BUILDSPACE EPROJECT

For Main Contractor

e–Claim Submission

Powered by:

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(BuildSpace Version 3.2)

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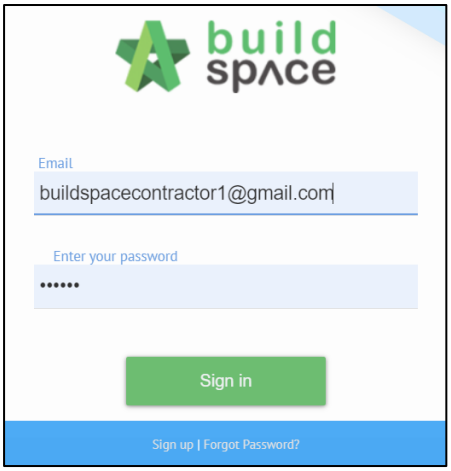
Activation of Claim Certificate (by Client)

Notes: Only when the claim certificate has been activated by the client, contractor can proceed with the progress claim update.

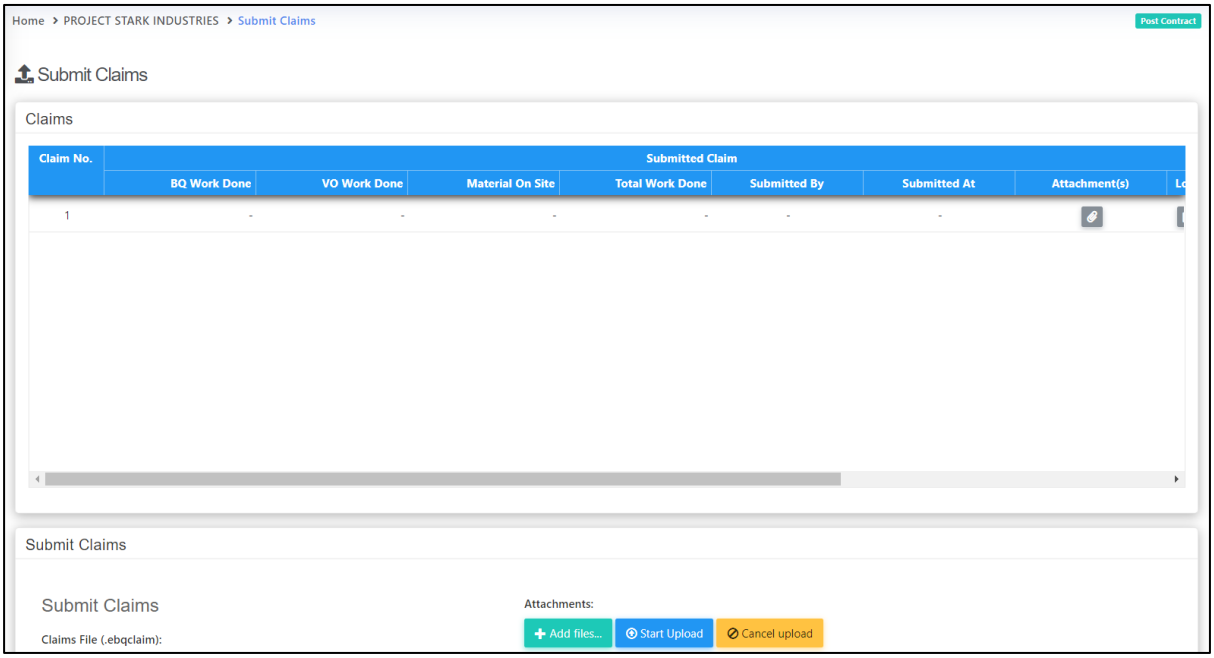
1. You will receive an email on the claim activation by the client.

2. Open the email and click at the link provided.

3. You will be diverted to **BuildSpace** login page. Login to **BuildSpace eProject** using your own email and password.



4. Once logged in, you will automatically be in the submit claim page.

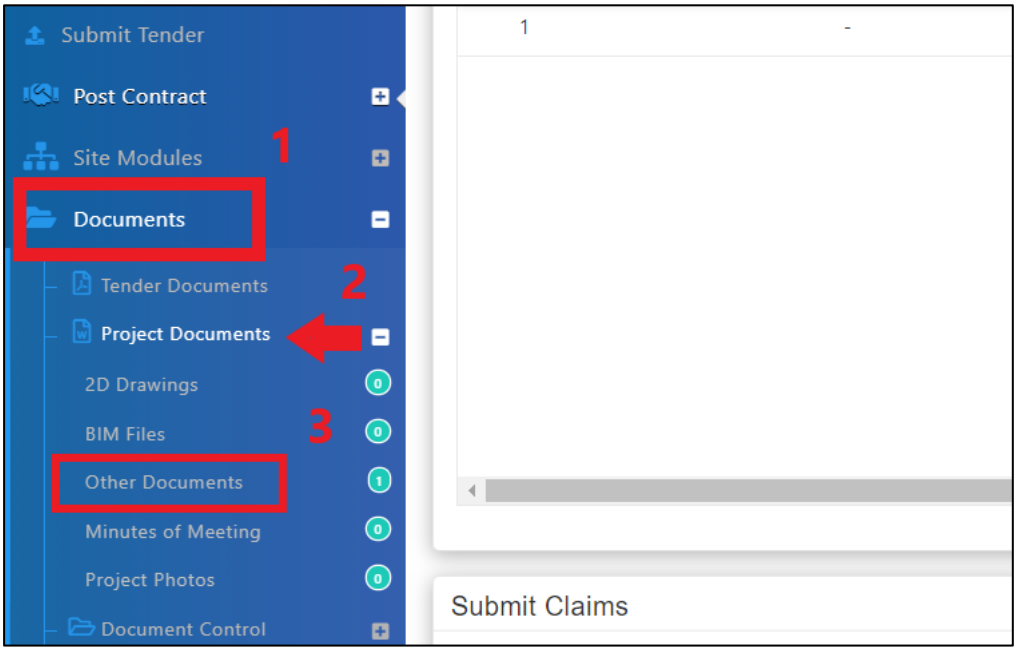


Contractor with BuildSpace Pro (initially)

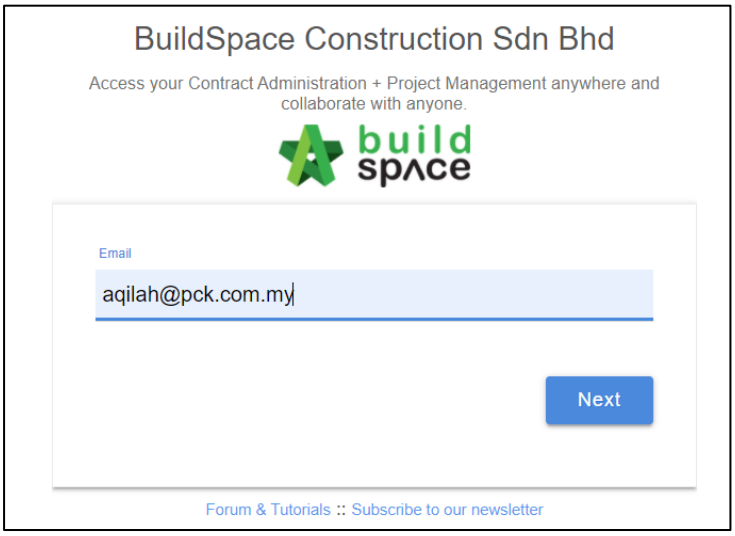
Notes: This step only applies to the contractor who actually own the BuildSpace Pro account before being awarded with the project.

1. Click **"Documents"** and click at **"Project Documents".** Download the **"Rationalization of Rates"** file (if there's any). For example, the ROR file is shared in the **"Other Documents".**

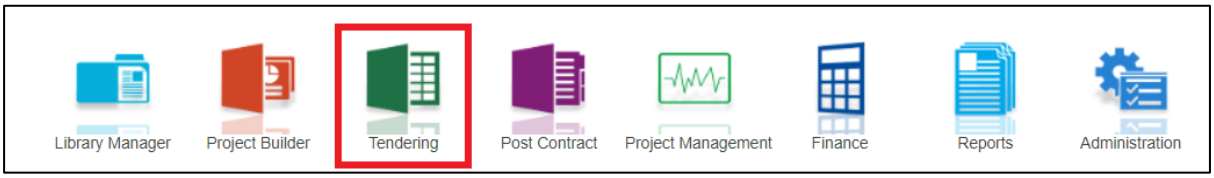
   Notes: Please finalize the location of the Rationalization of Rates file in the Project Document with the consultant/client.



2. Login to **BuildSpace Pro.**

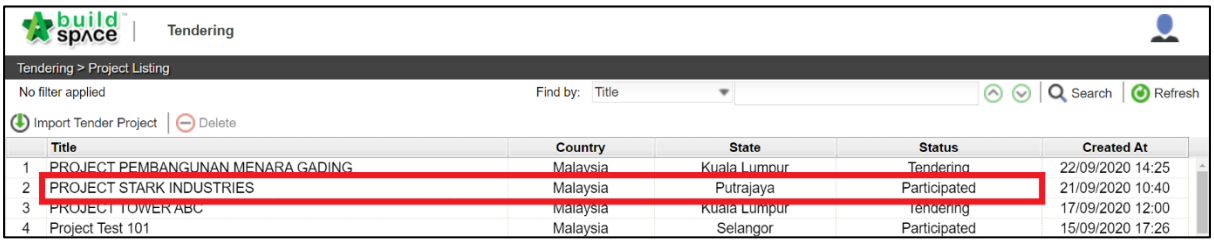


3. Click **BuildSpace** Logo and click **"Tendering Module".**

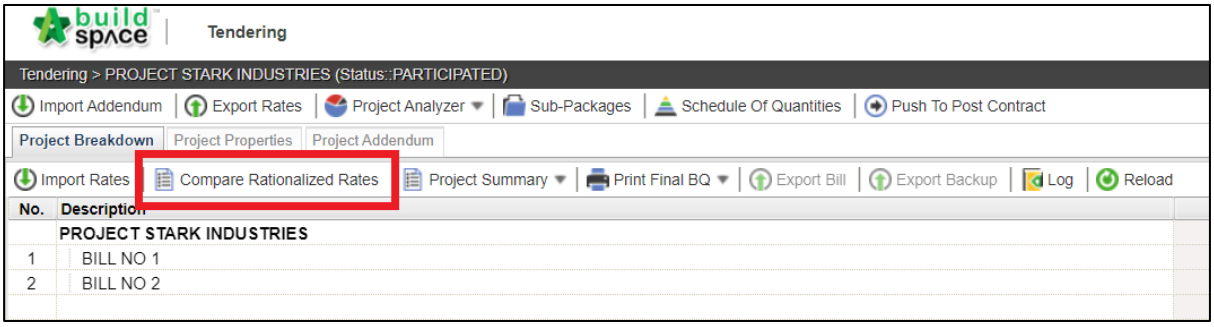


4. Double click the project name to open the project.

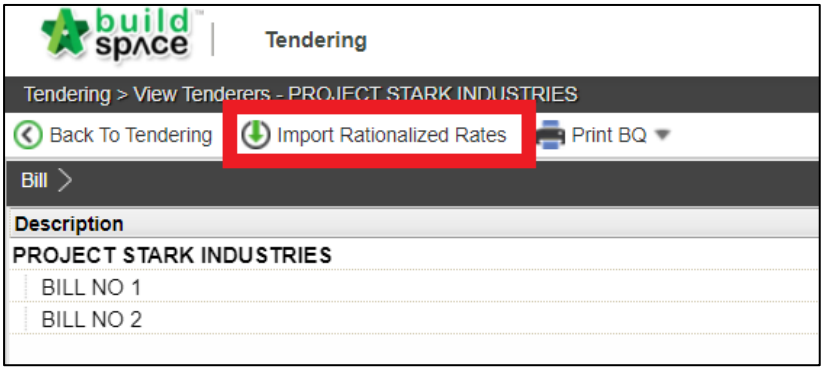
Notes: The project status should be shown as "Participated".



