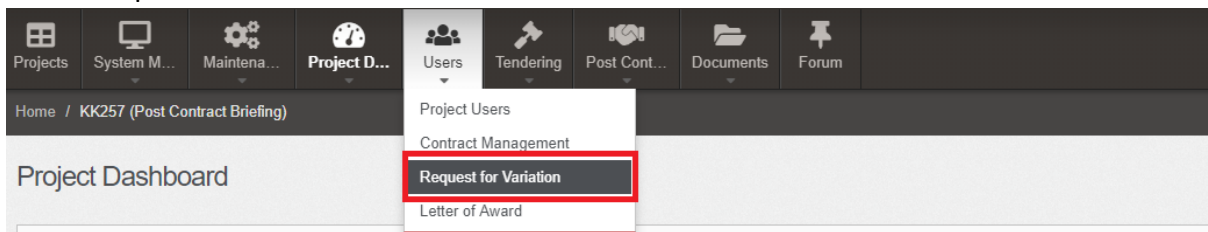
## How to assign user to access RFV module (Only for BU/C&C Admin users)

**Note:** Only C&C admin user can assign user into RFV module

1. Login eProject and click to open a project (*which is in Post Contract stage*).

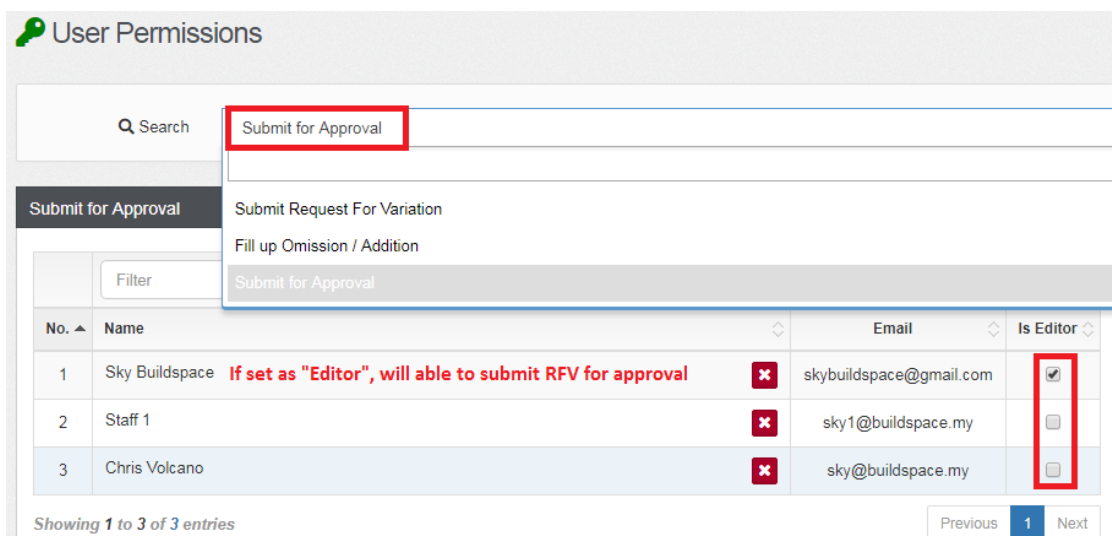


2. Select Request for Variation and click **User Permission**.



3. There are 3 different user roles under RFV module. Only BU/C&C admin user can access **“User Permission”** and define the following user roles:

- a) **Submit RFV** (eg. **Architect**) – Submit RFV by filling up the description of works details.
- b) **Fill Up Omission/Addition** (eg. **QS**) – Once Architect submitted RFV, it will notify QS by email to estimate variation cost and submit back to Architect to verify.
- c) **Submit for Approval** (eg. **BU/C&C**) – Once Architect verified RFV, it will notify client to submit for management approval.



