



BUILDSPACE PRO

For Consultant/Contractor

Variation Order

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

3-2 Jalan SU 1E, Persiaran Sering Ukay 1

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(BuildSpace Version 3.2)

Last updated: 28/9/2020

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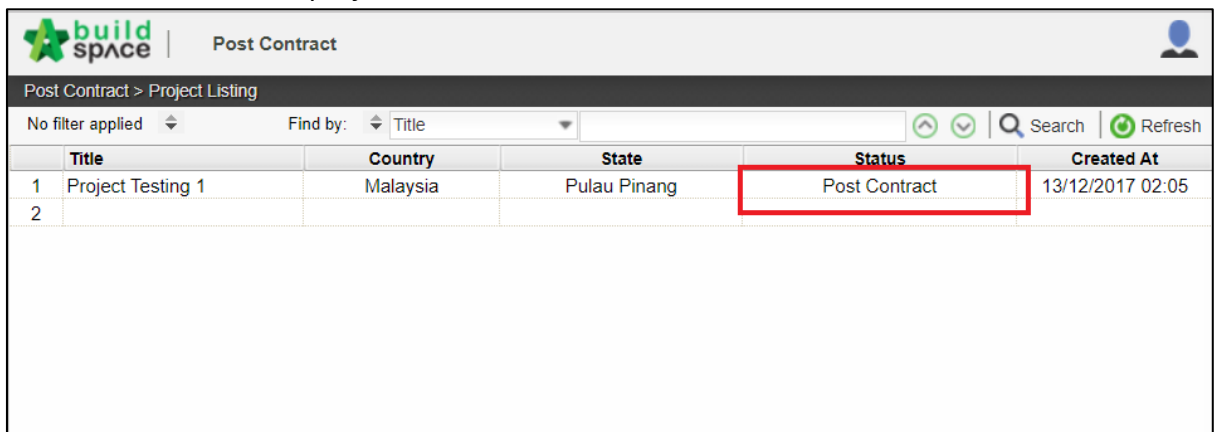
Activate Claim Certificate

Note: You need to activate claim certificate before update BQ work done.

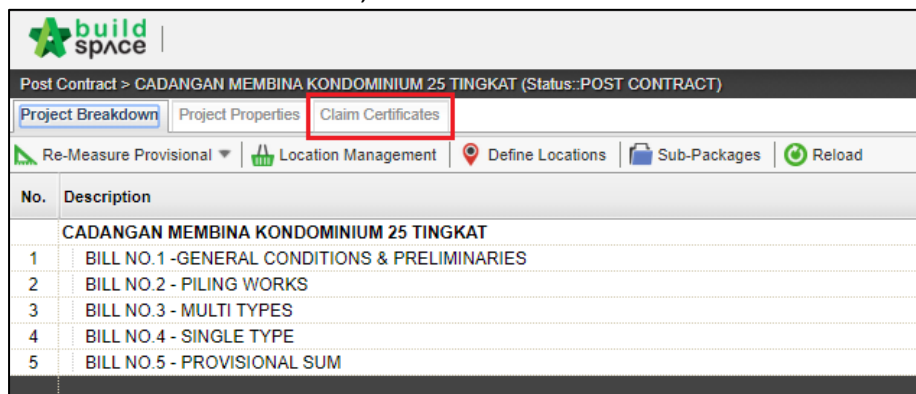
1. Login to **Buildspace Pro** and choose “Post Contract Module”.



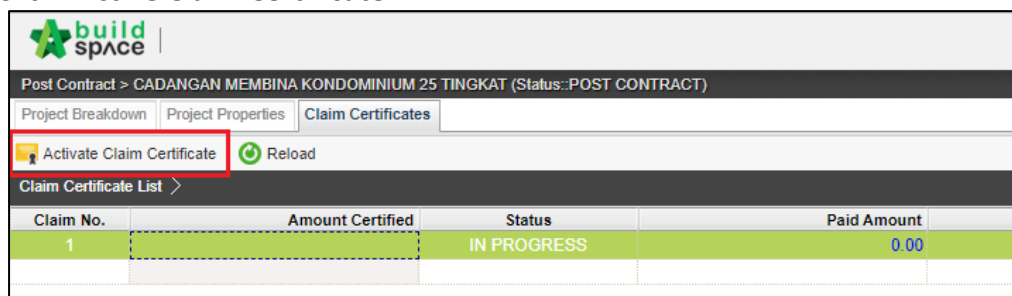
2. Double click to select a project with status “Post Contract”.



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



4. Click “Active Claim Certificate”.



- 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.

