

# BUILDSPACE GUIDELINE FOR DEVELOPER

## Type of Users

User Type	User
Normal	Contract Department
Admin & Normal	Contract Department (Manager)
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	<a href="#">Work Flow</a> <a href="#">PDF</a> , Video
Super Admin	Procurement Method	
Super Admin	Internal User Registration	
PIC	Verify Company (Vendors)	<a href="#">Work Flow</a> <a href="#">PDF</a> , Video
PIC	Tender Document	
PIC	Form of Tender	
PIC	Technical Evaluation Form	
PIC	Letter of Award	
PIC	Predefined All Trades	
PIC		

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

## eTender Work Processes – View [Work Flow](#) Download Entire [Tutorials](#)

User Type	Task	Task Definition	User Guide
Admin	Create Project	Create a project by fill in project information form	PDF , <a href="#">Video</a>
Admin	Assign Company	Assign user for Group Access to Tender Document	
Normal/ GA	Prepare/Import BQ	Prepare bills of quantities	PDF , <a href="#">Video</a>
GA	Upload Tender Document files	Upload as attachments	PDF , <a href="#">Video</a>
GA	Edit Form of Tender	Edit Form of Tender	PDF , <a href="#">Video</a>
Normal	Recommendation of Tenderer	Send out expression of interest to contractors	PDF , <a href="#">Video</a>
Normal	List of Tenderer/Shortlisted	Finalize contractor listing	PDF , <a href="#">Video</a>
GA	Calling for Tender	Send out tender invitation	PDF , <a href="#">Video</a>
Normal/ GA	Project Addendum	Issue Addendum	<a href="#">PDF</a> , <a href="#">Video</a>
GA	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>
Normal	Send Email to Tenderer	Sending email to tenderer with attachments	<a href="#">PDF</a> , <a href="#">Video</a>
<b>Tender Closed</b>			
Normal / GA	Technical Evaluation Opening	Technical Opening Process	PDF , <a href="#">Video</a>
Normal / GA	Commercial Opening Report	Commercial Opening Process	
<b>Tender Re-Submission</b>			
Normal	Resubmission	Activate Tender Resubmission	PDF , <a href="#">Video</a>
Normal	List of Tenderer	Finalize shortlisted contractors	PDF , <a href="#">Video</a>
GA	Calling for Tender	Send out tender resubmission invitation	PDF , <a href="#">Video</a>
<b>Award Tender</b>			
Normal	Award recommendation report	Prepare award recommendation report Approve award recommendation report	PDF , <a href="#">Video</a> PDF , <a href="#">Video</a>
Admin	Assign User for Letter of Award	Assign user role for letter of Award ( <b>View <a href="#">Work Flow</a></b> )	PDF , <a href="#">Video</a>

# BUILDSPACE GUIDELINE FOR DEVELOPER

User Type	Task	Task Definition	User Guide
Normal / GA	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 , <a href="#">Video</a> PDF , <a href="#">Video</a> PDF, <a href="#">Video</a> PDF , <a href="#">Video</a> PDF , <a href="#">Video</a>

## Post Contract Work Processes – View [Work Flow](#) Download Entire [Tutorials](#)

User Type	Task	Task Definition	User Guide
Normal / GA	Rate of Rationalization	Prepare Rates of Rationalization for awarded contractor	<a href="#">PDF</a> , <a href="#">Video</a>
Admin	Assign verifier for publish to post contract	Assign verifier for user to submit for approval	
Normal / GA	Publish to Post Contract	Submit for approval to publish project to post contract	
Normal / GA	Post Contract Claims	Update BQ workdone & VO	<a href="#">PDF</a> , <a href="#">Video</a>
Admin	Assign user for Request for Variation	Assign user role for Request for Variation ( <a href="#">View Work Flow</a> )	<a href="#">PDF</a> , <a href="#">Video</a>
Normal / GA	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	<a href="#">PDF</a> , <a href="#">Video</a> <a href="#">PDF</a> , <a href="#">Video</a> <a href="#">PDF</a> , <a href="#">Video</a> <a href="#">PDF</a> , <a href="#">Video</a> <a href="#">PDF</a> , <a href="#">Video</a> <a href="#">PDF</a> , <a href="#">Video</a> <a href="#">PDF</a> , <a href="#">Video</a> <a href="#">PDF</a> , <a href="#">Video</a>
Normal / GA	Variation Order Preparation	Prepare Variation Order	<a href="#">PDF</a> , <a href="#">Video</a>
Import Existing Ongoing Projects			
Normal	Import BQ & proceed to post contract - View <a href="#">Work Flow</a>		<a href="#">PDF</a> , <a href="#">Video</a>

## Other Tutorials

User Type	Task	Task Definition	User Guide
Normal	Set Up Cost Library	View <a href="#">Work Flow</a>	<a href="#">PDF</a> , <a href="#">Video</a>
Normal	Site Location Management	View <a href="#">Work Flow</a>	<a href="#">PDF</a> , <a href="#">Video</a>
Normal	Project Scheduling	View <a href="#">Work Flow</a>	<a href="#">Link</a>
Normal	Defects Management	View <a href="#">Work Flow</a>	<a href="#">PDF</a> , <a href="#">Video</a>
Normal	Finance Module	View <a href="#">Work Flow</a>	<a href="#">PDF</a> , <a href="#">Video</a>
Normal	Reports Module	Printout reports	<a href="#">Link</a>
Normal	Other Modules	Sharing project documents, inter messaging & document control. View <a href="#">Work Flow</a>	<a href="#">PDF</a> , <a href="#">Video</a>