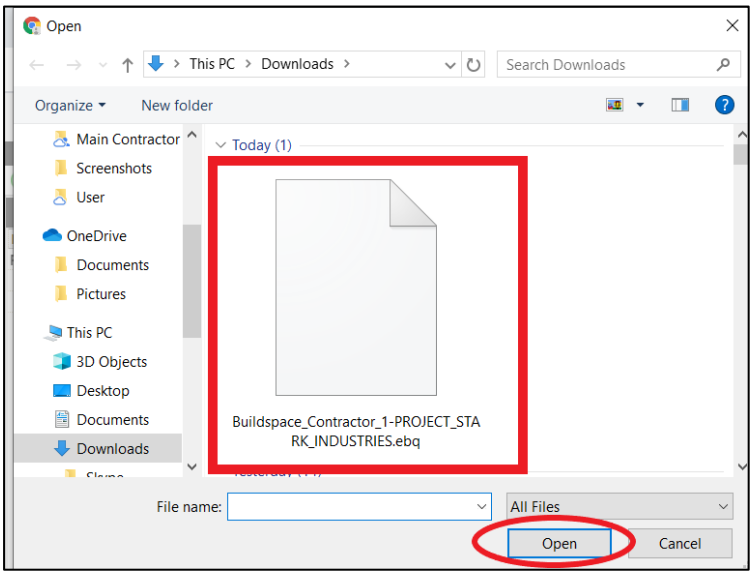
5. Click at the **"Compare Rationalized Rates".**



6. Click **“Import Rationalized Rates”.**



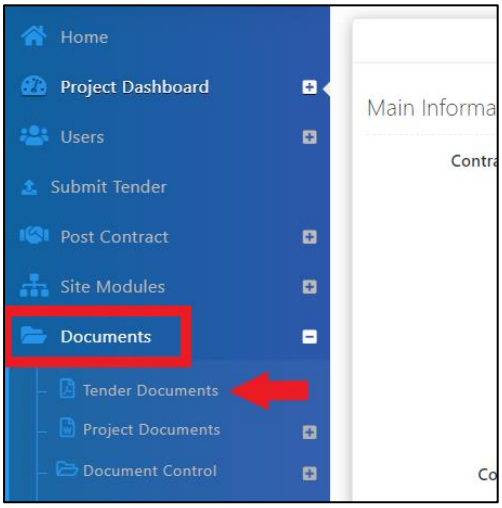
7. Click to choose the appropriate file from your device and click **“Open”.**



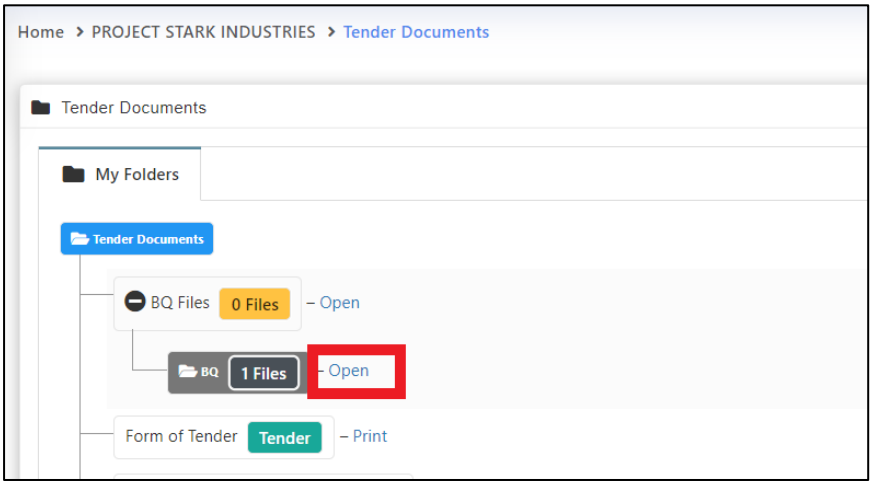
Contractor without BuildSpace Pro

Notes: In order to participate in the e-Claim submission in BuildSpace eProject, the Contractor shall therewith adopt our BuildSpace Pro. Please submit your enquiry at www.buildspace.my

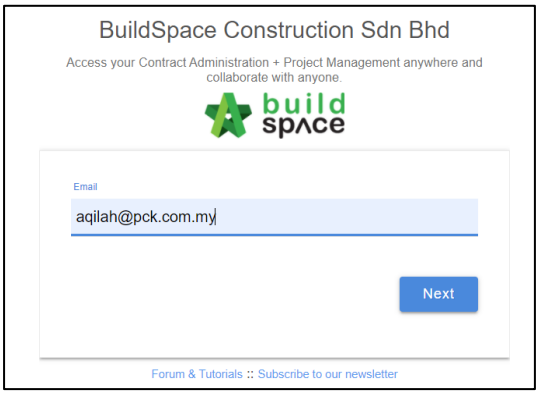
1. Once logged in to **BuildSpace eProject**, click **"Documents"** and click at **"Project Documents".**



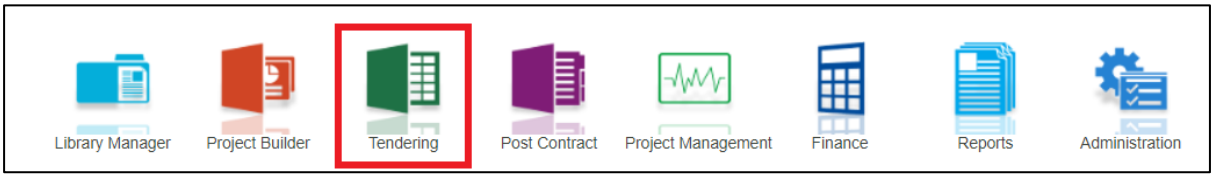
2. Then, click at **"BQ folder"**. Click at the **project name** to download the BQ.
   Notes: If there is any "Addendum", click at the latest addendum to download the file in ebq file format.



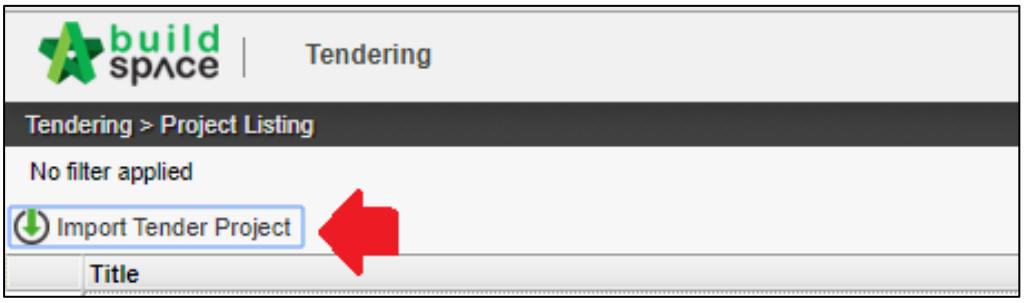
3. Login to **BuildSpace Pro.**



4. Click **BuildSpace** Logo and click **"Tendering Module".**

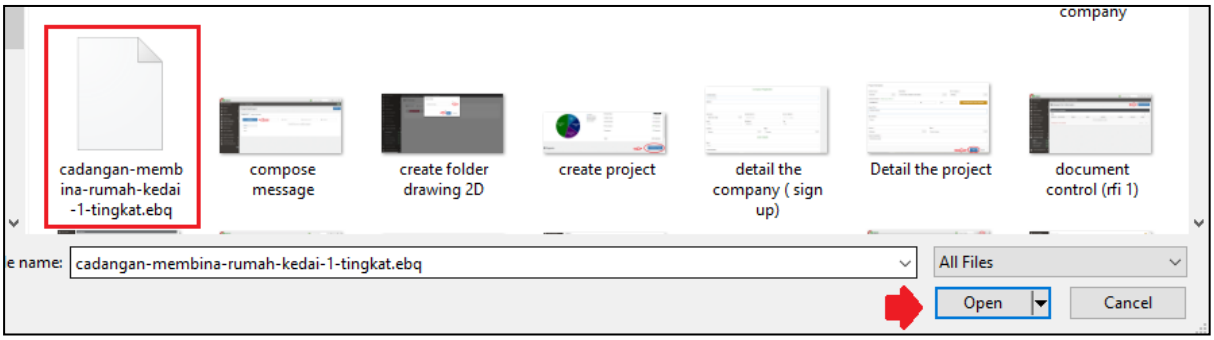


5. Click **"Import Tender Project".**

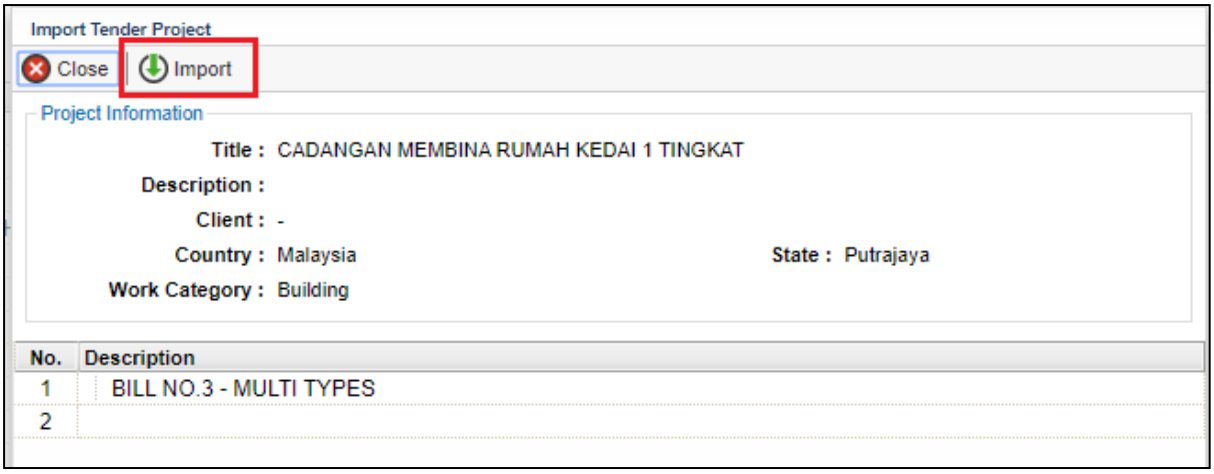


6. Click "**Select Ebq file"** to choose the **Ebq file** that have been downloaded from Client's server.

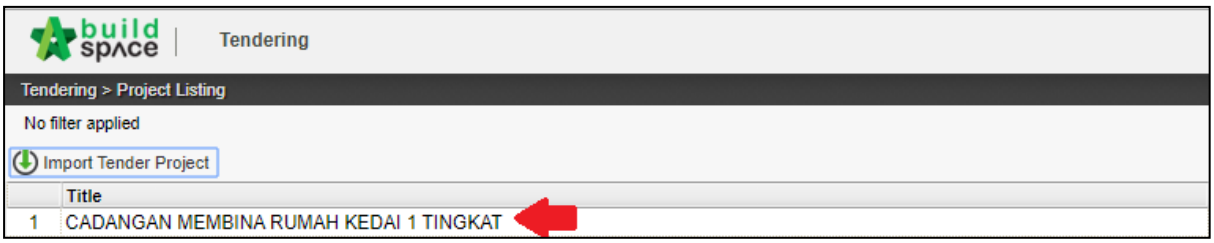
7. Select the **downloaded ebq file** and then click "**Open".**



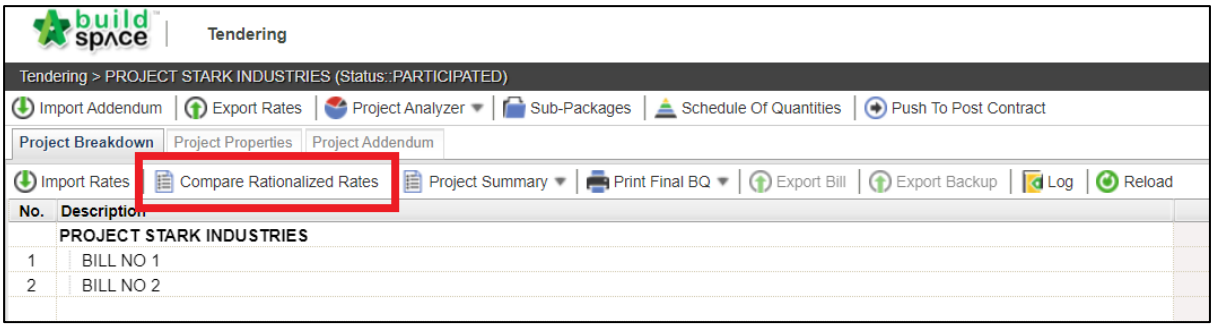
8. Click **"Import".**



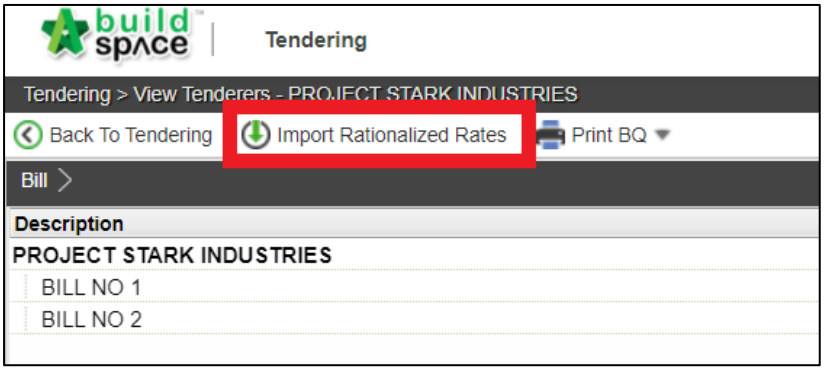
9. The new project will be automatically displayed on top of the list. **Double click the project title** to proceed with pricing.



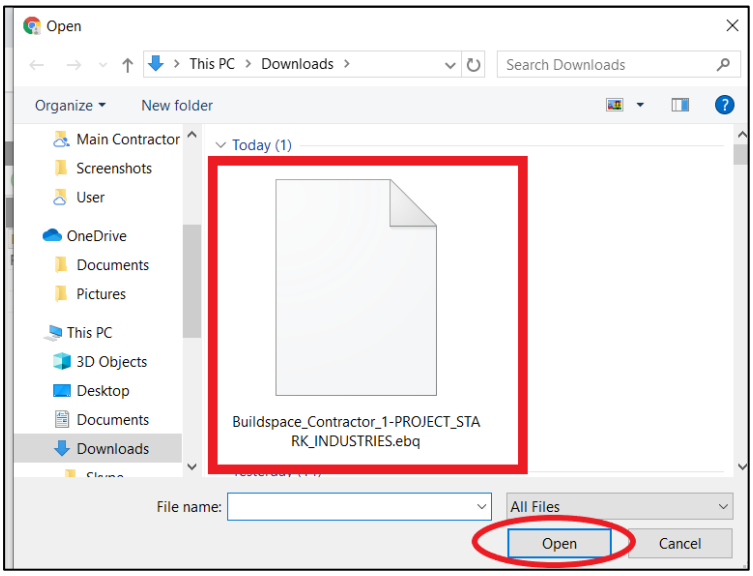
8. Click at the **"Compare Rationalized Rates".**



9. Click **“Import Rationalized Rates”.**



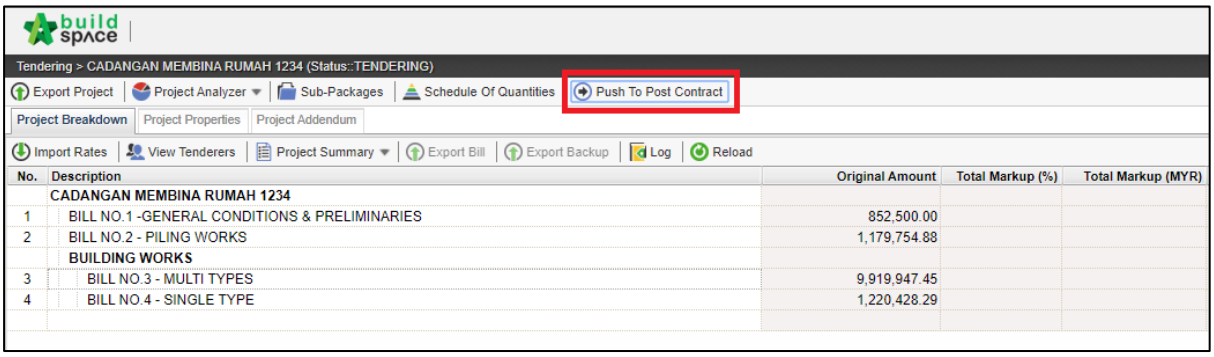
10. Click to choose the appropriate file from your device and click **“Open”.**