Save

Initial Information

Contractor Submitted Date : 11/10/2019

Site Verified Date : 11/10/2019

Certificate/QS Received Date : 11/10/2019

Claim Certificate Information

Company : Eco World Development Group Berhad

Letter of Award No. : 1

Works :

Contract Sum : MYR 2,730,225.61

Work Done Amount : MYR 182,229.86

Retention Tax Percentage : 0.00 %

Prepared By : Chew

Payment Due Date : 11/10/2019

Budget Amount : 0.00

Acc Remarks : You can key in architect certificate here

Contractor : -

Claim No. : 3

Works 2 :

Retention Sum : MYR 18,222.99 (GST : 0.00)%

% Completion : 6.67%

Release Retention Amount : 0.00

Release Retention : 0.00 %

Period Ending : 11/10/2019

Tax : 0.00 %

QS Remarks :

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Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)

Project Breakdown

Project Properties

Claim Certificates

Activate Claim Certificate

Reload

Claim Certificate List >

Claim Certificate :: 1

IN PROGRESS

Claim Certificate Info

Claim Certificate Print Info

Submit

Edit

Print

Initial Information

Contractor Submitted Date : 21/03/2018

Site Verif

Claim Certificate Information

Company : ECO MAJESTIC 2 SDN BHD

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"**.

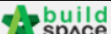
Post Contract					
Post Contract > Project Listing					
No filter applied					
	Find by: Title			Search	Refresh
Title	Country	State	Status	Created At	
1 PROJECT TOWER ANDAMAN 1	Malaysia	Kuala Lumpur	Post Contract	22/06/2020 16:58	
2 PROJECT TOWER ANDAMAN	Malaysia	Kuala Lumpur	Post Contract	19/06/2020 14:15	
3 Project ABC 123	Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:21	
4 Project ABC	Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:06	
5 Training Module	Malaysia	Putrajaya	Post Contract	28/04/2020 16:30	
6 PROJECT CODE 20	Malaysia	Selangor	Post Contract	28/04/2020 15:41	
7 CADANGAN MEMBINA SEBUAT RUMAH BANGLO 2 TINGKAT DI PERSIARAN KEWAJIPAN, SUBANG JAYA	Malaysia	Selangor	Post Contract	27/04/2020 13:00	

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


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

Post Contract					
Post Contract > PROJECT TOWER ANDAMAN 1 (Status: POST CONTRACT)					
Project Breakdown Project Properties Claim Certificates					
Re-Measure Provisional Location Management Define Locations Sub-Packages Wastage Report Final Account Statement Reload					
No.	Description	Omitted Items	Overall Total	% Up To Date Claim	Amount Imported Up To Date Claim
PROJECT TOWER ANDAMAN 1					
1	PRELIMINARIES				
BUILDING WORKS					
2	BILL NO 1		1,892,102.87	12.53%	236,994.74
3	BILL NO 2		2,815,816.86	5.58%	157,213.49
VARIATION ORDER					
MISCELLANEOUS					
ADVANCE PAYMENT					
MATERIAL ON SITE					
DEPOSIT					
KONG SI KONG					
WORK ON BEHALF					

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.



Post Contract



Post Contract > Project Testing (Status: POST CONTRACT)

Project Breakdown

Project Properties

Claim Revision::Version 2

Bill No 2 :: Standard

VARIATION ORDER

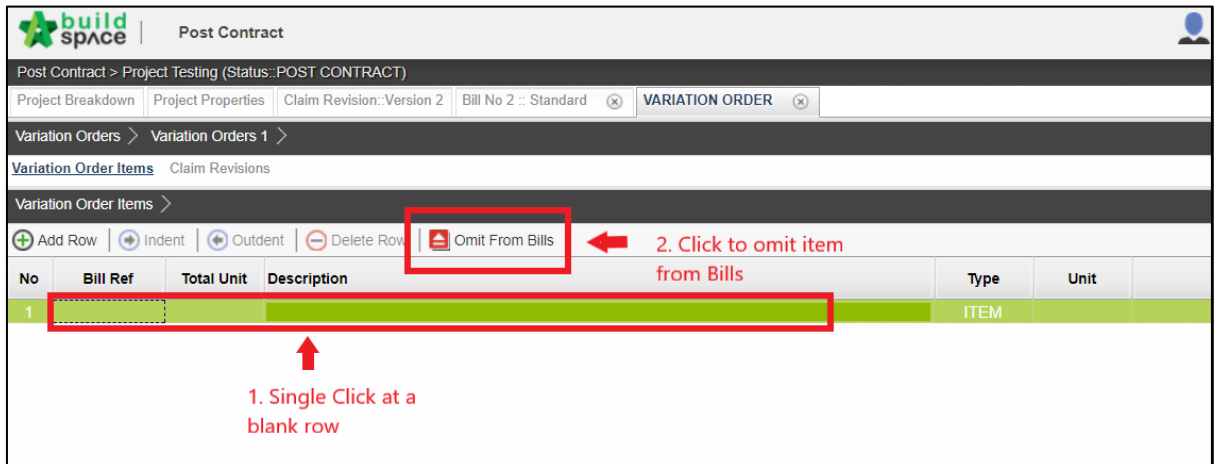
Variation Orders >

+ Add Row

- Delete Row

No.	Description	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
1	Variation Orders 1					PENDING	19/12/2017 22:27
2							