4. To assign users, click **“ Add Users”**.

Search Submit Request For Variation

or Variation

No matching records found

0 entries

Previous Next

**+ Add Users**

5. Tick to assign the user and click **Assign User**.

Assign users  **Add Users** Close

Search 10

No. ▲	Name	Email	Company	Assign
1	Zulkamal	zulkamal@pck.com.my	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
2	Contractor 2	buildspacecontractor2@gmail.com	Buildspace Contractor 2	<input type="checkbox"/>
3	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Mr. Sanctuary 2	sanctuary1@buildspace.my	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
5	Mr. Sanctuary 1	sanctuary@buildspace.my	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
6	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input checked="" type="checkbox"/>

Showing 1 to 6 of 6 entries (filtered from 174 total entries)

Previous 1 Next

 **Add Users** Close

6. You can click **“delete”** button to remove existing user from the role.

Search Submit Request For Variation

Submit Request For Variation

No. ▲	Name	Email
1	Heng Chin Guan	majestic@buildspace.my

Showing 1 to 1 of 1 entries

Previous 1 Next

**+ Add Users**

7. When assign user to submit RFV for approval, C&C admin user can tick define the user as Editor/ non-editor. Editor can submit the RFV for top management approval and non-editor only can view the RFV.

Q Search Submit for Approval

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**Submit for Approval**

No. ▲	Name		Email	Is Editor
1	Mr. Sanctuary 1	✖	sanctuary@buildspace.my	<input type="checkbox"/>
2	Heng Chin Guan	✖	majestic@buildspace.my	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

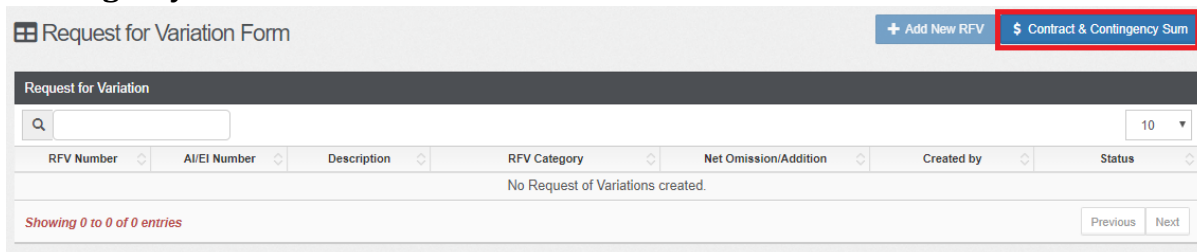
[+ Add Users](#)

**Note:** C&C Admin user is compulsory to select users for these 3 categories. If a project doesn't have Architect or QS, can select users from C&C for these 3 categories.

## How to issue fill in contract & contingency sum for RFV (QS Consultant)

**Note:** Before Architect issue **FIRST** RFV, QS Consultant need to fill in the contract & contingency sum of the project.