Publish BQ to post contract

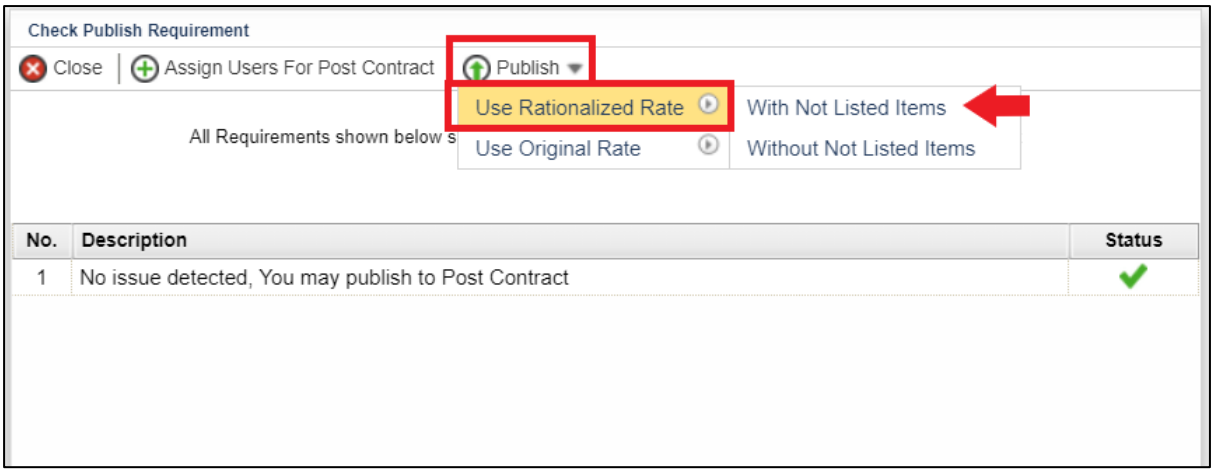
Notes: Please ensure an awarded contractor has been selected in BuildSpace Pro

1. Click **"Push to Post Contract"**

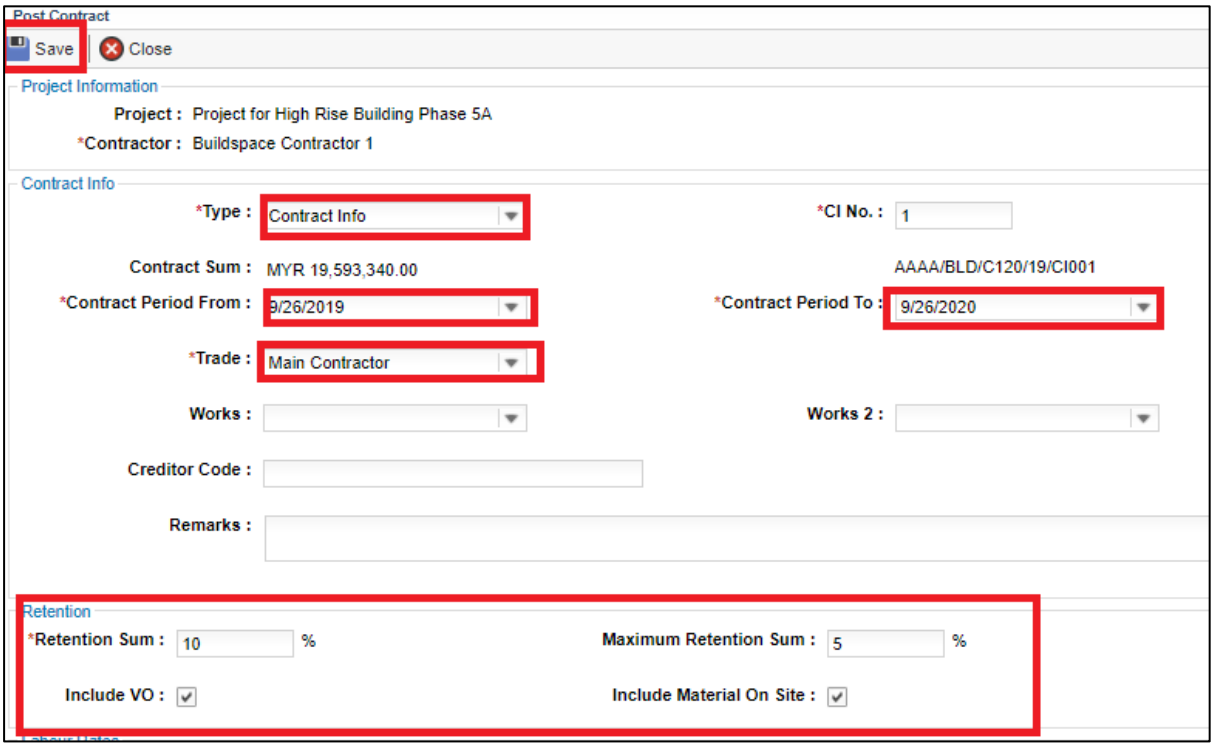


2. Click **Publish > Use Rationalized Rates > With Not Listed Items**

Note: a) Select "Use Rationalized Rates" if Rationalization of Rates has been imported into the system.
b) Select "Use Original Rates" to maintain the consultant's PTE or contractor's rate is keyed in manually in the system during Tendering Stage.



5. Fill in the contract information before publishing the BQ to post contract for approval process. After that, click "**Save".**
   Notes: At the Retention section at the bottom panel, tick to include VO and Material on Site ONLY IF you want these items to be included in the Maximum Retention Sum. Untick if unnecessary



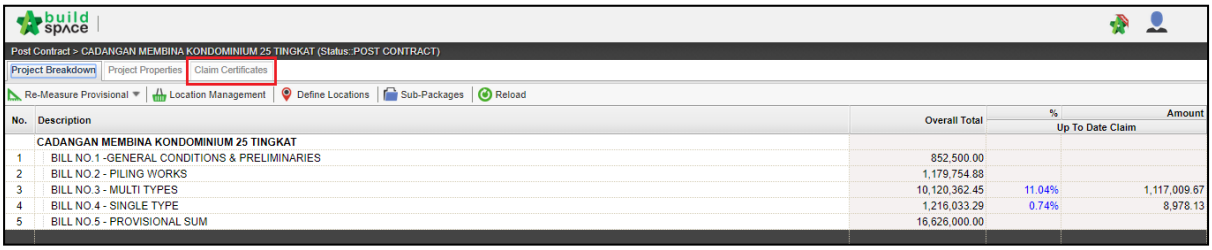
Notes: After clicking Save, an email notification will be sent to the verifier/client for approval request.

Activate Claim Certificate (CPR)

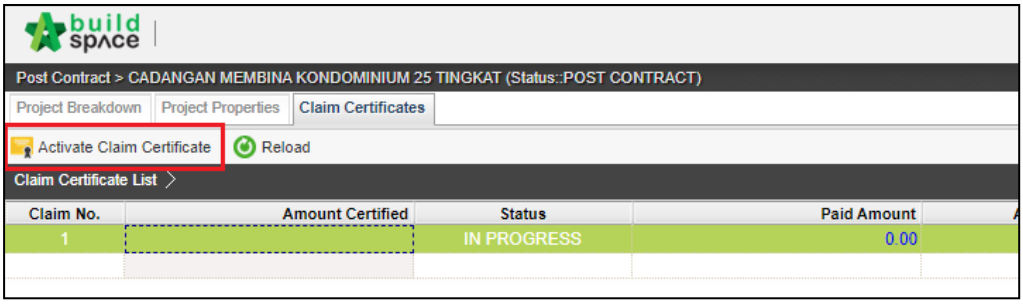
Note: You need to activate a claim certificate in system before update BQ workdone.

1. Click at **BuildSpace** logo and click **"Post Contract Module".**

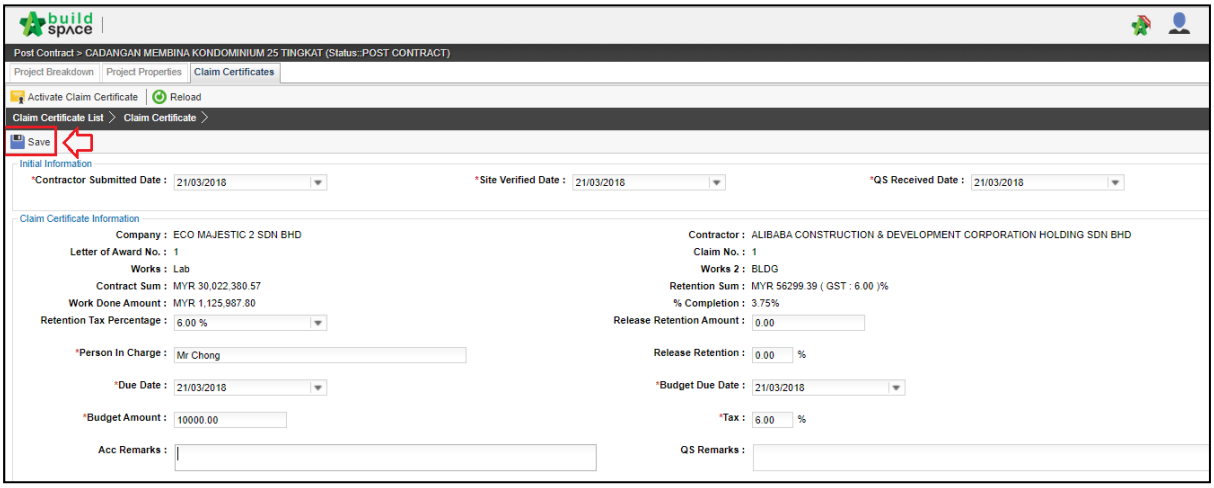
2. To activate Claim Certificate, click **Claim Certificate**.



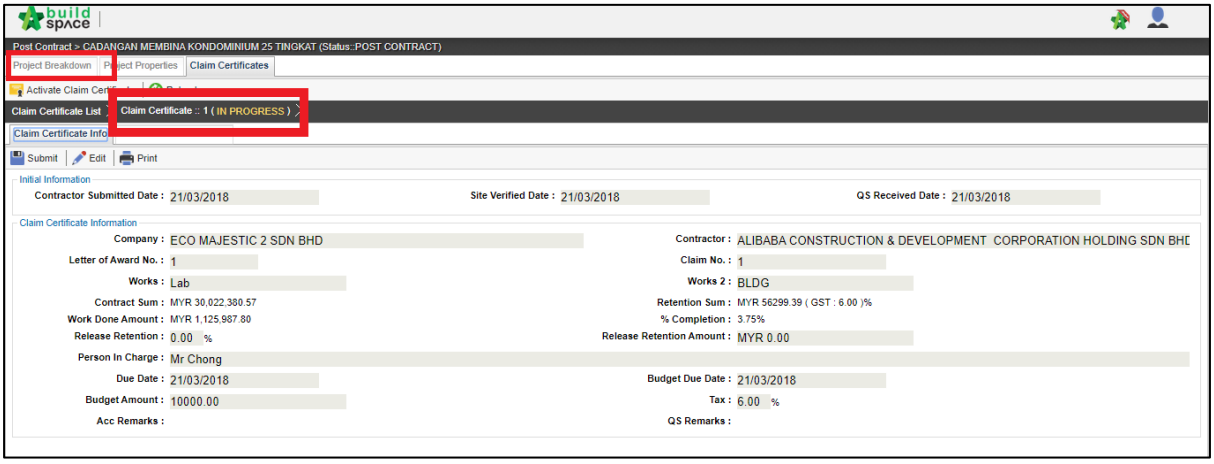
3. Click "**Active Claim Certificate**".



4. Fill up all information especially those with **"*"** and then click "**Save".**
Note: You still can edit the information before submitting this certificate for approval.