5. To omit BQ items, single click at the blank row and then click “Omit from Bills”.



Post Contract

Post Contract > Project Testing (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Revision: Version 2 | Bill No 2 :: Standard | VARIATION ORDER

Variation Orders > Variation Orders 1 >

Variation Order Items | Claim Revisions

Variation Order Items >

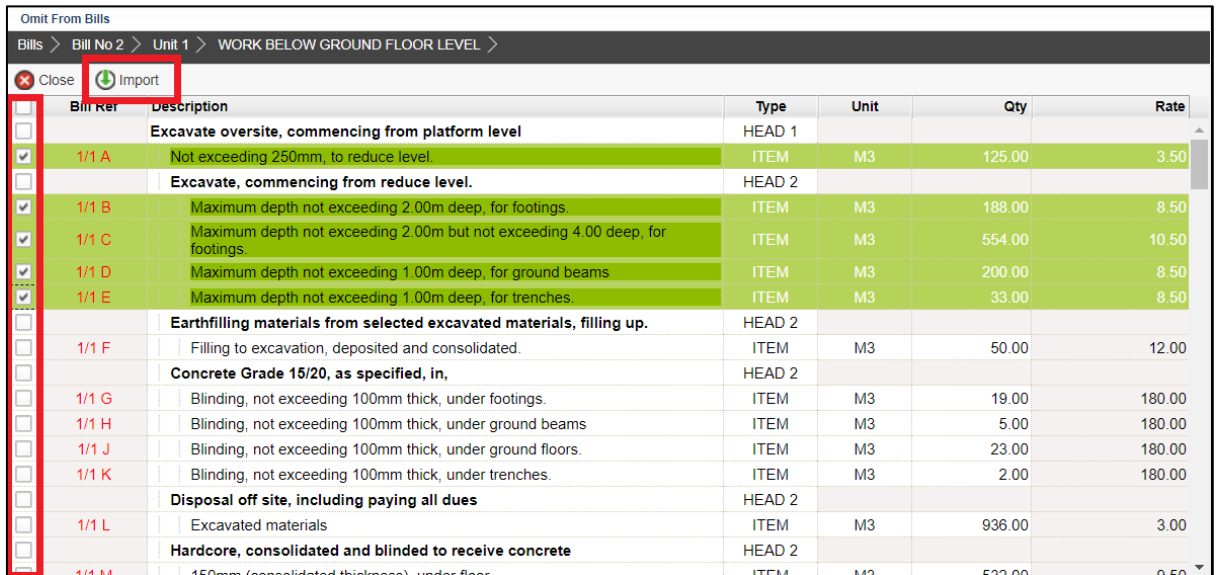
+ Add Row | + Indent | + Outdent | - Delete Row | **Omit From Bills**

2. Click to omit item from Bills

No	Bill Ref	Total Unit	Description	Type	Unit
1				ITEM	

1. Single Click at a blank row

6. Select Bill>Unit>Element and then **tick at the check box** to select item for Variation Orders. After that, click “Import”




Omit From Bills

Bills > Bill No 2 > Unit 1 > WORK BELOW GROUND FLOOR LEVEL >

Close Import

	Bill Ref	Description	Type	Unit	Qty	Rate
<input type="checkbox"/>		Excavate oversite, commencing from platform level	HEAD 1			
<input checked="" type="checkbox"/>	1/1 A	Not exceeding 250mm, to reduce level.	ITEM	M3	125.00	3.50
<input checked="" type="checkbox"/>		Excavate, commencing from reduce level.	HEAD 2			
<input checked="" type="checkbox"/>	1/1 B	Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3	188.00	8.50
<input checked="" type="checkbox"/>	1/1 C	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3	554.00	10.50
<input checked="" type="checkbox"/>	1/1 D	Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3	200.00	8.50
<input checked="" type="checkbox"/>	1/1 E	Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3	33.00	8.50
<input type="checkbox"/>		Earthfilling materials from selected excavated materials, filling up.	HEAD 2			
<input type="checkbox"/>	1/1 F	Filling to excavation, deposited and consolidated.	ITEM	M3	50.00	12.00
<input type="checkbox"/>		Concrete Grade 15/20, as specified, in,	HEAD 2			
<input type="checkbox"/>	1/1 G	Blinding, not exceeding 100mm thick, under footings.	ITEM	M3	19.00	180.00
<input type="checkbox"/>	1/1 H	Blinding, not exceeding 100mm thick, under ground beams	ITEM	M3	5.00	180.00
<input type="checkbox"/>	1/1 J	Blinding, not exceeding 100mm thick, under ground floors.	ITEM	M3	23.00	180.00
<input type="checkbox"/>	1/1 K	Blinding, not exceeding 100mm thick, under trenches.	ITEM	M3	2.00	180.00
<input type="checkbox"/>		Disposal off site, including paying all dues	HEAD 2			
<input type="checkbox"/>	1/1 L	Excavated materials	ITEM	M3	936.00	3.00
<input type="checkbox"/>		Hardcore, consolidated and blinded to receive concrete	HEAD 2			
<input type="checkbox"/>	1/1 M	150mm (consolidated thickness) under floor	ITEM	M3	532.00	9.50

