BUILDSPACE

PRO

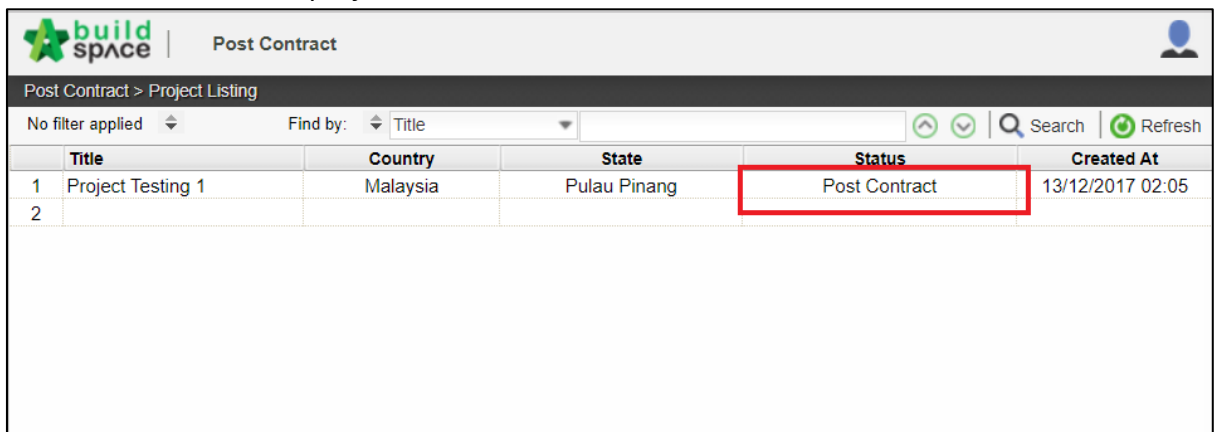*For Consultant/Contractor*

Variation Order

Contents

Activate Claim Certificate

Note: You need to activate claim certificate before update BQ work done.
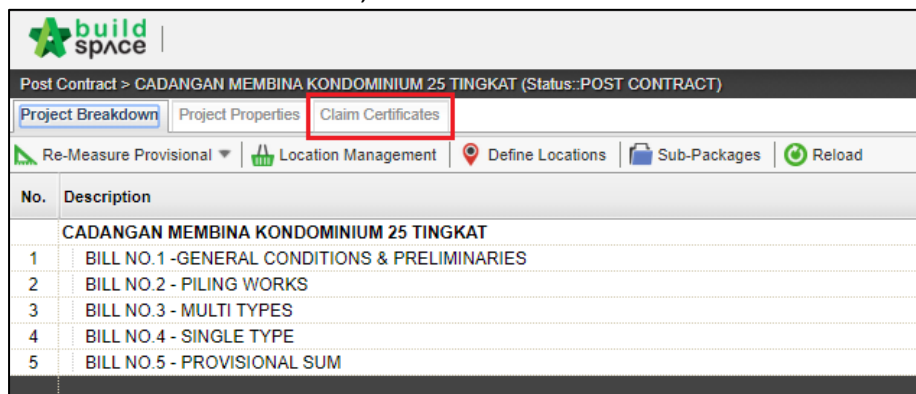
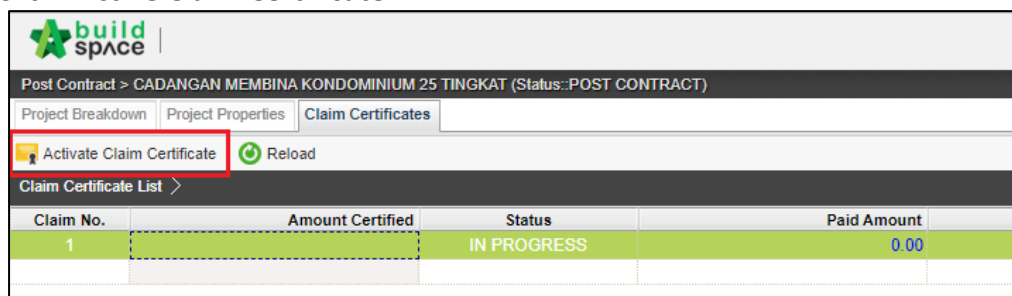1. Login to **Buildspace Pro** and choose **"Post Contract Module".**

2. Double click to select a project with status "**Post Contract**".

3. To activate Claim Certificate, click **Claim Certificate**.

4. Click "**Active Claim Certificate**".

5. Fill up all information that is required in claim certificate and then click "**Save".** The newly activated claim will appear as **"In Progress".**
   Note: You still can edit the information before submitting this certificate for approval.