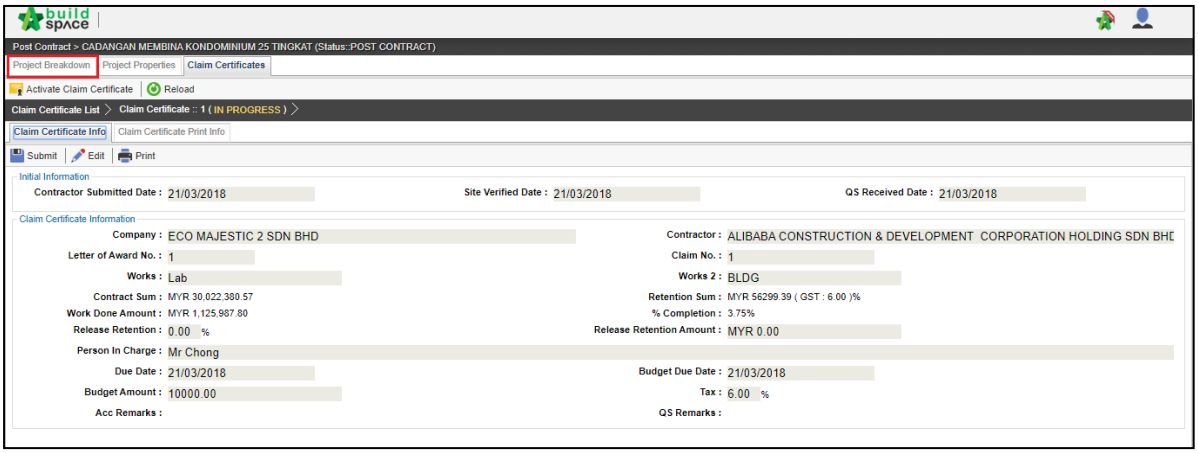


5. You can see the **current claim number** where the status will be shown as **"IN PROGRESS".**

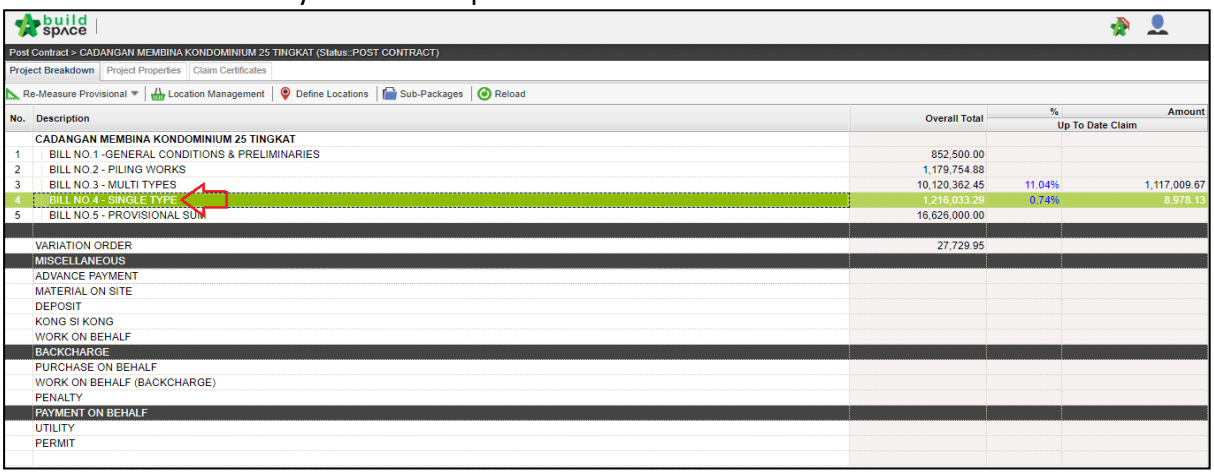


Update BQ Claim

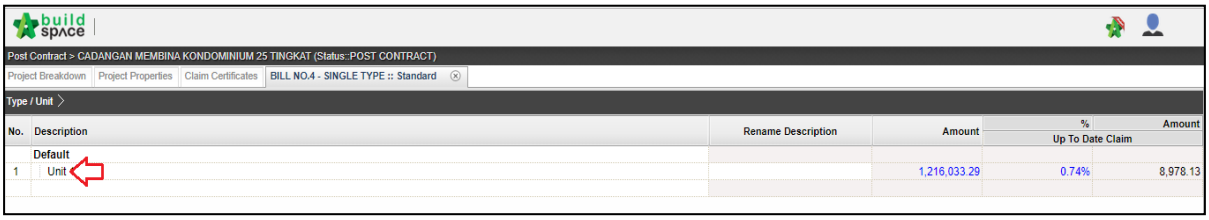
1. Click **"Project Breakdown"** to update the claim.



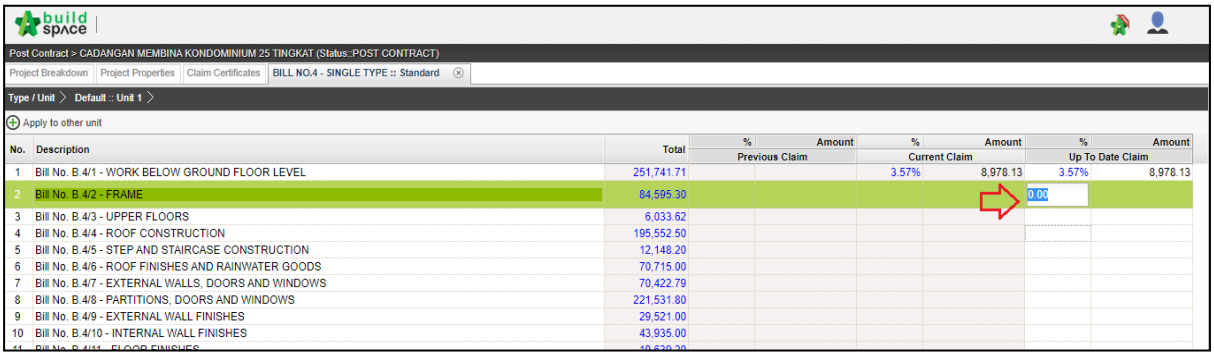
2. **Double click** the **"Bill"** you wish to update the claim.



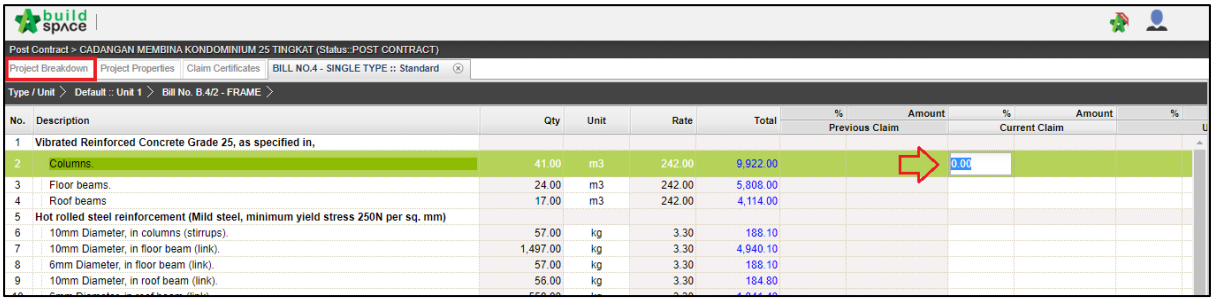
3. **Double click** Bill > Unit until you can see the **"Element Level"**.
   Note: Claim can be updated at both element level and item level.



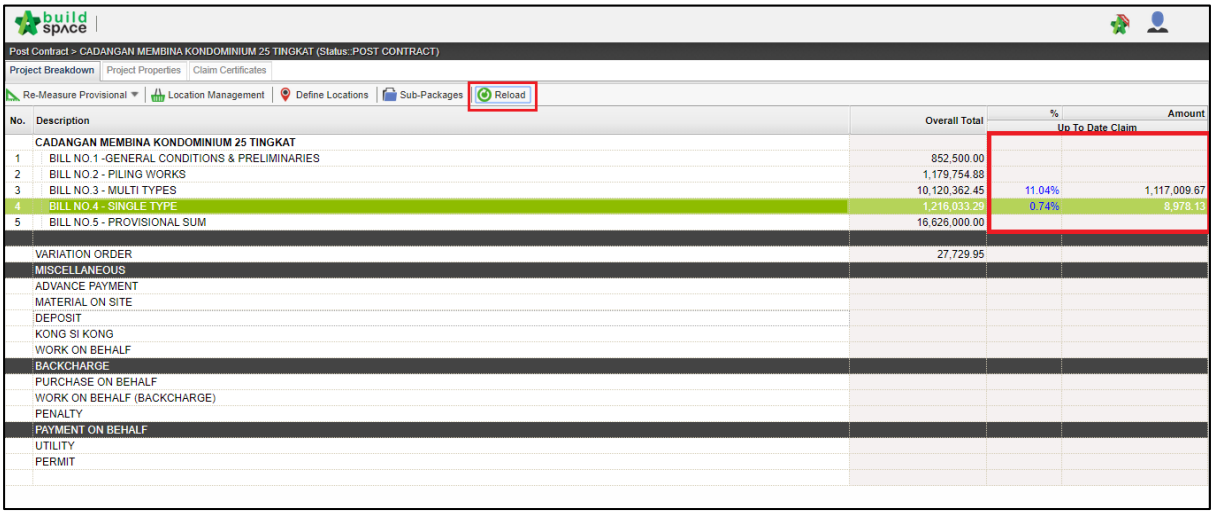
4. Single click at the **"Up to Date Claim"** column. Press **Enter** to key in and press **Enter** again to save.
   Notes: You can update the claim either by Percentage (%) or Amount.



5. Double click the **"Element"** to update the **claim by item.**
   Notes: At this level, you can update the claim either by Percentage (%), Quantity or Amount.



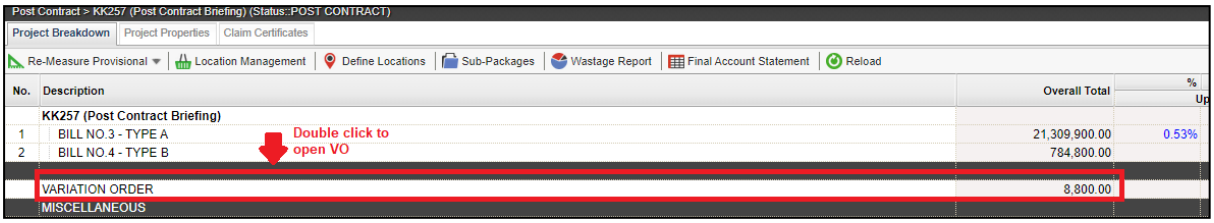
6. Once you have done updating the claim, click **project breakdown** and click **"Reload"** to **see the latest updated claim.**



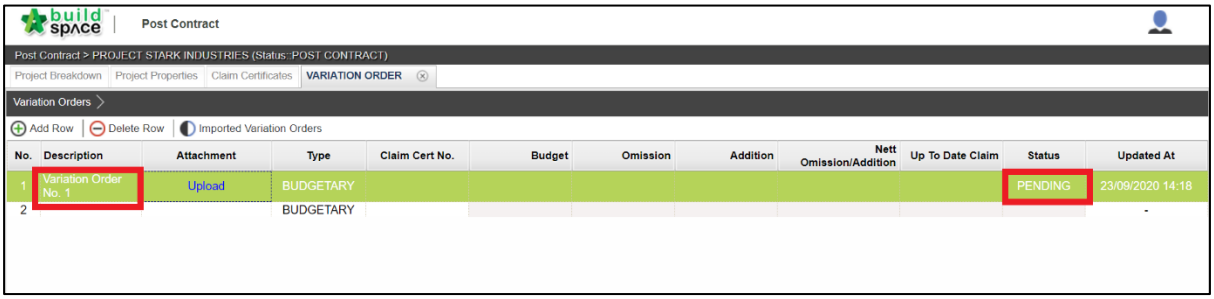
Variation Order

1. Login to **BuildSpace Pro**. Click at the **BuildSpace** Logo on the top left corner and click **"Post Contract Module".**

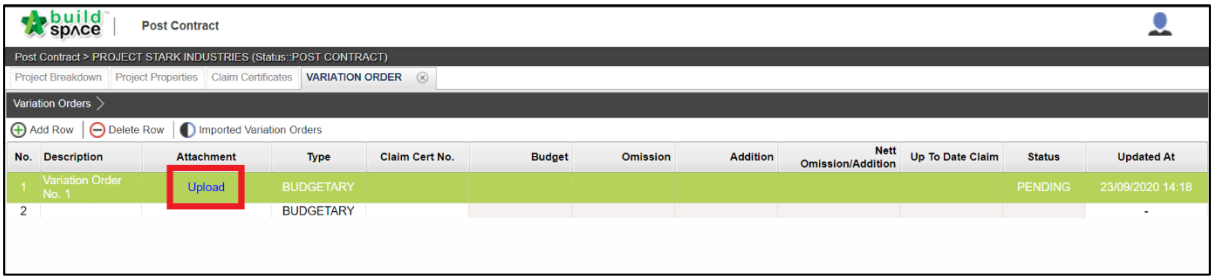
2. Double click to open VO module.



3. At this level, you are required to create a list of VO title. **Single click** at the blank row and press **Enter** to key in and press **Enter** again to save. The status will appear as **"Pending"** at the right-hand side.

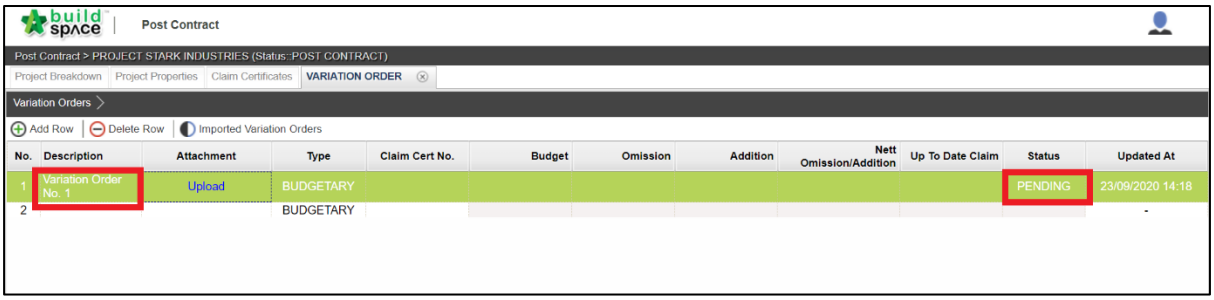


4. You can upload any supporting documents in regards with this VO by clicking **"Upload"** at the Attachment column.

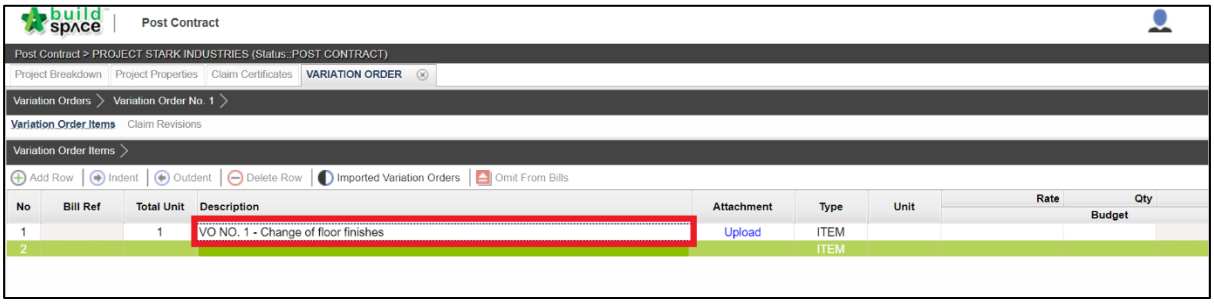


5. Click **Upload** to upload attachment.

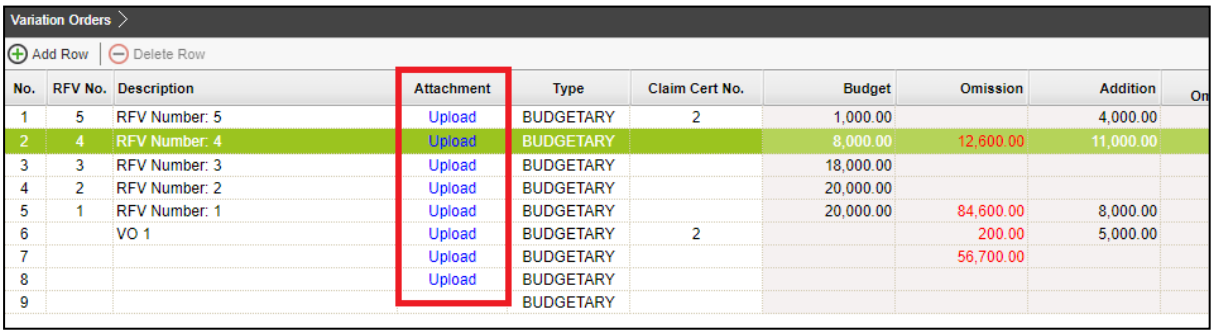
6. **Double click** any VO to start to prepare the details.