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.

 Post Contract						
Post Contract > PROJECT HIGH RISE (Status::POST CONTRACT)						
Project Breakdown Project Properties Claim Certificates VARIATION ORDER						
Variation Orders > VO NO 2 >						
Variation Order Items Claim Revisions						
Variation Order Items >						
Add Row Indent Outdent Delete Row Imported Variation Orders Omit From Bills						
Rate	Qty	Total	Qty	Total	Nett	
Omission			Addition		Omission/Addition	
3.00	36.00	108.00	40.00	120.00	12.00	
3.00	36.00	108.00	45.00	135.00	27.00	
8.00	34.00	272.00	30.00	240.00	(32.00)	

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.

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Post Contract

Post Contract > PROJECT HIGH RISE (Status: POST CONTRACT)

Project Breakdown

Project Properties

Claim Certificates

VARIATION ORDER

Variation Orders > VO NO 2 >

Variation Order Items

Claim Revisions

Variation Order Items >

Add Row

Indent

Outdent

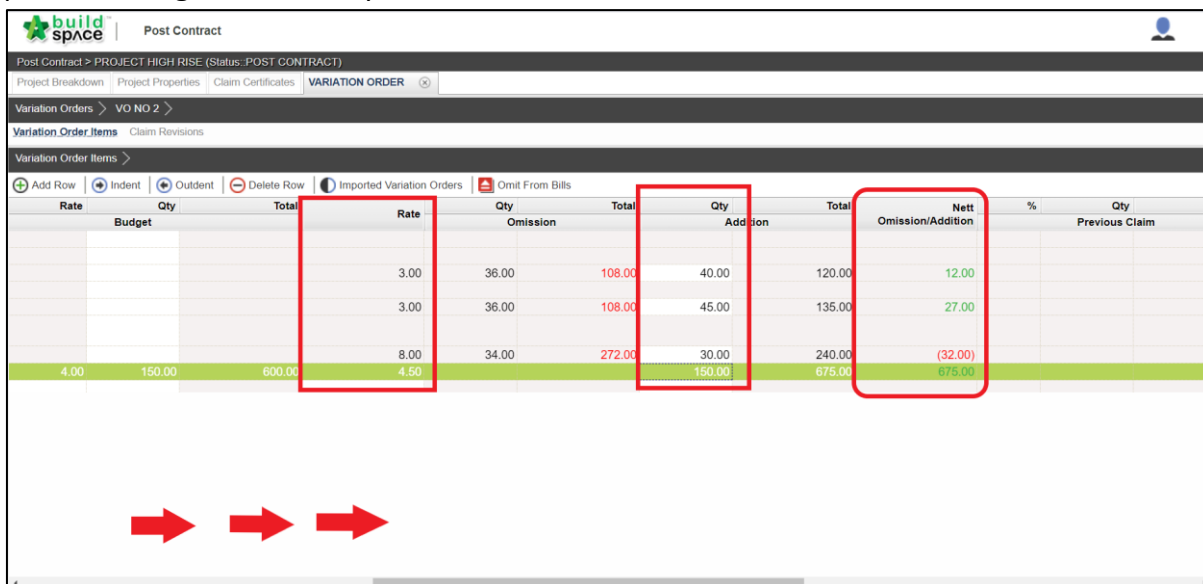
Delete Row

Imported Variation Orders

Omit From Bills

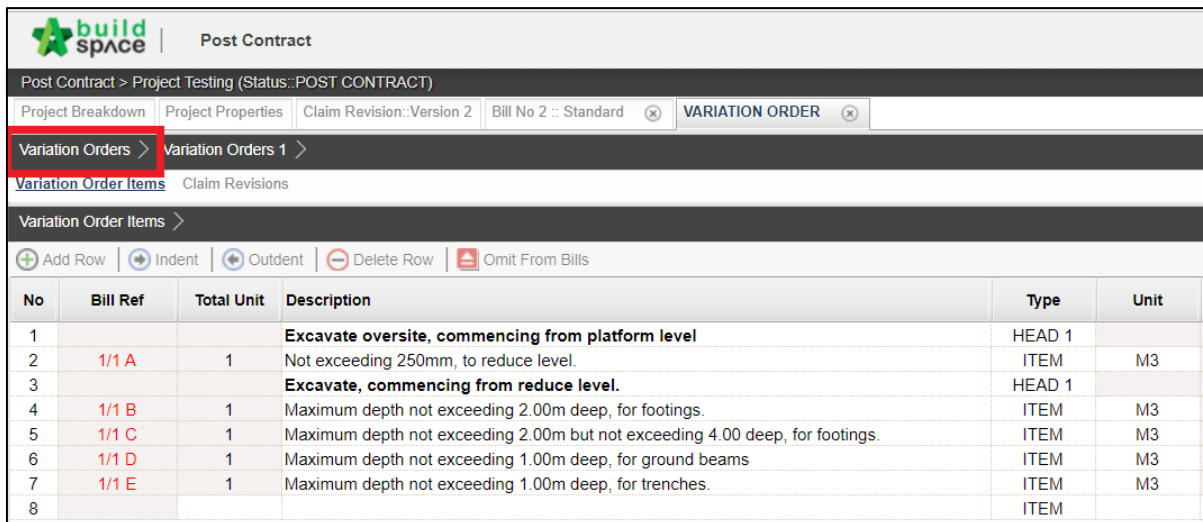
Total Unit	Description	Attachment	Type	Unit	Rate	Qty	Total
	Flat Roof Finishes	Upload	HEAD 1				
	Cement and sand (1:3) screed, 20mm thick, to receive waterproofing, to,	Upload	HEAD 1				
1	Extra for forming 150 x 25mm deep scupper drain.	Upload	ITEM	M			
	Cement and sand (1:4) paving, 25mm thick trowelled smooth, to,	Upload	HEAD 1				
1	Extra for forming 150 x 25mm deep scupper drain.	Upload	ITEM	M			
	Prepare, prime with one coat alkali resisting primer and two finishing coats "ICI Weatherbond" acrylic paint, to,	Upload	HEAD 1				
1	Plastered soffit of roof.	Upload	ITEM	M2			
1	Variation Order No 2	Upload	ITEM	No.			
			ITEM				

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”**.



Rate	Budget	Qty	Total	Rate	Qty	Omission	Total	Qty	Add-on	Total	Nett Omission/Addition	%	Qty	Previous Claim