1. After login eProject and opened a project, QS Consultant can click “**Contract & Contingency Sum**”.



Request for Variation Form

+ Add New RFV \$ Contract & Contingency Sum

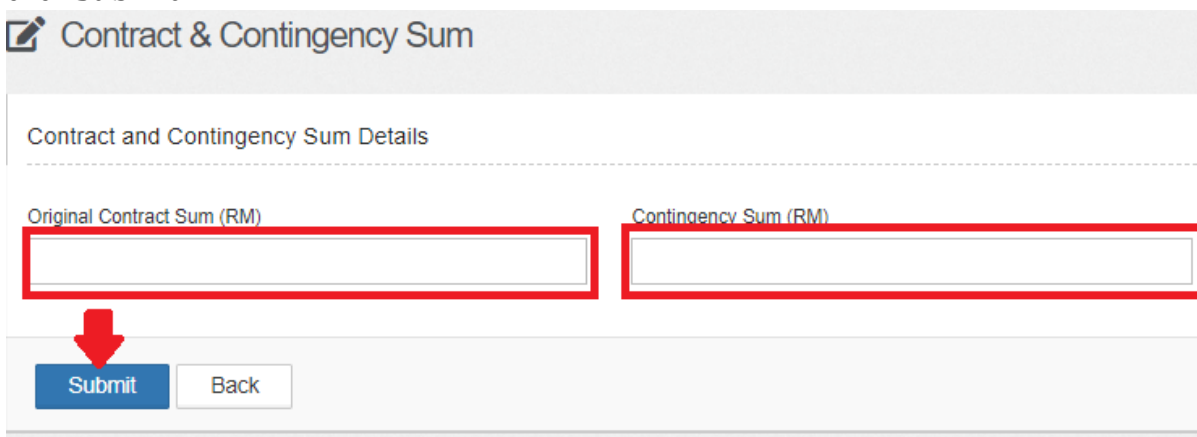
Request for Variation

RFV Number AI/EI Number Description RFV Category Net Omission/Addition Created by Status

No Request of Variations created.

Showing 0 to 0 of 0 entries

2. Then fill original contract sum & contingency sum for this project. After that, click **Submit**.



Contract & Contingency Sum

Contract and Contingency Sum Details

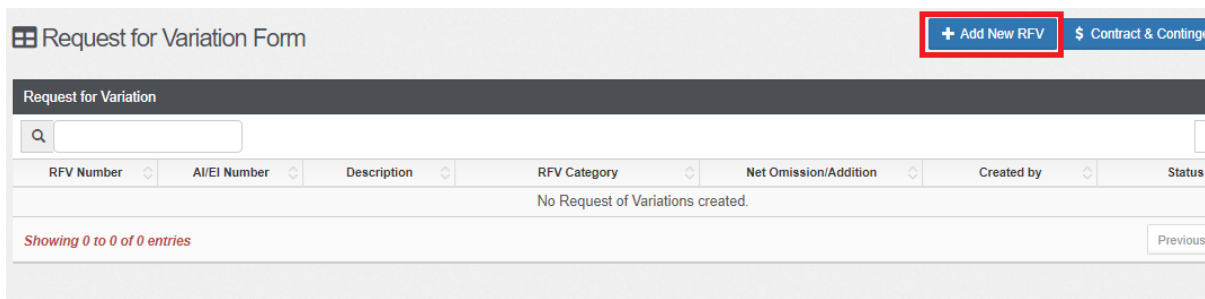
Original Contract Sum (RM) Contingency Sum (RM)

Submit Back

**Note:** After QS consultant filled in the original contract & contingency sum, Architect can proceed to issue new RFV.

## How to issue New RFV (Architect)

1. After QS filled in Contract & Contingency Sum, Architect can click **Add New RFV** to issue new RFV.



Request for Variation Form

+ Add New RFV \$ Contract & Contingency Sum

Request for Variation

RFV Number AI/EI Number Description RFV Category Net Omission/Addition Created by Status

No Request of Variations created.

Showing 0 to 0 of 0 entries

2. Architect need to fill in the information for the RFV. After that click **Submit**.

Request for Variation - New Request for Variation

RFV Details

Description of Proposed Variation Work\*  
Add new column

Reasons for Variation\*  
more load support

RFV Category\*:  
Due to Site Condition

Time Implication (if any)  
1

Submit Back

## How to insert cost estimate for RFV (QS Consultant)

1. After Architect submitted the RFV form, it will revert to QS to insert the cost estimation for RFV. QS can click at **Description** to open the RFV.

Request for Variation Form + Add New RFV \$ Contract & Contingency Sum

Request for Variation

RFV Number AI/EI Number Description RFV Category Net Omission/Addition Created by Status

1	-	Add new column	Due to Site Condition	-	Heng Chin Guan	Pending Cost Estimate
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Showing 1 to 1 of 1 entries

2. QS can click at **Cost Estimate** to do cost estimation for the RFV.

Request for Variation - Pending Cost Estimate

RFV Details **Cost Estimate**

RFV Number : 1

Description of Proposed Variation Work\*  
Add new column

Reasons for Variation\*  
more load support

RFV Category: Due to Site Condition

Estimated Cost of Proposed Variation Work: RM 0.00

Time Implication (if any)

Upload

File Name

3. After clicking **Cost Estimate**, QS can key in info to prepare for RFV cost estimation.

Request for Variation - Pending Cost Estimate

RFV Details Cost Estimate

Estimated Cost of Proposed Variation Work: RM 72,000.00

Click to add/delete row

No.	Description	Type	Unit	Budget		
				Rate	Qty	Total
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00
3		ITEM				

Key in to prepare cost estimation

- After QS finalized the RFV cost estimate, click **RFV Details** to submit for approval.