7. At this level, details of this particular VO can be filled in. **Single click** at the blank row and press **Enter** to key in and press **Enter** again to save.

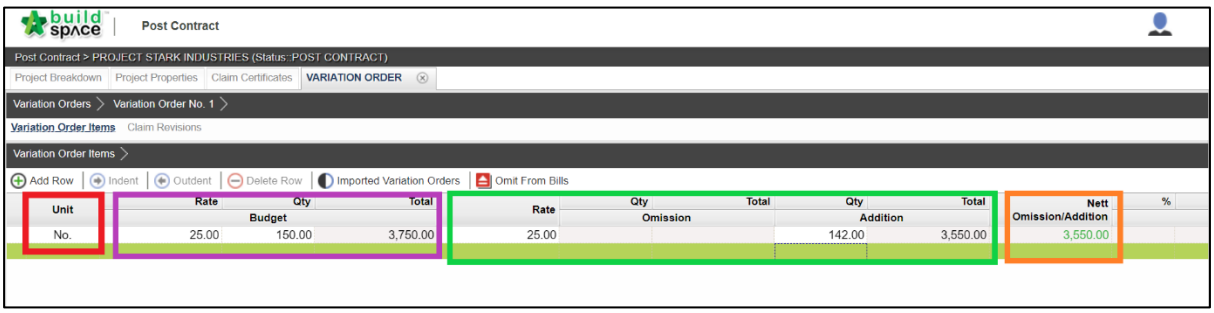


8. You can upload any supporting documents in regards with this VO by clicking **"Upload"** at the Attachment column.



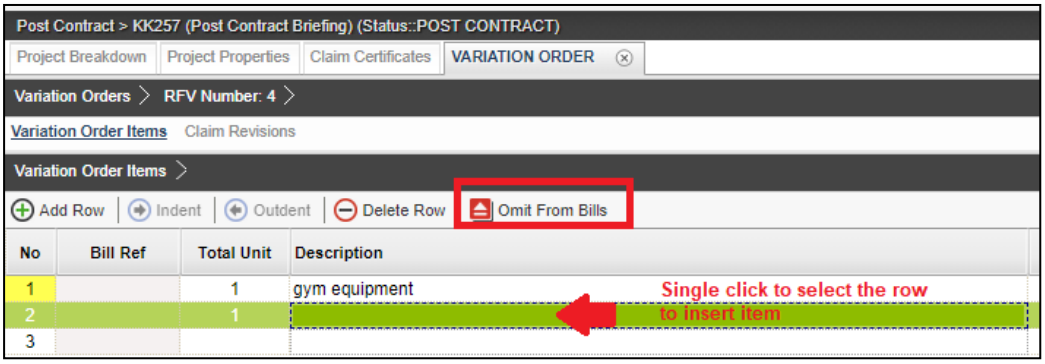
9. Click **Upload** to upload attachment.

10. All details can such as **"Type"**, **"Unit"**, **"Rate"** and **"Qty"** can be filled in by simply **single click** at the respective column and press **Enter** to key in and press **Enter** again to save. System will auto calculate the total and **"Nett Addition/Omission"** accordingly.
Notes: Any new description added will be treated as "Addition". To treat it as omission, please input a negative symbol, "-", at the quantity column.

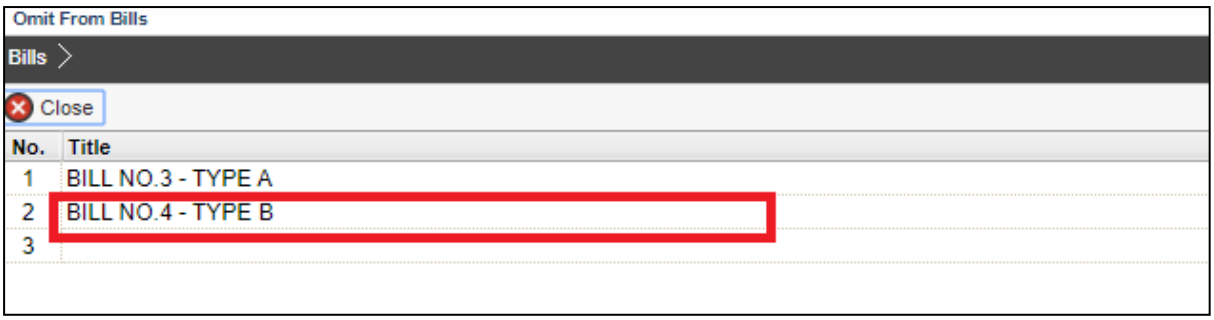


- **RED** – Key in the unit. Click at the unit column. Presse Enter and click at the dropdown to choose the unit. User can also type in the unit.
- **PURPLE** – User may key in the budget for this particular VO as a guideline. The total will be auto calculated by the system.
- **GREEN** – Key in the finalized Rates and Qty (Addition Column). To treat it as omission, simply put **"-ve"** sign in the **"Qty"** column.
- **ORANGE** - The **"Nett Omission/Addition"** will be auto calculated by the system.

11. To omit any item from the project BQ, single click at the blank row and click **"Omit from Bills"**.

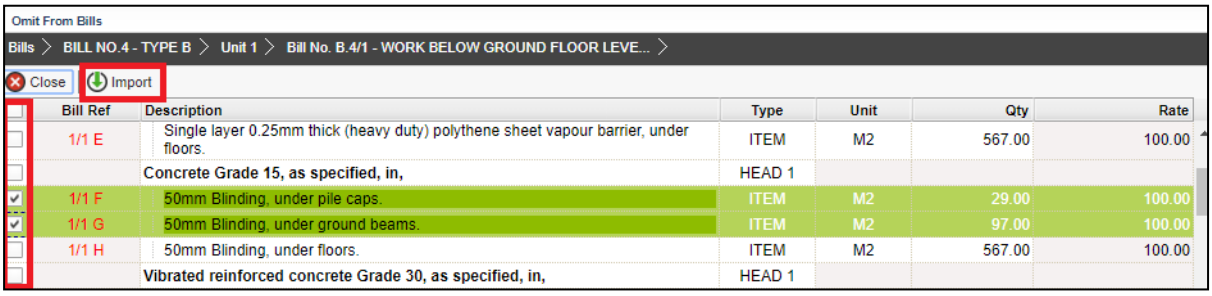


12. Double click to select **"Bill"** and **"Unit"**.

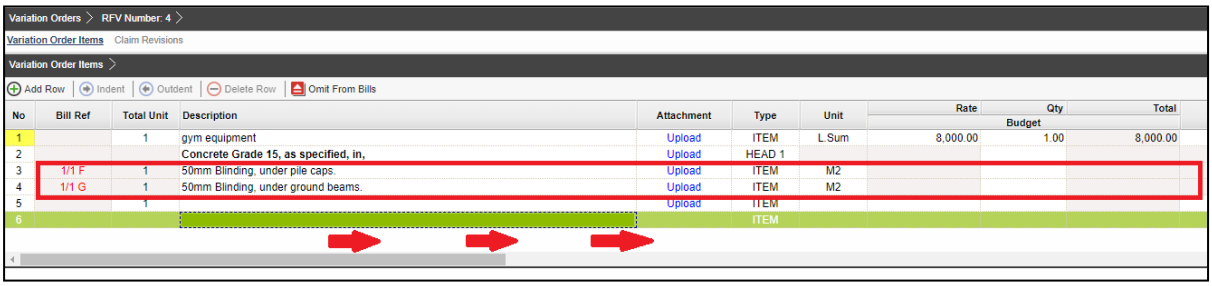


13. Double click to select **"Element".**

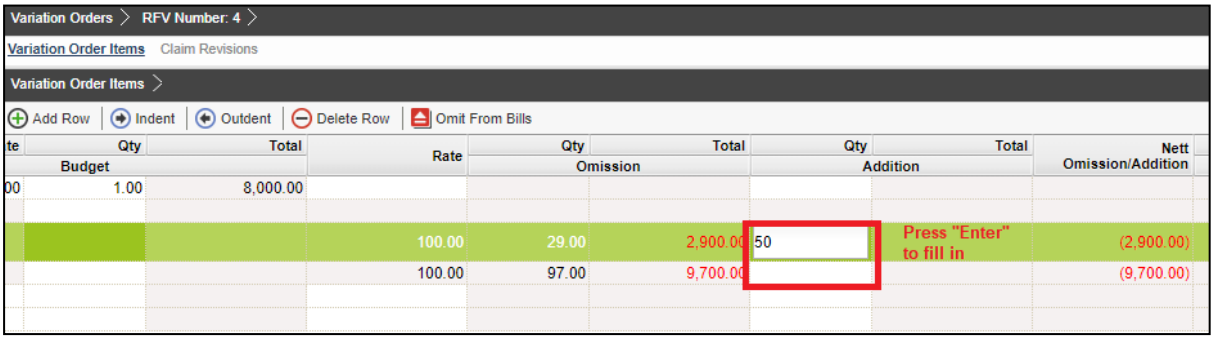
14. Tick at the check box to select which item to omit, then click "**Import**".



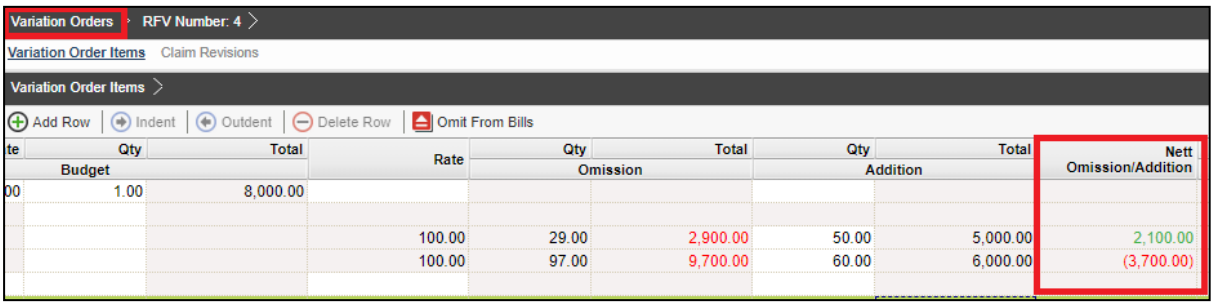
15. The omitted items will be automatically be imported along with the quantity and rates. **Scroll right** to fill in omission/ addition.



16. Single click at the **"Qty"** column and press **Enter** to fill in omission/addition, then press **Enter** again.

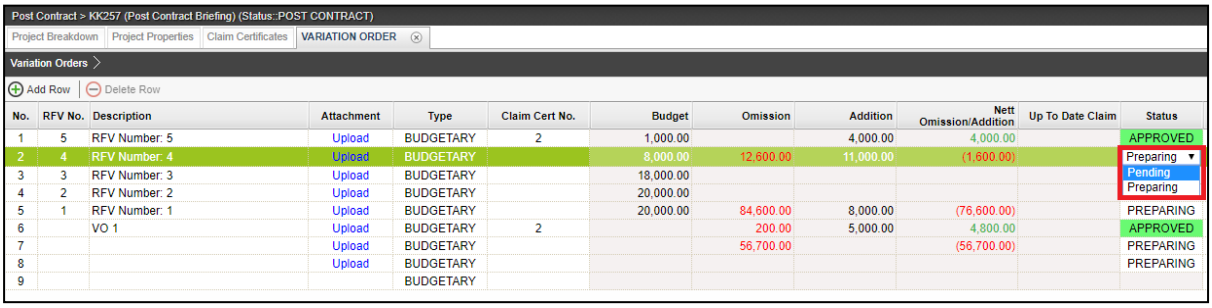


17. System will auto generate "**Nett Omission/Addition**". After that, click "**Variation Orders**" and back to first level.



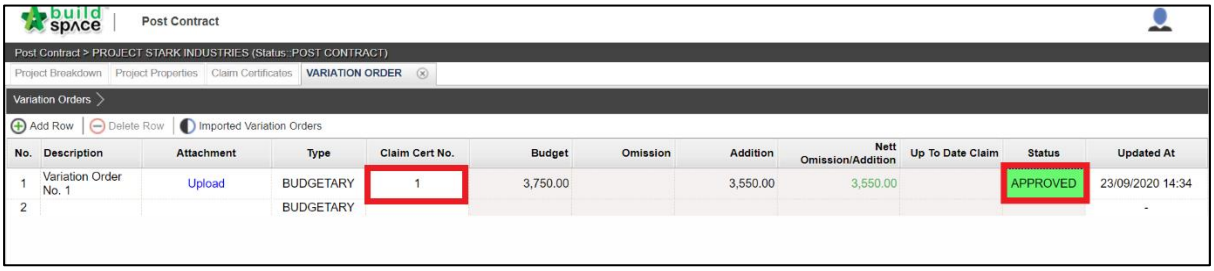
18. Once the VO is finalized, go to **Status** column, press **Enter** to change the VO status from **"Preparing"** to **"Pending"**.