Variation Orders

Notes: Please ensure that a claim is activated before you proceed with the Variation Order.

1. Go to **Buildspace Pro** and access to **"Post Contract Module"**.

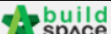2. Double click to select a project with status "**Post Contract**".

3. Double click at "**Variation Order**".

   Notes: Please ensure that a claim is activated before you proceed with the Variation Order.

4. Insert title of Variation Orders by pressing **Enter** to key in and press **Enter** again to save. The status will be shown as **"Pending"**. After that, double click to prepare the details.
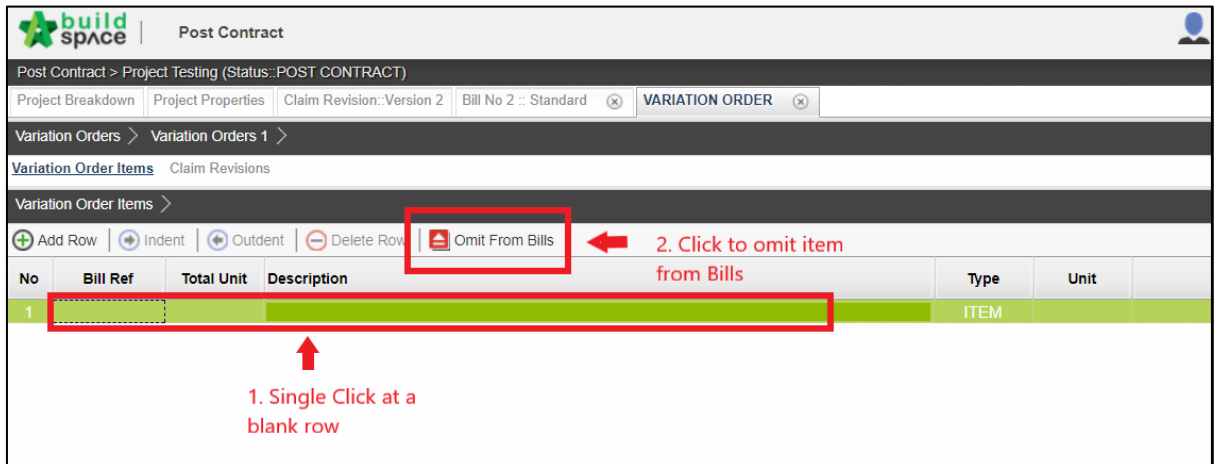
5. To omit BQ items, single click at the blank row and then click "**Omit from Bills**".
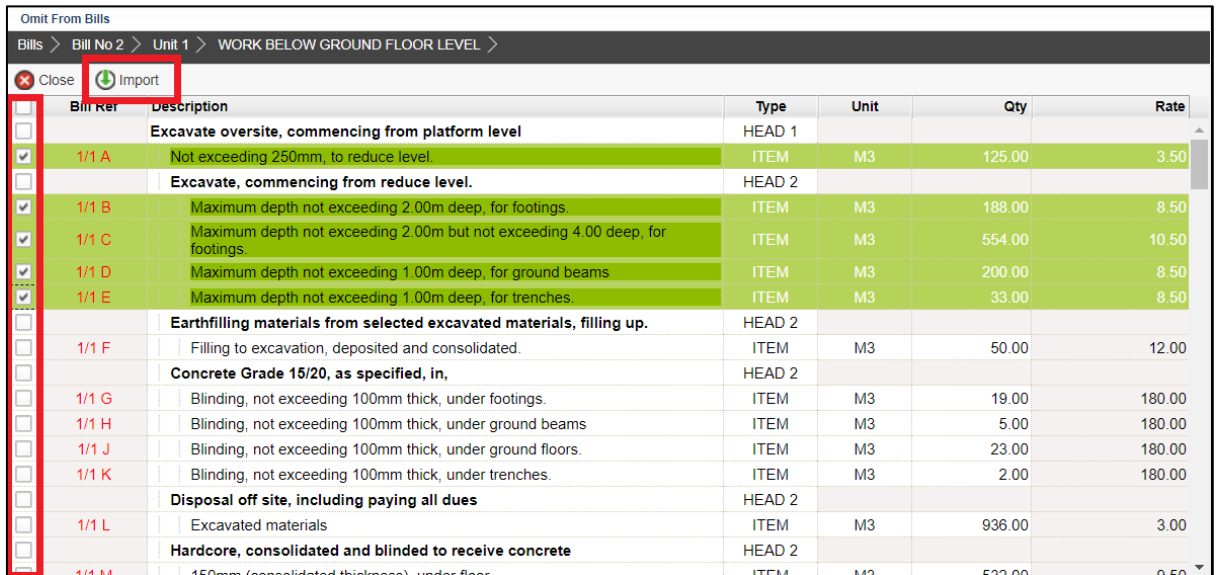
6. Select Bill>Unit>Element and then **tick at the check box** to select item for Variation Orders. After that, click "**Import**"