3.00				3.00	36.00	108.00		40.00		120.00	12.00			
3.00				3.00	36.00	108.00		45.00		135.00	27.00			
8.00				8.00	34.00	272.00		30.00		240.00	(32.00)			
4.00	150.00		600.00	4.50				150.00		675.00	675.00			

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.



No	Bill Ref	Total Unit	Description	Type	Unit
1			Excavate oversite, commencing from platform level	HEAD 1	
2	1/1 A	1	Not exceeding 250mm, to reduce level.	ITEM	M3
3			Excavate, commencing from reduce level.	HEAD 1	
4	1/1 B	1	Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3
5	1/1 C	1	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3
6	1/1 D	1	Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3
7	1/1 E	1	Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3
8				ITEM	

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Post Contract

Post Contract > Project Testing (Status::POST CONTRACT)

Project Breakdown

Project Properties

Claim Revision::Version 2

Bill No 2 :: Standard

VARIATION ORDER

Variation Orders >

+ Add Row

- Delete Row

No.	Description	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
1	Variation Orders 1	9,833.00	10,125.00	292.00		APPROVED	19/12/2017 22:45
2							

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

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Post Contract

Post Contract > PROJECT HIGH RISE (Status: POST CONTRACT)

Project Breakdown

Project Properties

Claim Certificates

VARIATION ORDER

Variation Orders


+ Add Row

- Delete Row

Imported Variation Orders

No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
1	VO NO 1	1	BUDGETARY	1	3,825.00	1,600.00	2,805.00	1,205.00	140.25	APPROVED	24/09/2020 11:19
2	VO NO 2	Upload	BUDGETARY	2	600.00	488.00	1,170.00	682.00		APPROVED	28/09/2020 10:38
3			BUDGETARY								

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



Post Contract

Post Contract > PROJECT HIGH RISE (Status::POST CONTRACT)