Request for Variation - Pending Cost Estimate

RFV Details Cost Estimate

+ Add Row - Delete Row

Estimated Cost of Proposed Variation Work  
RM 72,000.00

No.	Description	Type	Unit	Budget		
				Rate	Qty	Total
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00
3		ITEM				

- QS can upload attachment before submitting the RFV for approval. To submit for approval, click **Submit** button to submit to Architect for approval.

Request for Variation - Pending Cost Estimate

RFV Details Cost Estimate

RFV Number : 1


Description of Proposed Variation Work\*  
Add new column

Reasons for Variation\*  
more load support

RFV Category: Due to Site Condition

Estimated Cost of Proposed Variation Work: RM 72,000.00

Time Implication (if any)

Upload  Click to upload attachment

File Name

No files uploaded

Showing 0 to 0 of 0 entries

Submit Back

### How to verify RFV Cost Estimate that prepared by (QS Consultant)

- Once QS completed and submitted RFV cost estimate, it will revert back to Architect (User who issued the RFV) for verification. To verify the RFV cost estimate, Architect can click at the RFV description to open RFV.

Request for Variation Form

+ Add New RFV \$ Contract & Contingency Sum

Request for Variation

Search

RFV Number	AI/EI Number	Description	RFV Category	Net Omission/Addition	Created by	Status
1	-	Add new column	Due to Site Condition	RM 72,000.00	Heng Chin Guan	Pending Verification

Showing 1 to 1 of 1 entries

Previous 1 Next

- Architect click **Cost Estimate** to view the RFV cost estimate that prepared by QS.



Request for Variation - Pending Verification

RFV Details **Cost Estimate**

Estimated Cost of Proposed Variation Work  
RM 72,000.00

No.	Description	Type	Unit	Rate	Budget	
					Qty	Total
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00
3		ITEM				

3. After Architect verified the RFV cost estimate, click **RFV Details** and click **Approve / Reject**. *(If approved, the RFV will proceed for C&C verification; if rejected, the RFV will revert back to QS to redo the cost estimate)*

Request for Variation - Pending Verification

**RFV Details** Cost Estimate

RFV Number : 1

Description of Proposed Variation Work\*  
Add new column

Reasons for Variation\*  
more load support

RFV Category\*: Due to Site Condition Estimated Cost of Proposed Variation Work: RM 72,000.00 Time Implication (if any):

File Name  
No files uploaded

Showing 0 to 0 of 0 entries

**Approve** **Reject** Back View Log(s)

## How to submit verified RFV for top management approval (C&C)

1. Once the RFV cost estimate is approved by Architect, C&C can verify the RFV by click at RFV description.

Request for Variation

Search: [ ] 10

RFV Number	AI/EI Number	Description	RFV Category	Net Omission/Addition	Created by	Status
1	-	<b>Add new column</b>	Due to Site Condition	RM 72,000.00	Heng Chin Guan	Verified

Showing 1 to 1 of 1 entries

Previous **1** Next

2. C&C can view all the information for this RFV including the Financial Standing Table *(shown at below)*. To verify the RFV, C&C can select verifier and then click **Submit**.

Financial Standing	
Original Contract Sum	RM 10,000,000.00
Less Contingency	RM 200,000.00
<b>Total</b>	<b>RM 9,800,000.00</b>
Accumulative Approved RFV	RM 0.00
Proposed RFV	RM 72,000.00
<b>Total</b>	<b>RM 72,000.00</b> 0.73 %
Anticipated Contract Sum	RM 9,872,000.00
Balance of Contingency	RM 128,000.00

Select Verifiers:  [Click to assign verifier](#)

None +

Submit Back View Log(s)

**Note:** Only user as “Editor” in “Submit for Approval” role can submit the RFV for approval process.

### How to key in AI/EI number after RFV had been approved (Architect)


1. After C&C approved the RFV, the RFV status will show as “**Approved**”. User can click at the icon (AI/EI Number) to fill in AI/EI Number.

