

# BUILDSPACE GUIDELINE FOR CONSULTANTS

## Consultant eTender Work Processes – View [Work Flow View FULL GUIDE](#)

User Type	Task	Task Definition	User Guide
<b>Login eProject system and open a project (design stage)</b>			
Normal	Prepare/Import BQ	Prepare bills of quantities	PDF , <a href="#">Video</a>
Normal	Upload Tender Document files	Upload as attachments	PDF , <a href="#">Video</a>
Normal	Edit Form of Tender	Edit Form of Tender	PDF , <a href="#">Video</a>
Normal	Calling for Tender	Send out tender invitation	PDF , <a href="#">Video</a>
Normal	Project Addendum	Issue Addendum	<a href="#">PDF</a> , <a href="#">Video</a>
Normal	EXTEND Tender	Extend tender closing date	PDF , <a href="#">Video</a>
Normal	Forum	Communicate with tenderer & other team members	<a href="#">PDF</a> , <a href="#">Video</a>
<b>Client assign user role for Letter of Award module</b>			
Normal	Edit Letter of Award	Prepare Letter of Award – View <a href="#">Work Flow</a> How to prepare Letter of Award How to comment Letter of Award How to amend Letter of Award	PDF , <a href="#">Video</a> PDF , <a href="#">Video</a> PDF , <a href="#">Video</a>

## Consultant Post Contract Work Processes – View [Work Flow View FULL GUIDE](#)

User Type	Task	Task Definition	User Guide
Normal	Rate of Rationalization	Prepare Rates of Rationalization for awarded contractor	<a href="#">PDF</a> , <a href="#">Video</a>
<b>Client assign verifier for publish to post contract approval process</b>			
Normal	Publish to Post Contract	Submit for approval to publish project to post contract	
Normal	Post Contract Claims	Update BQ & VO workdone	PDF , <a href="#">Video</a>
<b>Client assign user role for Request for Variation module</b>			
Normal	Request for Variation	View <a href="#">Work Flow</a> How to add contingency sum How to issue RFV How to prepare RFV's cost estimate How to verify cost estimate How to insert AI no when RFV approved How to do RFV claim	PDF , <a href="#">Video</a> PDF , <a href="#">Video</a> PDF , <a href="#">Video</a> PDF , <a href="#">Video</a> PDF , <a href="#">Video</a> PDF , <a href="#">Video</a>
Normal	Variation Order Preparation	Prepare Variation Order	PDF , <a href="#">Video</a>
<b>Import Existing Ongoing Projects</b>			
Normal	Import BQ & proceed to post contract - View <a href="#">Work Flow</a> <i>Note: Project will be created by client first</i>		PDF , <a href="#">Video</a>

## Other Tutorials

User Type	Task	Task Definition	User Guide
Normal	Other Modules	Sharing project documents, inter messaging & document control. View <a href="#">Work Flow</a>	PDF , <a href="#">Video</a>