Project Breakdown

Project Properties

Claim Certificates

VARIATION ORDER

Variation Orders > VO NO 2 >

Variation Order Item

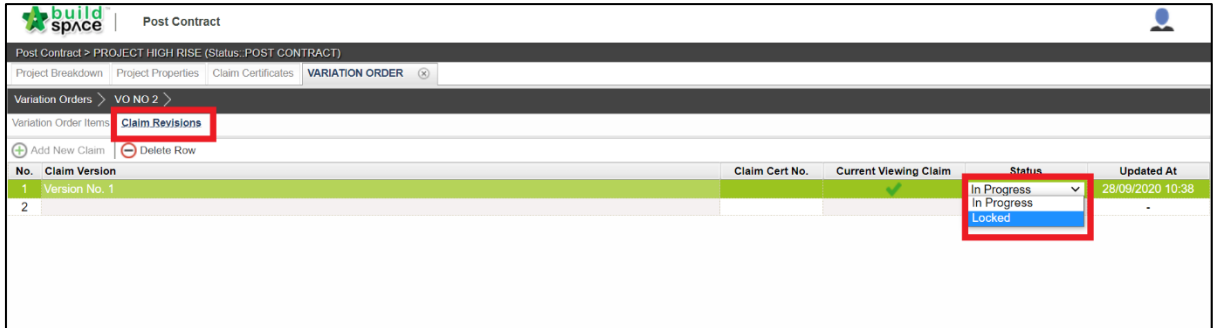
Claim Revisions

+ Add New Claim

- Delete Row


No.	Claim Version
1	

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.



No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status	Updated At
1	Version No. 1		✓	In Progress	28/09/2020 10:38
2				Locked	

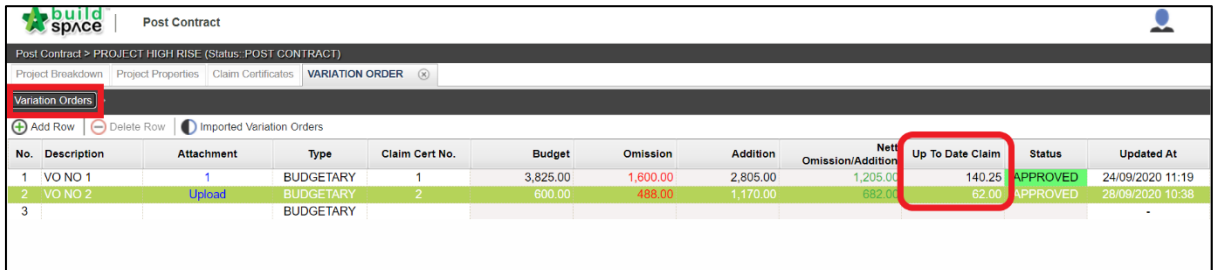
17. The pop-out box message will appear as follows. Choose accordingly.



Are you sure you want to send this for submission?

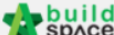
This action cannot be undone

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




No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
1	VO NO 1	1	BUDGETARY	1	3,825.00	1,600.00	2,805.00	1,205.00	140.25	APPROVED	24/09/2020 11:19
2	VO NO 2	Upload	BUDGETARY	2	600.00	488.00	1,170.00	682.00	62.00	APPROVED	28/09/2020 10:38
3			BUDGETARY								

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



Post Contract



Post Contract > Project Testing (Status::POST CONTRACT)

Project Breakdown


Project Properties


Claim Revision::Version 2

Bill No 2 :: Standard


VARIATION ORDER

Variation Orders >

 Add Row

 Delete Row

No.	Description	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
1	Variation Orders 1	9,833.00	10,125.00	292.00		APPROVED	19/12/2017 22:45
2							-



Post Contract

Post Contract > Project Testing (Status::POST CONTRACT)

Project Breakdown

Project Properties

Claim Revision::Version 2

Bill No 2 :: Standard

VARIATION ORDER

Re-Measure Provisional

Location Management

Define Locations


Sub-Packages

Reload

No.	Description	Overall Total	%	Up To Date C
	Project Testing			
1	Bill No 1			
	Building Works			
2	Bill No 2	1,885,220.37	0.60%	
VARIATION ORDER		292.00		
MATERIAL ON SITE				


Approve/Reject Claim Certificate

1. Click “Claim Certificates”

 Post Contract	
Post Contract > PROJECT TOWER ANDAMAN 1 (Status::POST CONTRACT)	
Project Breakdown	Project Properties
Claim Certificates	
Re-Measure Provisional Location Management Define Locations Sub-Packages Wastage Report	
No.	Description
PROJECT TOWER ANDAMAN 1	
1	PRELIMINARIES
BUILDING WORKS	
2	BILL NO 1
3	BILL NO 2

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.