Request for Variation Form + Add New RFV    \$ Contract & Contingency Sum

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Request for Variation

Q 10 ▼

RFV Number	AI/EI Number	Description	RFV Category	Net Omission/Addition	Created by	Status
1		Add new column	Due to Site Condition	RM 72,000.00	Heng Chin Guan	Approved

Showing 1 to 1 of 1 entries Previous 1 Next

2. After filling in the AI/EI number, click **Save**.

Update AI/EI Number


AI/EI Number

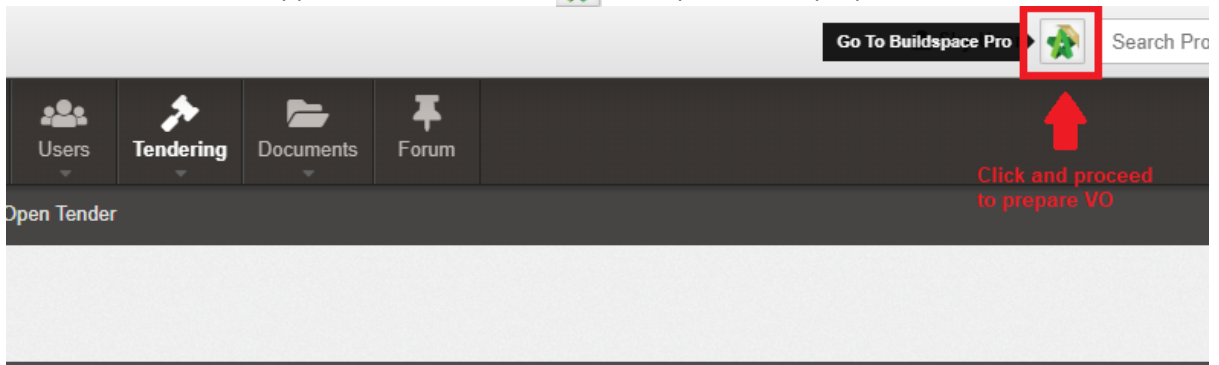
AI/EI Number

Save Close

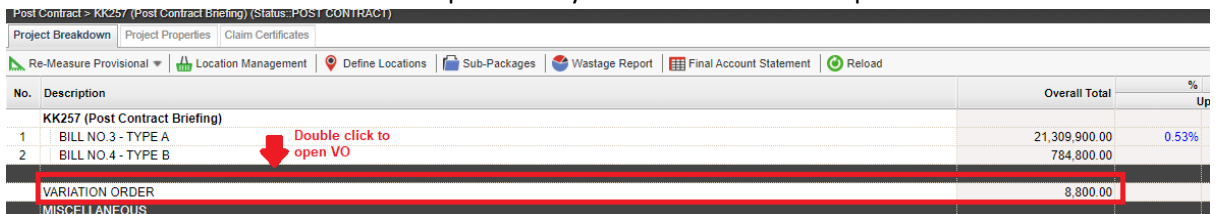
## VO module

**Note: Once RFV is approved from management, the RFV budget will automatically sync to BuildSpace Pro system**

- To issue VO based on approved RFV, click at  and proceed to prepare VO.

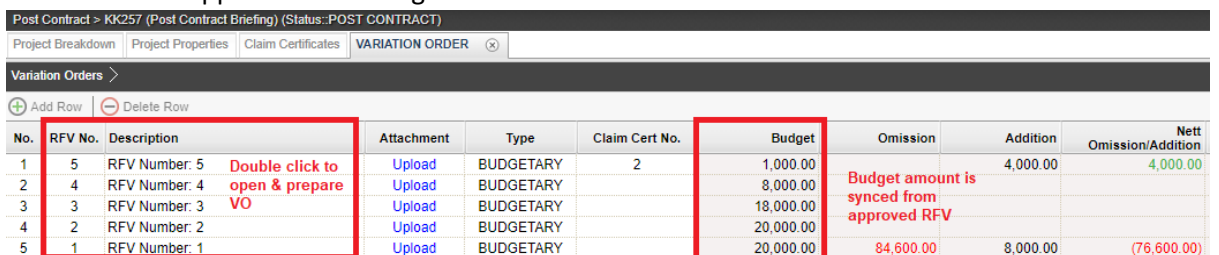


- Then user will be diverted into Buildspace Pro system. Double click to open VO module.



