

Update Miscellaneous

Item

For Admin / Normal User

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 2.3) Last updated: 13/10/2020

Update Miscellaneous Item

1. Login eProject system and open a project, click on the small box on the top right corner and select **"Post Contract Module"**.



2. In BuildSpace Pro, double click to open Advance Payment.

Posi	Conract > CADANGAN MEMDINA SEBUAH GUDANG PENTIMPANAN SEMENTAKA DI DEPOH NARGO KLIA, SEPANG, SELANGUK (Sialus, POST CO	NTRAGT)	
roj	Project Properties Claim Certificates		
R	e-Measure Provisional 🔻 🏪 Location Management 🍳 Define Locations 🕋 Sub-Packages 🗳 Wastage Report 🏢 Final Account Statement	E Budget	Report 🔻 🧭 Reload
lo.	Description	Omitted Items	Overall Total
	CADANGAN MEMBINA SEBUAH GUDANG PENYIMPANAN SEMENTARA DI DEPOH KARGO KLIA, SEPANG, SELANGOR		
1	Bill 1 : Preliminaries		474,836.33
2	Bill 2 : Office Building		1,892,102.87
3	Bill 3 : Warehouses		2,815,816.86
	VARIATION ORDER		2,450.00
	REQUEST FOR VARIATION CLAIMS		
	MISCELLANEOUS		
Έ	ADVANCE PAYMENT		
	MATERIAL ON SITE		
	DEPOSIT		

3. Press Enter to type

space											
Post Contract > CADANGAN MEMBINA SEBUAH GUDANG PENYIMPANAN SEMENTARA DI DEPOH KARGO KLIA, SEPA											
Project Breakdown	Project Properties	Claim Certificates	ADVANCE PAYMEN	τx							
⊕ Add Row ⊖ Delete Row ⊗ Reload											
No. Description			Priorit	у	Attachment						
1 Advance P	ayment 1										

Press Enter to type

4. Press Enter to fill in Description, Unit, Qty & Rate. Once filled in, click **Advance Payment** and back to upper level.



Under summary page, click & press Enter on the Advance Payment status, and change it from Preparing > Pending to lock the Advance Payment amount to current claim certificate.

Post	Contract > CADANGAN MEMBINA SEBUAH GUDANG PENYIMPAN	AN SEMENTARA DI D	EPOH KARGO KLIA, SEF	PANG, SELANGOR (Status::P	OST CONTRACT)				
Proje	ect Breakdown Project Properties Claim Certificates ADVANCE PA	YMENT 🛞							
ADV	ANCE PAYMENT >								
⊕A	dd Row 🕒 Delete Row 🧭 Reload								
No.	Description	Priority	Attachment	Claim Cert No.	Amount	Current Payback	Up To Date Payback	Status	
			Upload					Preparing	✓ 202
2								Pending	
								Preparing	
							Cot to "D	ondina" to lo	ale /
							Set to P	ending to lo	CK /
							submit A	dvance Paym	ient
							for appro	val.	
							iei appie		

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6. You can see the number of verifiers for this advance payment approval. Click **Yes** to submit.



7. You can see a claim certificate number is tied to this approved Advance Payment.

Post Contract > CADANGAN MEMBINA SEBUAH GUDANG PENYIMPANAN SEMENTARA DI DEPOH KARGO KLIA, SEPANG, SELANGOR (Slatus: POST CONTRACT)									
Project Breakdown Project Properties Claim Certificates ADVANCE PAYMENT ③									
Advance payment >									
🕀 Add Row 🛛 🔁 Delete Row. 🛛 🕲 Reload									
No. Description	Priority	Attachment	Claim Cert No.	Amount	Current Payback	Up To Date Payback	Status		
1 Advance Payment 1		Upload	2	10,000.00			APPROVED		
2									
Will display the current claim certificate number once approved									

You can repeat the similar steps to update for other miscellaneous item.