Post Contract


Post Contract > PROJECT TOWER ANDAMAN 1 (Status::POST CONTRACT)


Project Breakdown

Project Properties

Claim Certificates

 Activate Claim Certificate

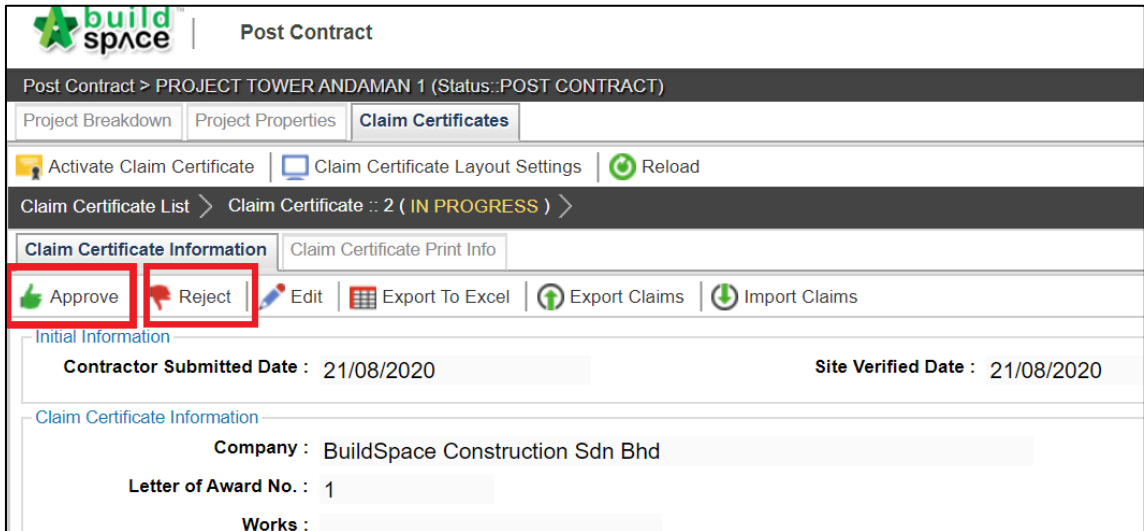
 Claim Certificate Layout Settings

 Reload

Claim Certificate List >

Claim No.	Amount Certified	Status	Paid Amount
1	180,758.94	APPROVED	0.00
2		IN PROGRESS	0.00

3. User can either choose to select **“Approve/Reject”** this particular claim revision.



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Post Contract > PROJECT TOWER ANDAMAN 1 (Status::POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates**

Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim Certificate List > Claim Certificate :: 2 (**IN PROGRESS**) >

Claim Certificate Information | Claim Certificate Print Info

Approve **Reject** | Edit | Export To Excel | Export Claims | Import Claims

Initial Information

Contractor Submitted Date : 21/08/2020 | Site Verified Date : 21/08/2020

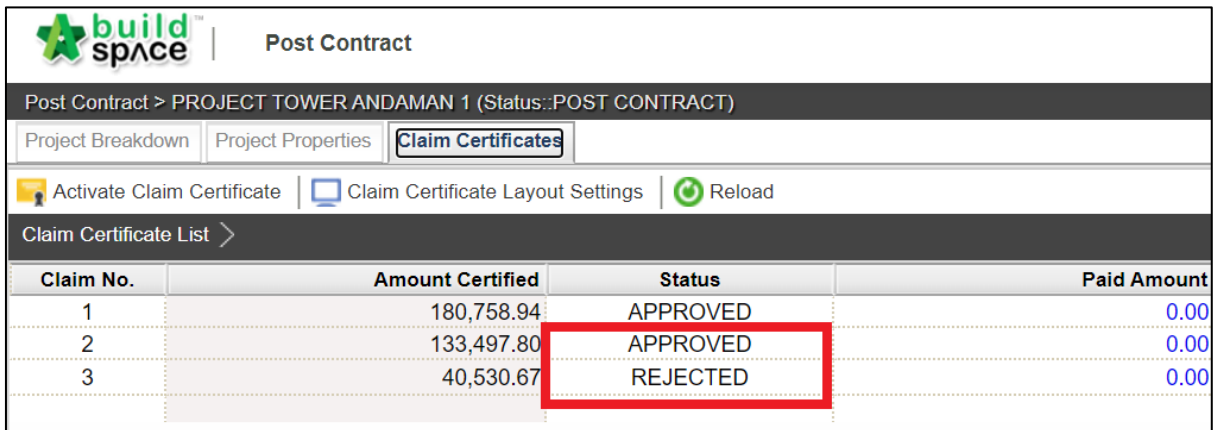
Claim Certificate Information

Company : BuildSpace Construction Sdn Bhd

Letter of Award No. : 1

Works :

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



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Post Contract > PROJECT TOWER ANDAMAN 1 (Status::POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates**

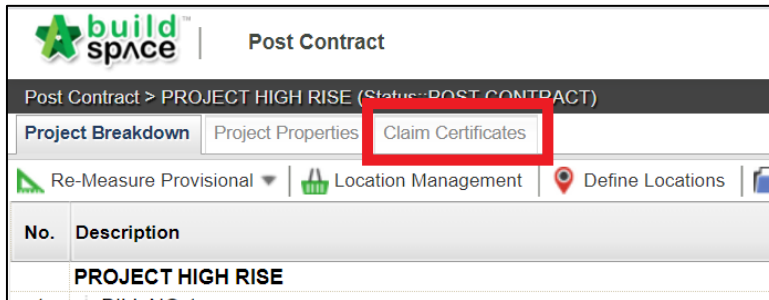
Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim Certificate List >