No.	Description	Overall Total	%
<b>KK257 (Post Contract Briefing)</b>			
1	BILL NO.3 - TYPE A	21,309,900.00	0.53%
2	BILL NO.4 - TYPE B	784,800.00	
<b>VARIATION ORDER</b>		<b>8,800.00</b>	
<b>MISCELLANEOUS</b>			

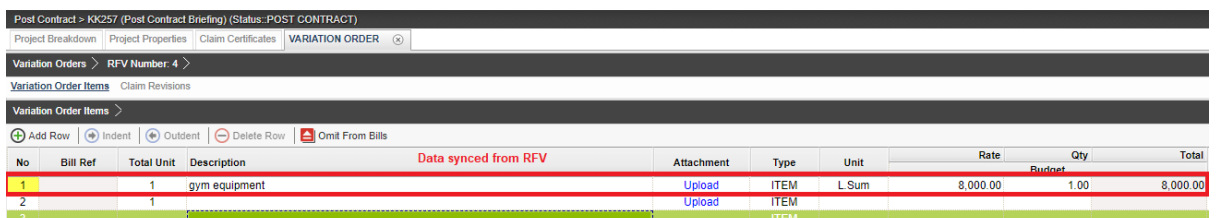
- Double click at approved RFV and go to second level.



No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00			
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00			
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00			
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)

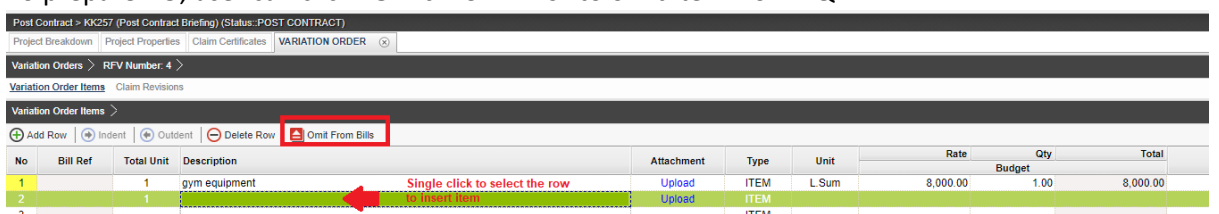
- System will auto sync the cost estimate from RFV.

**Note: Details of cost estimate that approved from RFV cannot be edited while preparing VO.**



No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Budget Qty	Total
1	1	1	gym equipment	Upload	ITEM	L Sum	8,000.00	1.00	8,000.00
2	1			Upload	ITEM				
3					ITEM				

- To prepare VO, user can click "Omit From Bills" to omit item from BQ.



No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Budget Qty	Total
1	1	1	gym equipment	Upload	ITEM	L Sum	8,000.00	1.00	8,000.00
2				Upload	ITEM				
3					ITEM				

- Double click to select which bill & unit.

Omit From Bills

Bills >

Close

No.	Title
1	BILL NO.3 - TYPE A
2	BILL NO.4 - TYPE B
3	

- Double click to select which element.

Omit From Bills

Bills > BILL NO.4 - TYPE B > Unit 1 >

Close

No.	Description
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL
2	Bill No. B.4/2 - FRAME
3	Bill No. B.4/3 - UPPER FLOORS
4	Bill No. B.4/4 - ROOF CONSTRUCTION
5	Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION
6	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS

- Tick to select which item to omit, then click **Import**.