Notes: This activity only applies if the VO has been APPROVED by the Client/Consultant. You may ignore this step if the VO has not been approved yet and leave it in "PENDING" status.



19. The VO status will change to "**Approved**". This particular approved VO will be tied at the current active claim.

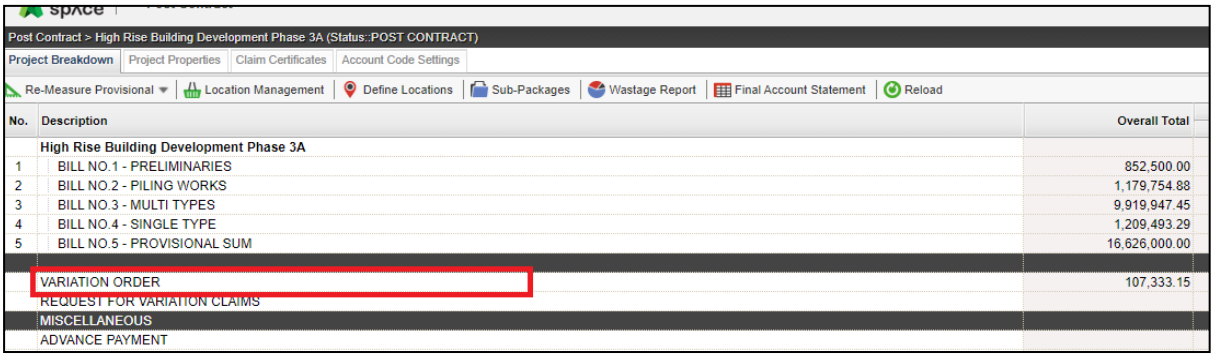
Note: VO cannot be amended anymore once the VO is approved.



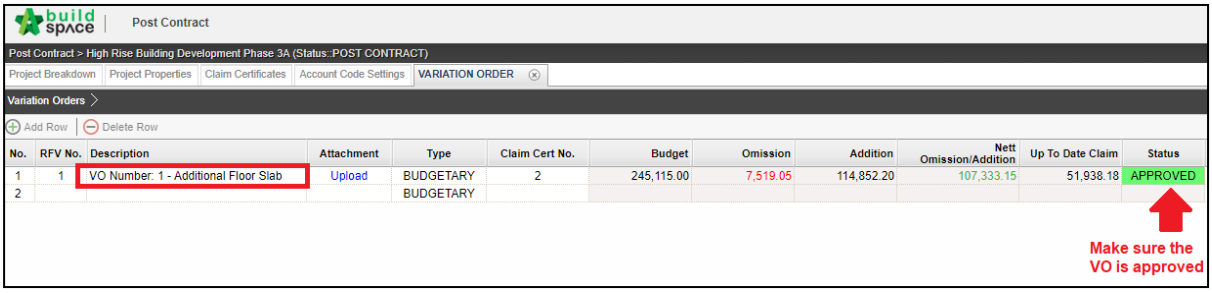
Update VO Claim

Note: VO claim can only be done when the VO has been approved.

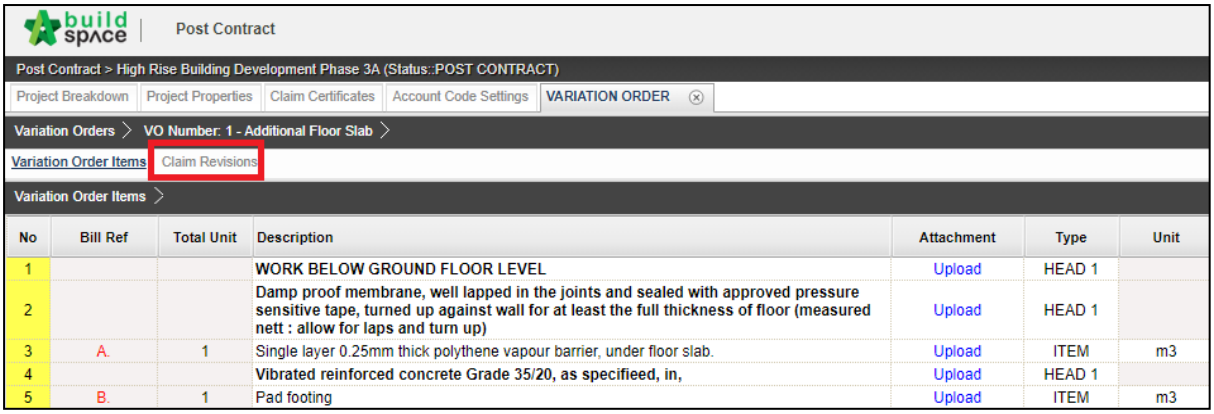
1. To update VO claim, go to **BuildSpace Pro** and click at **Variation Order**.



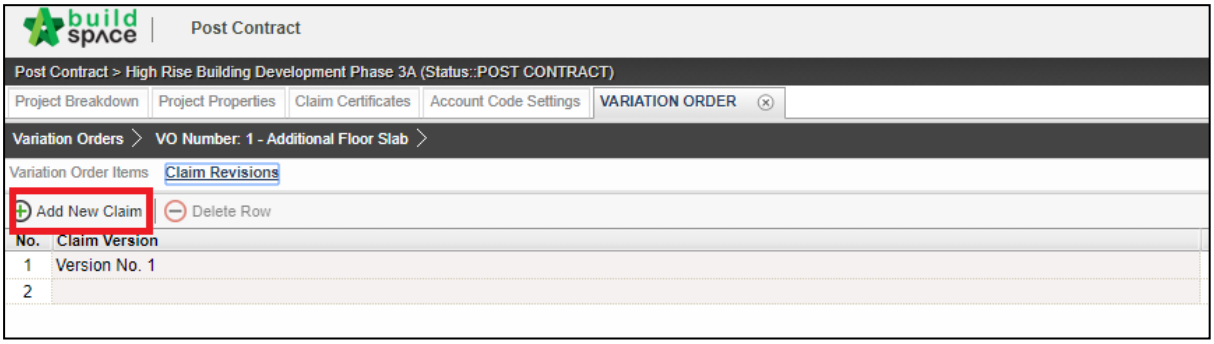
2. Double click at the VO. (Make sure the VO's status is "**Approved**")



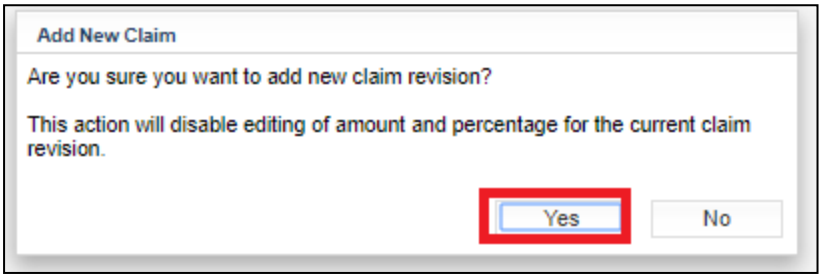
3. Click **Claim Revisions**



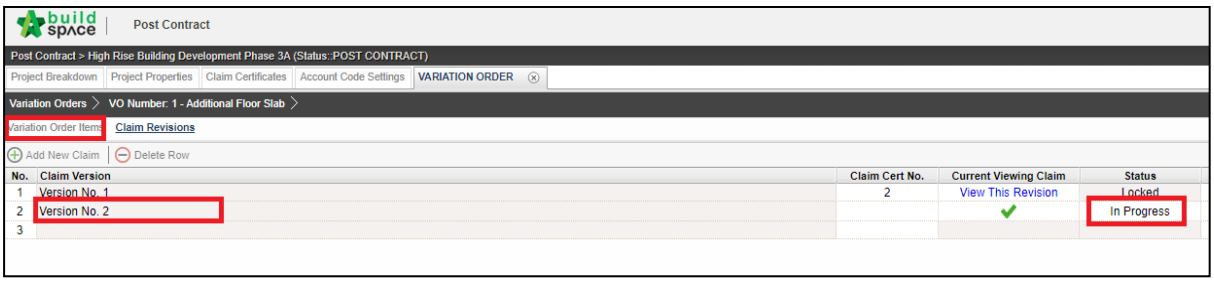
4. Click **Add New Claim**.



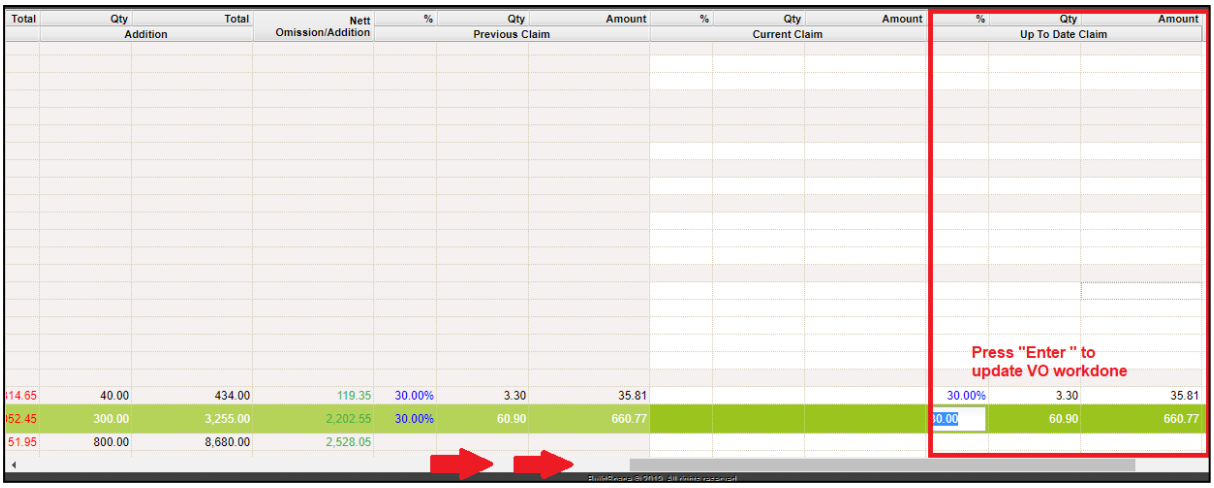
5. Click **Yes** and proceed to update VO claim.



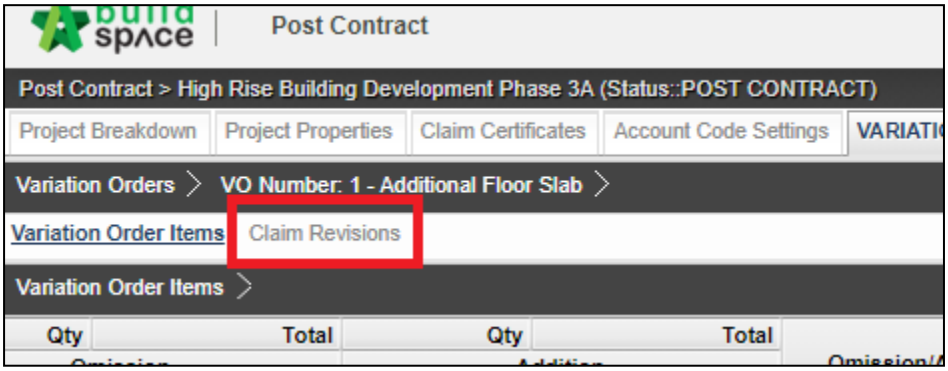
6. Then a new claim version will be created with **"In Progress"** status. After that, go back to **Variation Order Items**.



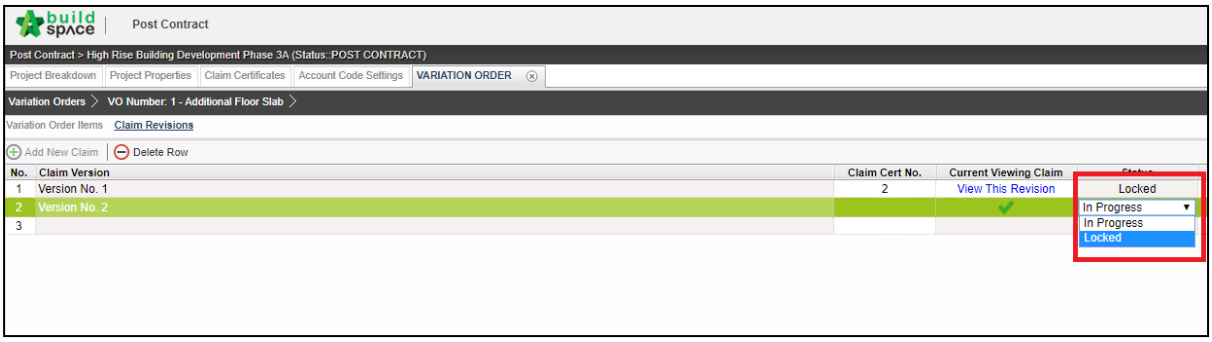
7. Scroll to the right and press **Enter** to update VO workdone.



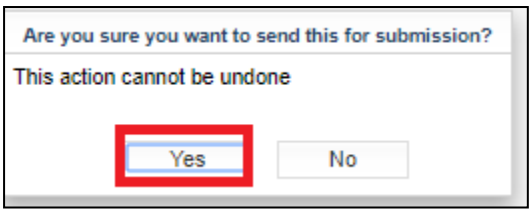
8. Once you have done updating the VO work done, click at "**Claim Revision**".