7. Insert new quantity based on items that have been omitted from bills. The **"Net Omission/Addition"** will be auto generated whenever new quantity is inserted.

8. To **add new VO item**, single click at the blank row in the description column and press **Enter to key in** and press **Enter again to save.** To upload any supporting documents as attachment, click **"Upload".** Fill in the **Unit** and **Budget Rate and Quantity** at the space provided**.**

9. Once the exact quantity and rates have confirmed, scroll to the right to update the information. Single click at the **Rate/Quantity column** and press **Enter to key in** and press **Enter again to save**. System will auto calculate the **"Nett Omission/Addition".**

10. Once finalized, click "**Variation Orders**" and change the status from "**Pending**" to "**Approved**" by single click at the status column and press **Enter** to select the status and press **Enter** again to save.

11. To prepare VO Claims, double click at the VO. Please ensure that the VO has already been **"Approved"**.

12. Click at **"Claim Revision"** and click **"Add New Claim"**

13. The confirmation pop-out box will appear as shown. Choose accordingly.

14. The status will be shown as **"In Progress".** Then, click at **"Variation Order Item".** Scroll to the right to update the claim.

15. User can choose whether to update the VO claim by **"Percentage (%)", "Quantity"** or **"Amount".** Single click at the column and press **Enter to key in** and press **Enter again to save.**
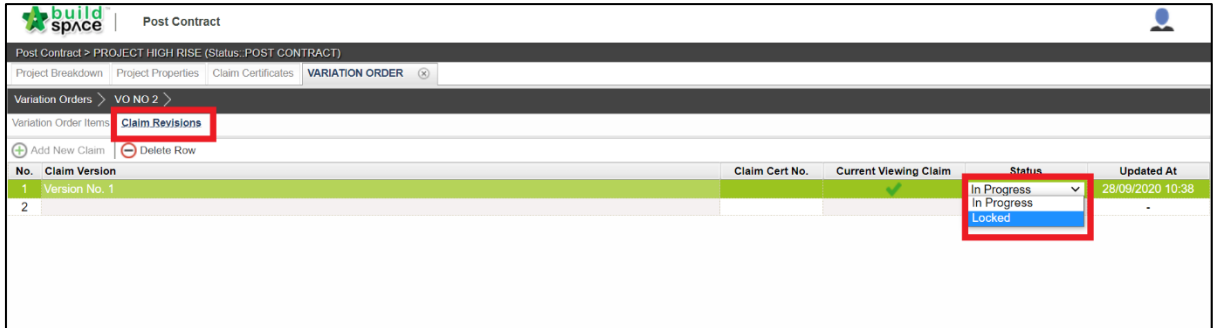
16. Once the claim has been finalized, click **"Claim Revision"** and change the status to **"Locked"**. Single click at the status column and press **Enter to change the status** and **press Enter again to save.**
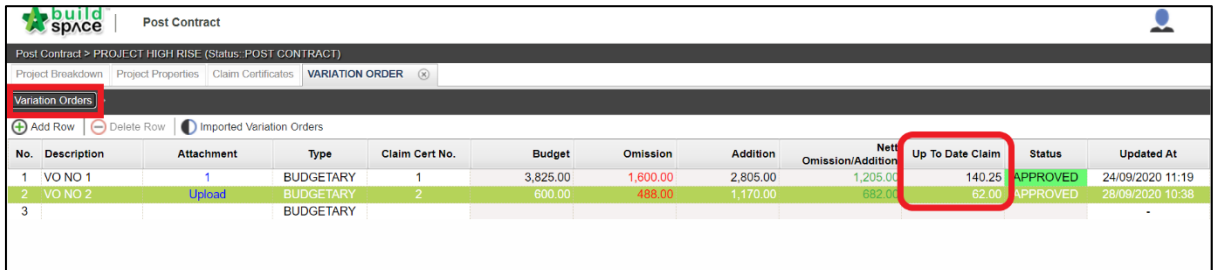