Omit From Bills

Bills > BILL NO.4 - TYPE B > Unit 1 > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL... >

Close Import

	Bill Ref	Description	Type	Unit	Qty	Rate
<input type="checkbox"/>	1/1 E	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM	M2	567.00	100.00
<input type="checkbox"/>		Concrete Grade 15, as specified, in,	HEAD 1			
<input checked="" type="checkbox"/>	1/1 F	50mm Blinding, under pile caps.	ITEM	M2	29.00	100.00
<input checked="" type="checkbox"/>	1/1 G	50mm Blinding, under ground beams.	ITEM	M2	97.00	100.00
<input type="checkbox"/>	1/1 H	50mm Blinding, under floors.	ITEM	M2	567.00	100.00
<input type="checkbox"/>		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1			

- Selected items will be imported under VO item list. **Scroll right** to fill in omission/ addition.

Variation Orders > RFV Number: 4 >

Variation Order Items Claim Revisions

Variation Order Items >

Add Row Indent Outdent Delete Row Omit From Bills

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate		Qty	Total
							Budget			
1		1	gym equipment	Upload	ITEM	L.Sum	8,000.00		1.00	8,000.00
2			Concrete Grade 15, as specified, in,	Upload	HEAD 1					
3	1/1 F	1	50mm Blinding, under pile caps.	Upload	ITEM	M2				
4	1/1 G	1	50mm Blinding, under ground beams.	Upload	ITEM	M2				
5				Upload	ITEM					
6					ITEM					

- Press **Enter** to fill in omission/addition, then press **Enter** again.

Variation Orders > RFV Number: 4 >

Variation Order Items Claim Revisions

Variation Order Items >

Add Row Indent Outdent Delete Row Omit From Bills

ite	Qty	Total	Rate	Qty	Total	Qty	Total	Nett
	Budget			Omission		Addition		Omission/Addition
00	1.00	8,000.00						
			100.00	29.00	2,900.00	50		(2,900.00)
			100.00	97.00	9,700.00			(9,700.00)

Press "Enter" to fill in

11. After filled in omission/addition, the system will auto generate **Nett Omission/Addition**. After that, click **Variation Orders** and back to first level.

Variation Orders > RFV Number: 4 >

Variation Order Items Claim Revisions

Variation Order Items >

+ Add Row + Indent + Outdent - Delete Row - Omit From Bills

Item	Qty	Total	Rate	Qty	Total	Qty	Total	Nett Omission/Addition
Budget				Omission		Addition		
00	1.00	8,000.00						
			100.00	29.00	2,900.00	50.00	5,000.00	2,100.00
			100.00	97.00	9,700.00	60.00	6,000.00	(3,700.00)

12. User can click **Upload** to upload attachment for VO.

Variation Orders >

+ Add Row - Delete Row

No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	On
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00	12,600.00	11,000.00	
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00			
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00			
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00	
7			Upload	BUDGETARY			56,700.00		
8			Upload	BUDGETARY					
9			Upload	BUDGETARY					

13. Click **Upload** to upload attachment.

No.	Name	Uploaded By	Uploaded At	Attachments
1	VO-Drawings.pdf	Sky User	15/02/2019 3:34 pm	Upload
2				

14. Once the VO is finalised, go to **Status** column, press **Enter** to change the VO status from **“Preparing”** to **“Pending”**.

Post Contract > KK257 (Post Contract Briefing) (Status: POST CONTRACT)

Project Breakdown Project Properties Claim Certificates VARIATION ORDER

Variation Orders >

+ Add Row - Delete Row

No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00		APPROVED
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00	12,600.00	11,000.00	(1,600.00)		Preparing
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00					Pending
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00					Preparing
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)		PREPARING
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00	4,800.00		APPROVED
7			Upload	BUDGETARY			56,700.00		(56,700.00)		PREPARING
8			Upload	BUDGETARY							PREPARING
9			Upload	BUDGETARY							PREPARING

15. Click **Yes** to finalise the VO.

Are you sure you want to send this for submission?

Number of Reviewers: 0

Yes No

16. Then the VO status will change to **APPROVED**

**Note: VO cannot be amended anymore once the VO is approved.**