



## Update Miscellaneous Item

For Admin / Normal User

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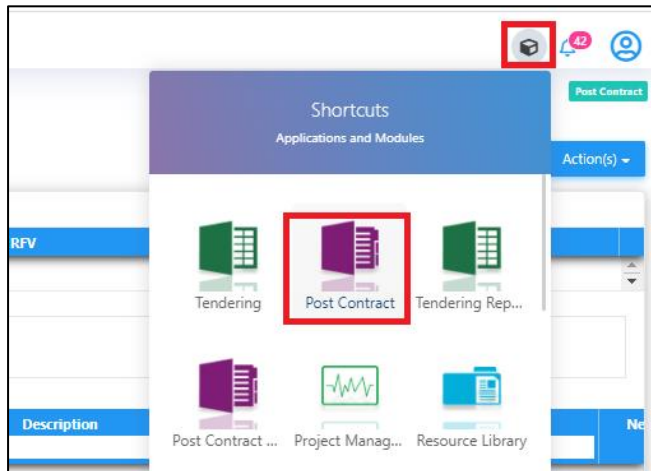
Website: [www.BuildSpace.my](http://www.BuildSpace.my)

(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**.

No.	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			
REQUEST FOR VARIATION CLAIMS			
MISCELLANEOUS			
	ADVANCE PAYMENT		
	MATERIAL ON SITE		
	DEPOSIT		
			2,450.00

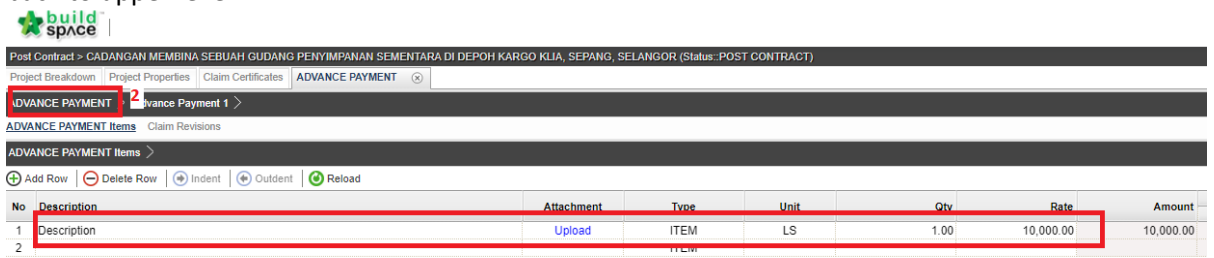
3. Press Enter to type



No.	Description	Priority	Attachment
1	Advance Payment 1		

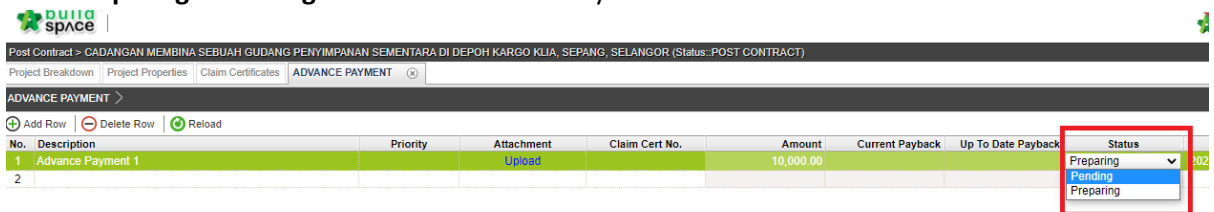
**Press Enter to type**

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



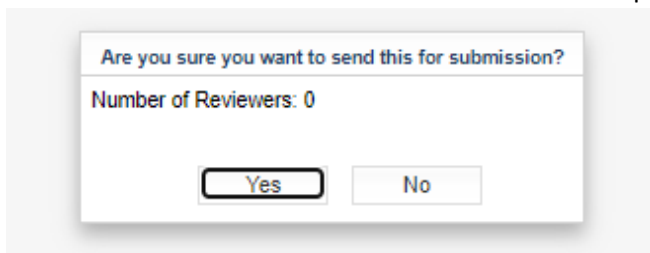
Press Enter to fill in Description, Unit, Qty & Rate 1

- 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.

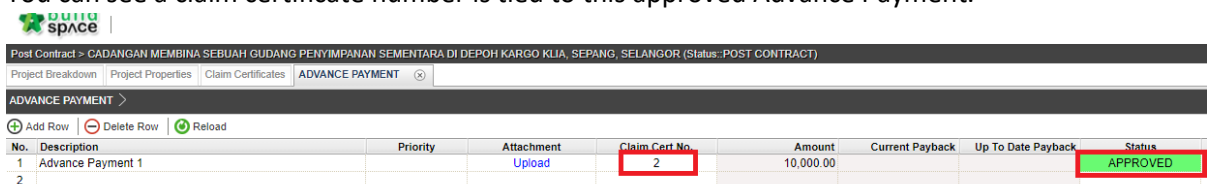


Set to "Pending" to lock / submit Advance Payment for approval.

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



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



Will display the current claim certificate number once approved

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