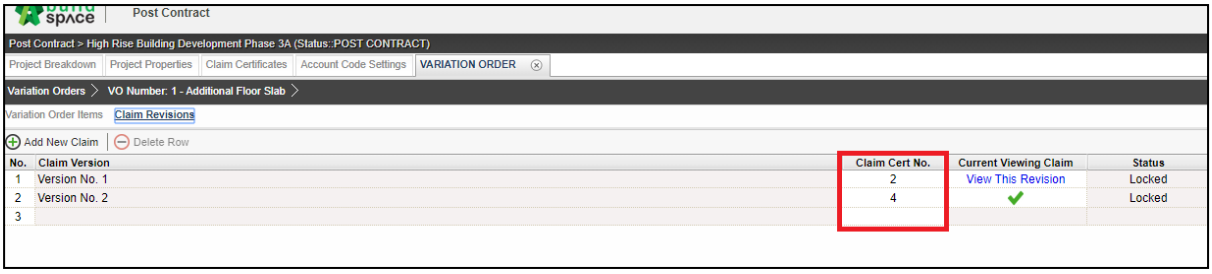
9. To finalize the VO work done for this month, Press **Enter** to set the claim version status from "**In Progress**" to "**Locked**".



10. Press **Yes** to lock the VO claim version.



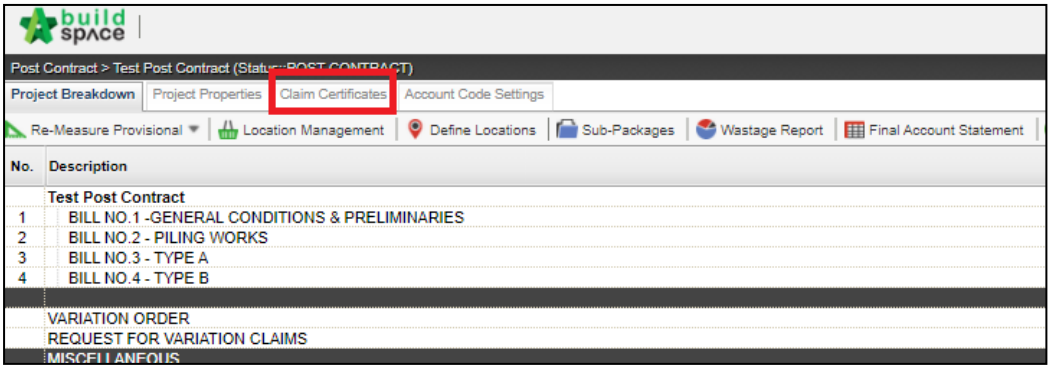
11. Once locked, the VO claim amount to sync to current claim certificate.



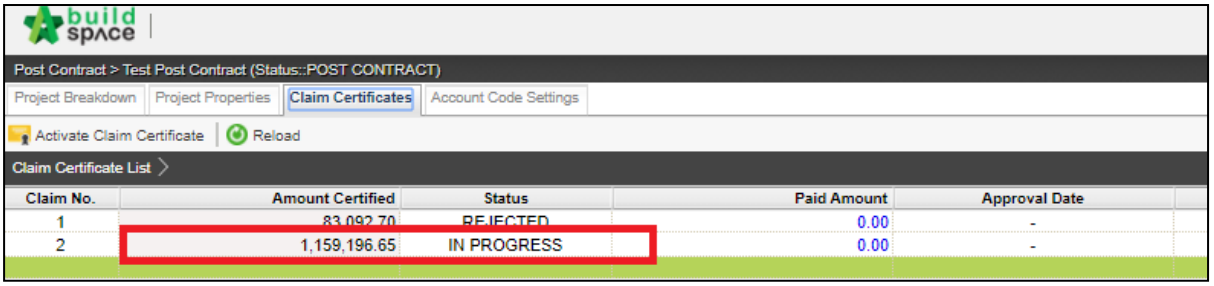
Submit Claim for Client's Review.

Note: You need to submit this claim certificate for approval

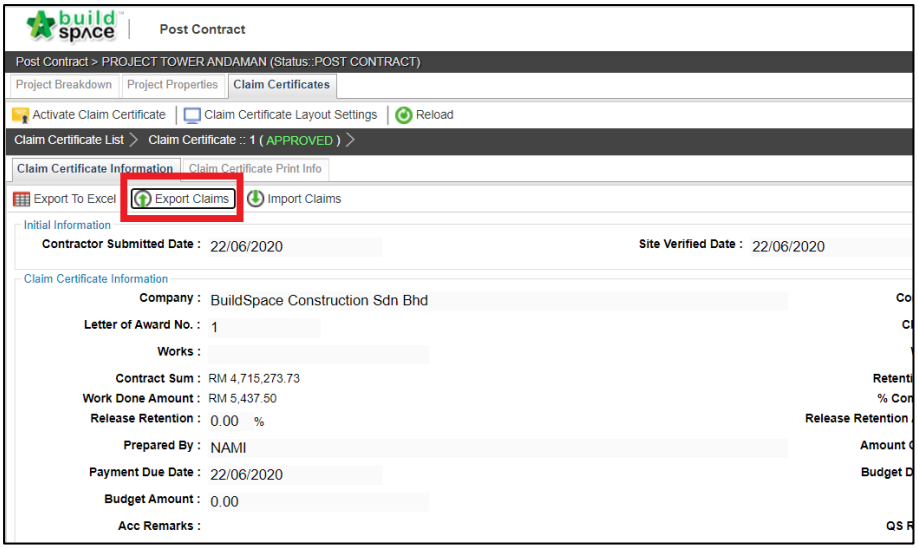
1. To submit claim certificate for approval, click at **Claim Certificate** button.



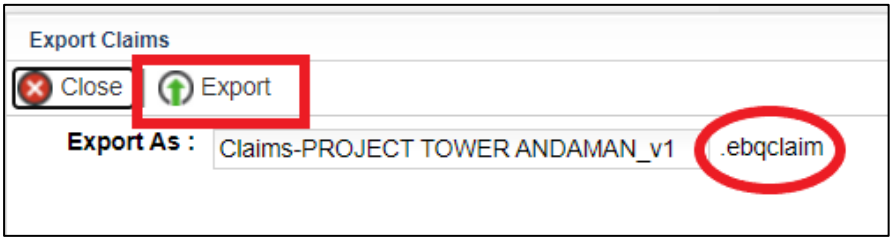
2. Double click to open the latest claim certificate *(which is still In Progress status).*



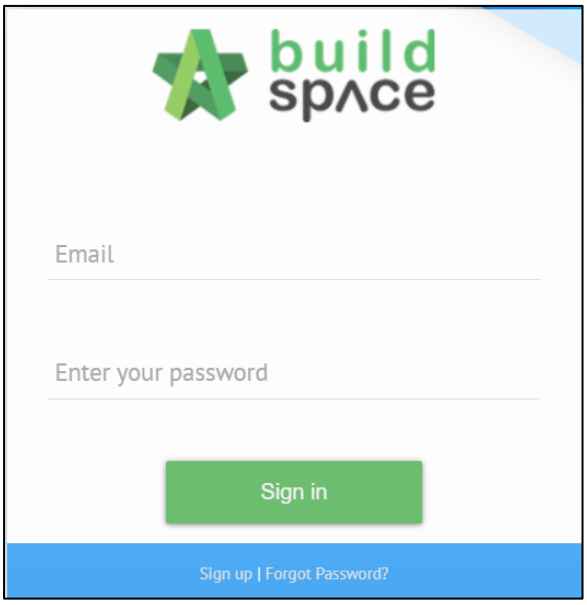
3. Click **"Export Claims".**



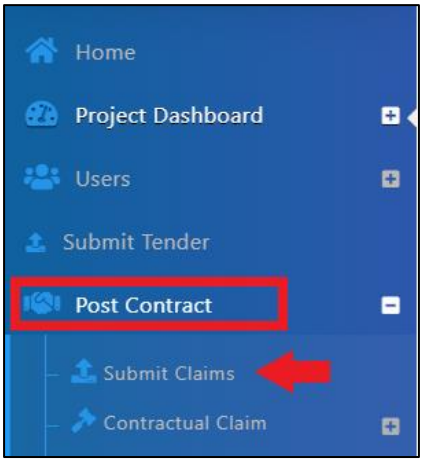
4. Exported claim will be in an ebq file format. Further click **"Export".**



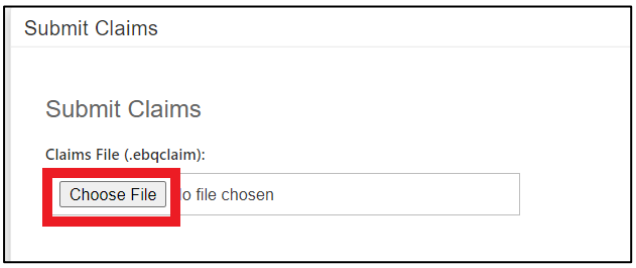
5. Login to **BuildSpace eProject.**



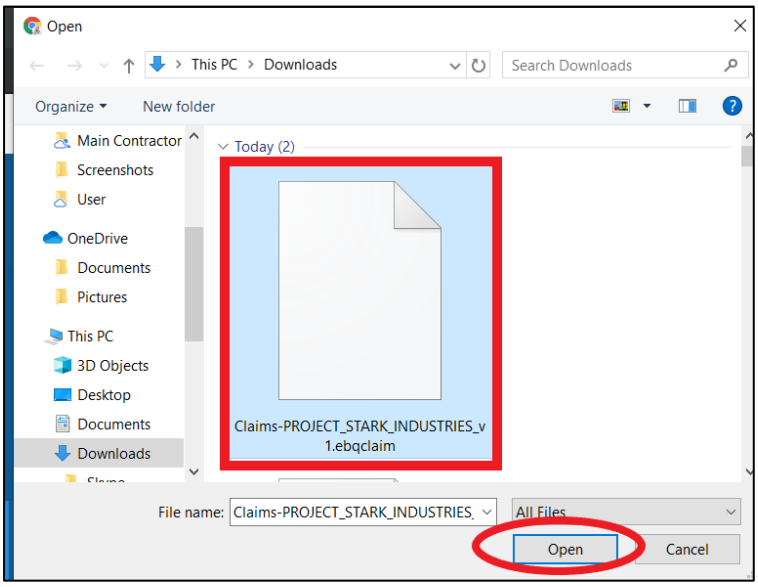
6. At the menu bar, click at **"Post Contact Module"** and click **"Submit Claim".**



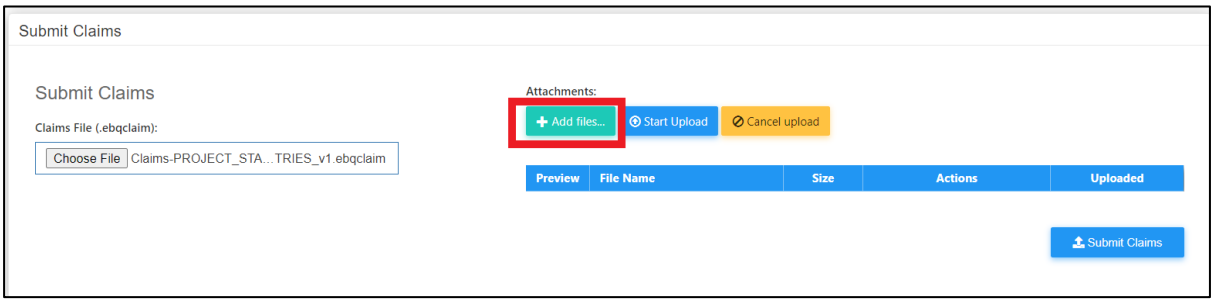
7. Scroll down to the **Submit Claim** section. Click to choose file from your device.
Notes: System will only allow file with ".ebqclaim" format to be imported.



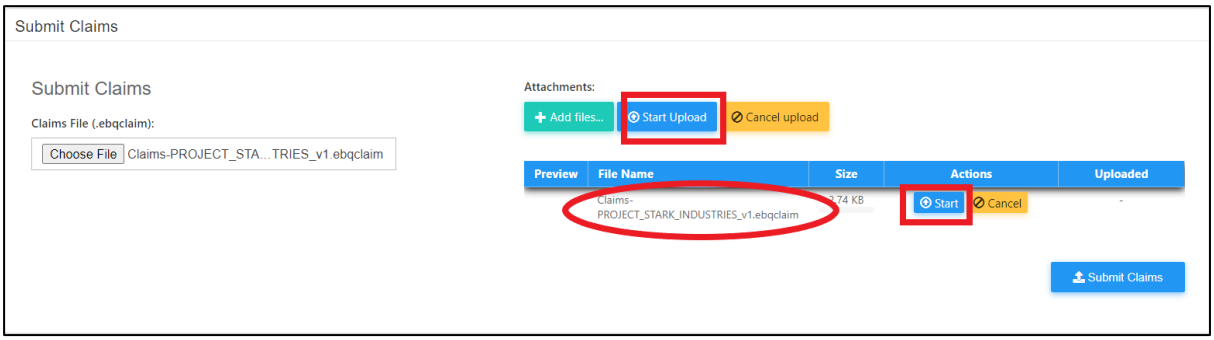
8. Choose and select the file with **".ebqclaim"** format from your device and click **"Open".**



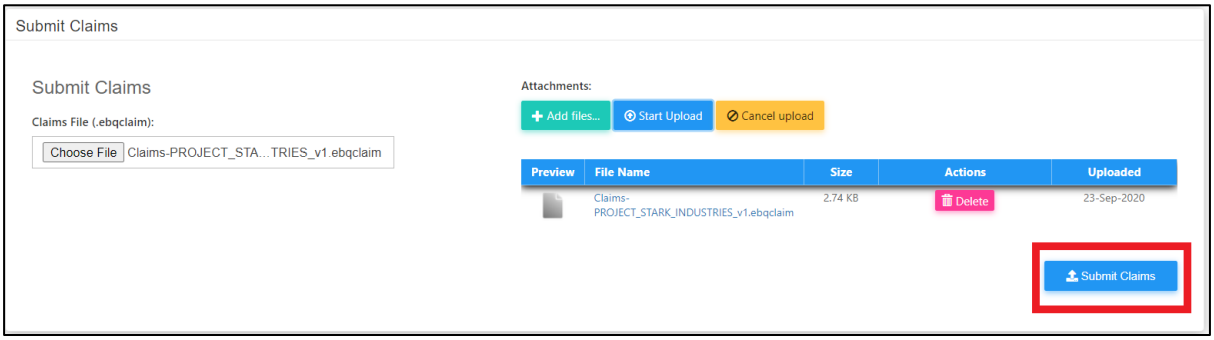
9. Any supporting documents can be uploaded as attachment. Click at the **"Add Files"** and choose file from your device.