17. The pop-out box message will appear as follows. Choose accordingly.
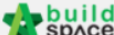

Are you sure you want to send this for submission?

This action cannot be undone

Yes   No

18. Click at **"Variation Order"**. Here, system will update the claim revision for you.

19. Then, click "**Project Breakdown**" and click "**Reload**" to view the total amount of Variation Orders.

Approve/Reject Claim Certificate

1. Click "**Claim Certificates**"

2. The status of the previous claim will be shown as **"In Progress". Double click** to change its status.
   Notes: To allow new claim to be activated, please ensure that previous claim has been verified.
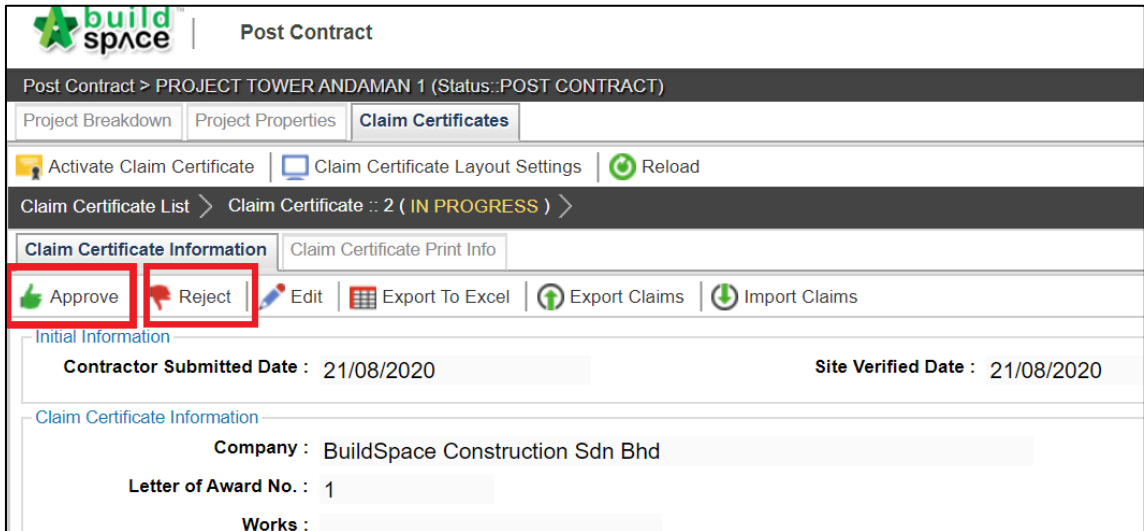
3. User can either choose to select **"Approve/Reject"** this particular claim revision.

4. Once **approved/rejected**, the status will be shown accordingly.

Print Claim Certificate

1. To print the claim certificate, click **"Claim Certificates"**.
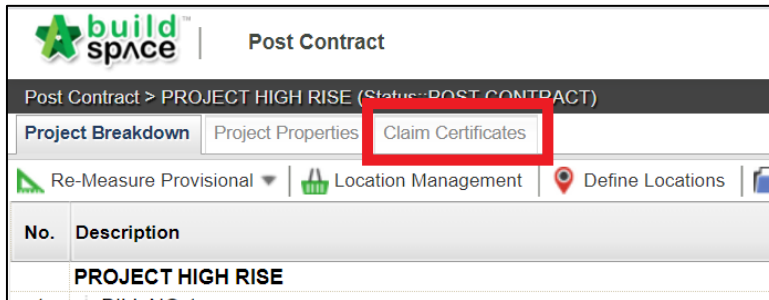
I. Export to Excel

