

Type of Users

User Type	User
Normal	Business Unit
Admin & Normal	Business Unit (Manager)
GCD	Group Contract Division (GCD)
PIC	Person In Charge
Super Admin	Contract / IT Department
Group Access to Tender Document (GA)	Assign by Admin user

Master Template Preparation

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

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

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User Type	Task	Task Definition	User Guide
Admin	Create Project	Create a project by fill in project information form	PDF , Video
Admin	Assign Company	Assign user for Group Access to Tender Document	
Normal/ GA	Prepare/Import BQ	Prepare bills of quantities	PDF , Video
GA	Upload Tender Document files	Upload as attachments	PDF , Video
GA	Edit Form of Tender	Edit Form of Tender	PDF , Video
Normal	Recommendation of Tenderer	Send out expression of interest to contractors	PDF , Video
GCD	List of Tenderer/Shortlisted	Finalize contractor listing	PDF , Video
GA	Calling for Tender	Send out tender invitation	PDF , Video
GA	Project Addendum	Issue Addendum	PDF , Video
GA	EXTEND Tender	Extend tender closing date	PDF , Video
Normal/GA/ GCD	Forum	Communicate with tenderer & other team members	PDF , Video
Normal/GA/ GCD	Send Email to Tenderer	Sending email to tenderer with attachments	PDF , Video
Tender Closed			
Normal/GA/ GCD	Technical Evaluation Opening	Technical Opening Process	PDF , Video
GA/ GCD	Commercial Opening Report	Commercial Opening Process	
Tender Re-Submission			
GCD	Resubmission	Activate Tender Resubmission	PDF , Video
GCD	List of Tenderer	Finalize shortlisted contractors	PDF , Video
GA	Calling for Tender	Send out tender resubmission invitation	PDF , Video
Award Tender			
GCD	Award recommendation report	Prepare award recommendation report Approve award recommendation report	PDF , Video PDF , Video

BUILDSPACE GUIDELINE FOR DEVELOPER WITH GCD

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User Type	Task	Task Definition	User Guide
Admin	Assign User for Letter of Award	Assign user role for letter of Award (View Work Flow)	PDF , Video
Normal/GA/ GCD	Edit Letter of Award	How to prepare Letter of Award How to comment Letter of Award How to amend Letter of Award How to submit Letter of Award for approval How to approve Letter of Award	PDF , Video PDF , Video PDF, Video PDF , Video PDF , Video

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User Type	Task	Task Definition	User Guide
GA/ GCD	Rate of Rationalization	Prepare Rates of Rationalization for awarded contractor	PDF , Video
Admin	Assign verifier for publish to post contract	Assign verifier for user to submit for approval	
GA/ GCD	Publish to Post Contract	Submit for approval to publish project to post contract	
Normal/GA/ GCD	Post Contract Claims	Update BQ workdone & VO	PDF , Video
Admin	Assign user for Request for Variation	Assign user role for Request for Variation (View Work Flow)	PDF , Video
Normal/GA/ GCD	Request for Variation	How to add contingency sum How to issue RFV How to prepare RFV's cost estimate How to verify cost estimate How to set verifier for approval How to approve RFV How to insert AI no when RFV approved How to do RFV claim	PDF , Video PDF , Video PDF , Video PDF , Video PDF , Video PDF , Video PDF , Video PDF , Video
Normal/GA/ GCD	Variation Order Preparation	Prepare Variation Order	PDF , Video
Import Existing Ongoing Projects			
Normal	Import BQ & proceed to post contract - View Work Flow		PDF , Video

Other Tutorials

User Type	Task	Task Definition	User Guide
Normal	Set Up Cost Library	View Work Flow	PDF , Video
Normal	Site Location Management	View Work Flow	PDF , Video
Normal	Project Scheduling	View Work Flow	Link
Normal	Defects Management	View Work Flow Setup User Permission by Project Manager	PDF , Video PDF , Video
Normal	Finance Module	View Work Flow	PDF , Video
Normal	Reports Module	Printout reports	Link
Normal	Other Modules	Sharing project documents, inter messaging & document control. View Work Flow	PDF , Video