Claim No.	Amount Certified	Status	Paid Amount
1	180,758.94	APPROVED	0.00
2	133,497.80	APPROVED	0.00
3	40,530.67	REJECTED	0.00

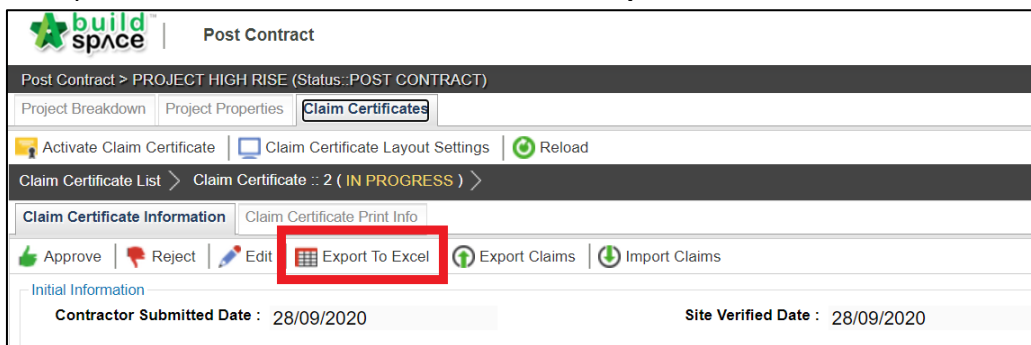
Print Claim Certificate

1. To print the claim certificate, click **"Claim Certificates"**.

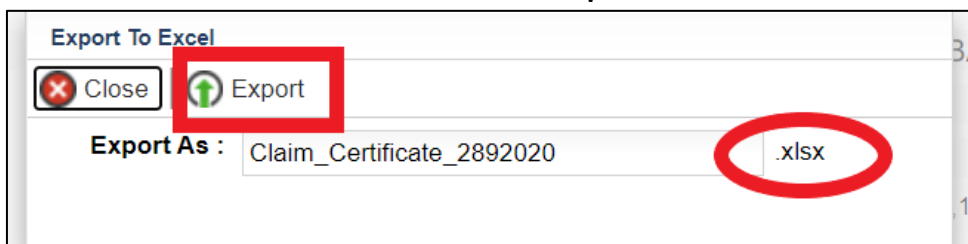


I. Export to Excel

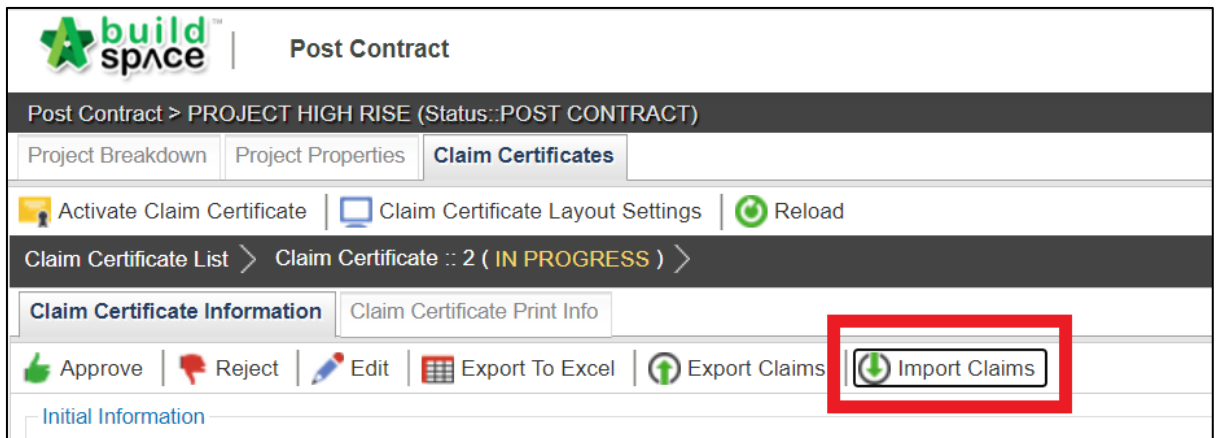
1. To export the claim certificate to Excel, click **"Export to Excel"**.



2. Ensure that the file is in **".xlsx"** then click **"Export"**



- To import file received from the client/consultant in “.ebqclaim” format, click “Import”.



- Select and choose file from your device and click “Import”

Notes: Please ensure that the file is in “.ebqclaim” format.