1. To export the claim certificate to Excel, click **"Export to Excel"**.
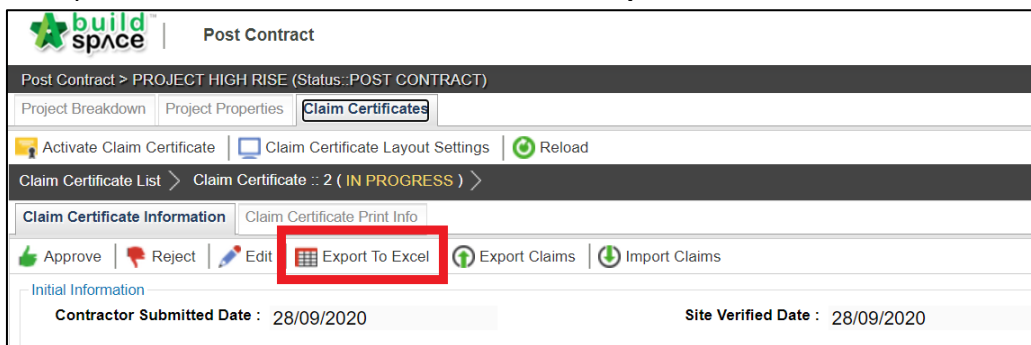
2. Ensure that the file is in **".xlsx"** then click **"Export"**

3. The claim certificate will look as follows in Microsoft Excel.

II. Export/Import Claim Certificate (EBQ Claim File)

Notes: Only user with BuildSpace Pro can open this file format.

1. To export the claim certificate, click **"Export".**

2. The exported file will be in **".ebqclaim"** then click **"Export".**
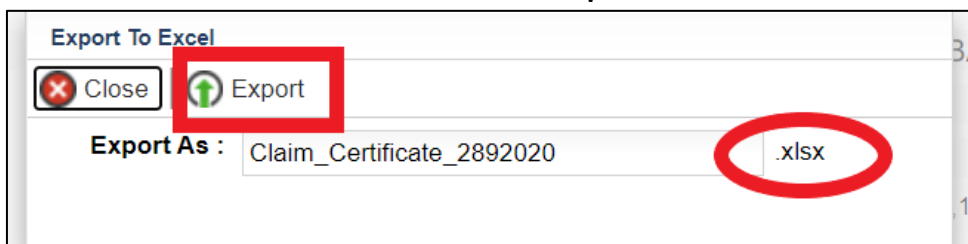
3. To import file received from the client/consultant in **".ebqclaim"** format, click **"Import".**
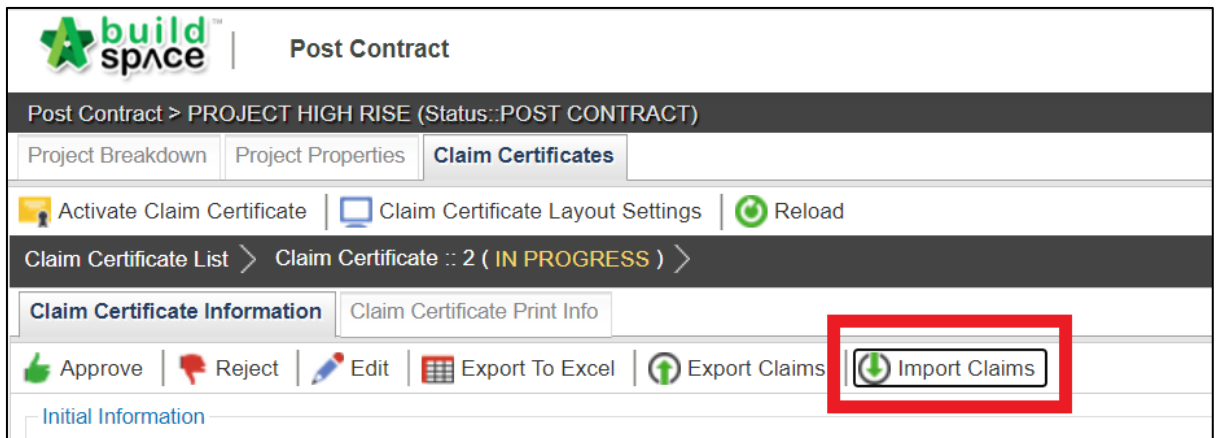
4. Select and choose file from your device and click **"Import"**
   Notes: Please ensure that the file is in ".ebqclaim" format.