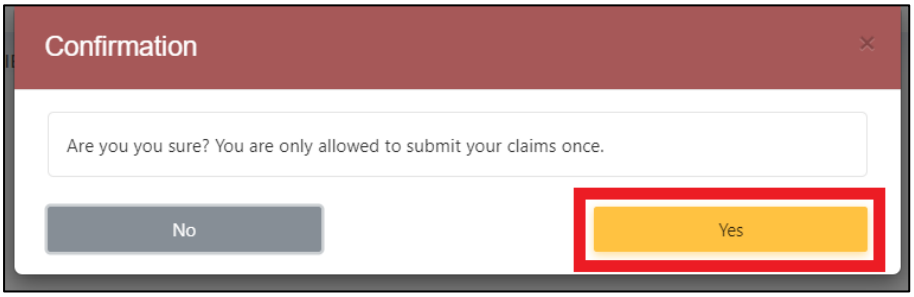
10. Click **"Start Upload".**



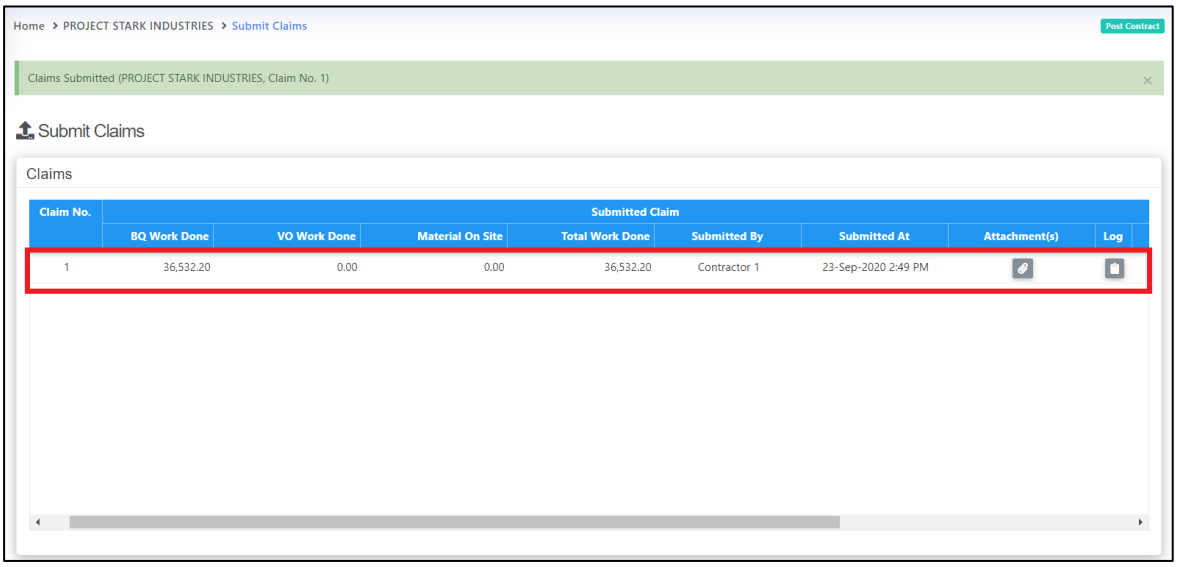
11. Once you have confirmed the claim submission, click **"Submit Claims".**



12. A confirmation pop-out box will appear. Click **"Yes".**



13. Any successful claim submitted will be appeared at the **submit claim listing.**



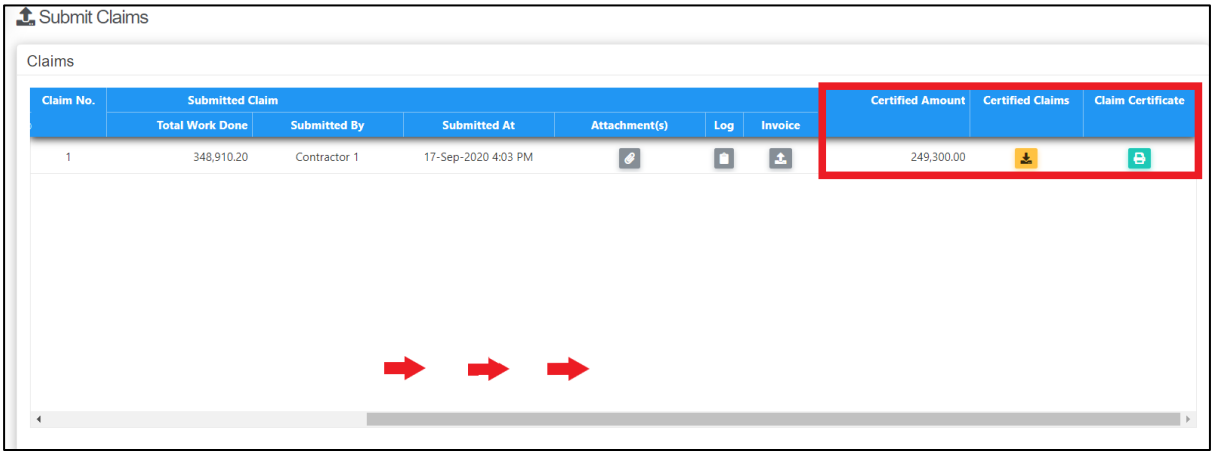
Importing Claim Certified by Client

Notes: Once the claim has been approved by the client, the contractor will receive an email notifying this action.

1. An email will be sent to the contractor once the claim has been certified by the client. Open the email and click the link as follows:

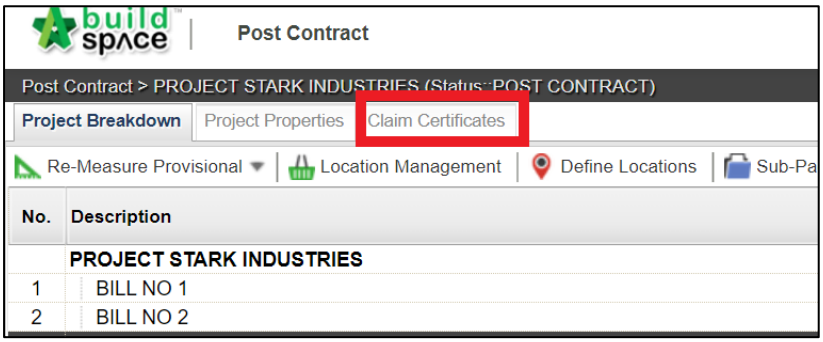
2. You will be diverted to **BuildSpace eProject** login page. Kindly login using your registered email and password.

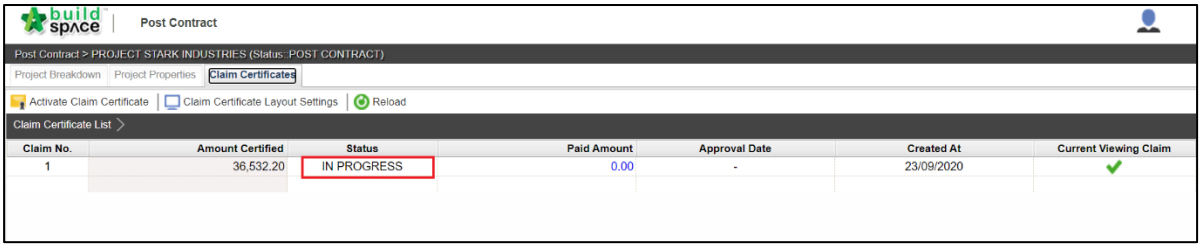
3. You will be diverted to the **Submit Claims** page. Scroll to the right to see the **"Certified Amount"**. To **download the certified claims**, click at the download logo. The certified claims will be downloaded in **"ebqclaim"** format. Click at the **printer logo** to print out the **"Claim Certificate"**.



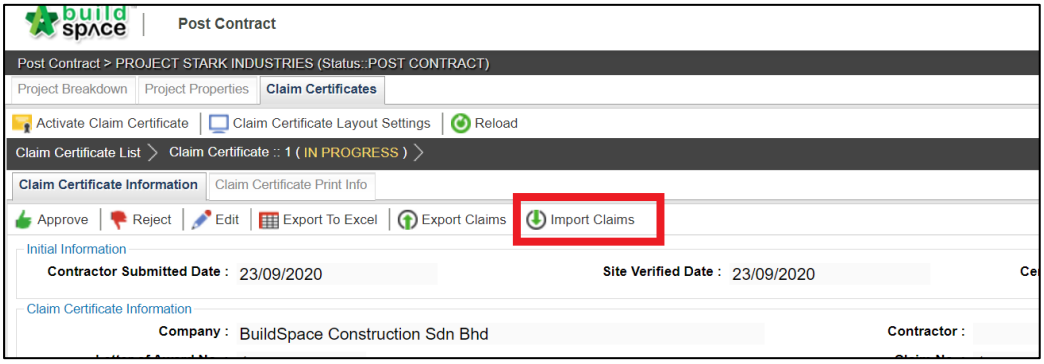
4. Login to **BuildSpace Pro.** Click at the **BuildSpace** logo on the top left corner and click **"Post Contract Module"**

5. Click at **"Claim Certificate"** and double click at the latest claim.
Notes: Please ensure that the claim status is "In Progress".

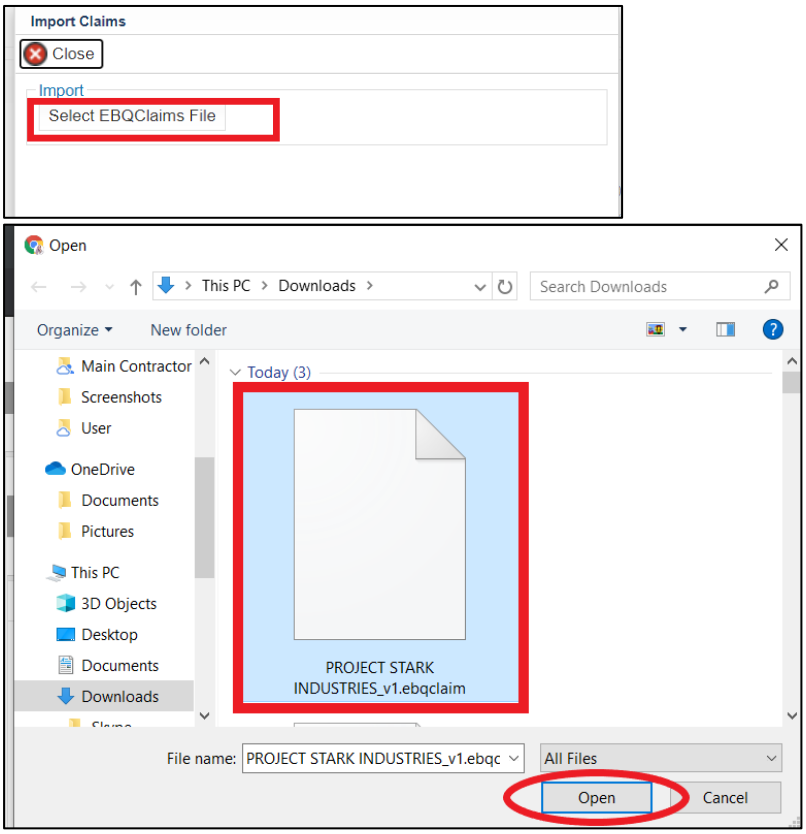




6. Click **"Import Claims".**

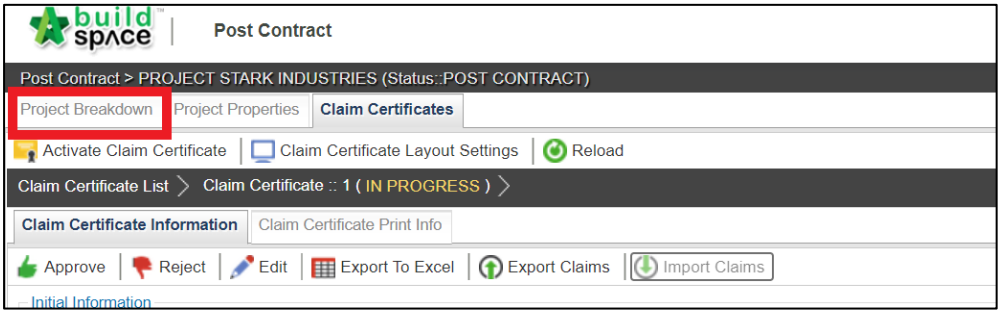


7. Click to choose file with **"ebqclaims"** file format from your device. Then click **"Open".**

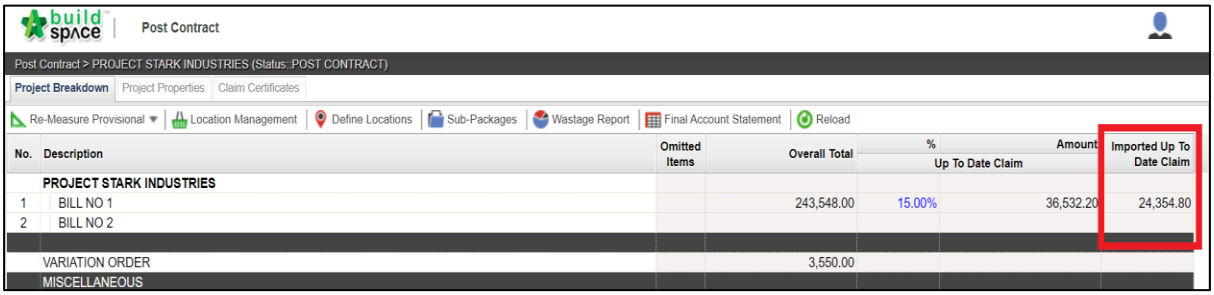


8. A pop out box will appear as follows**.** Click **"Ok"** to proceed.

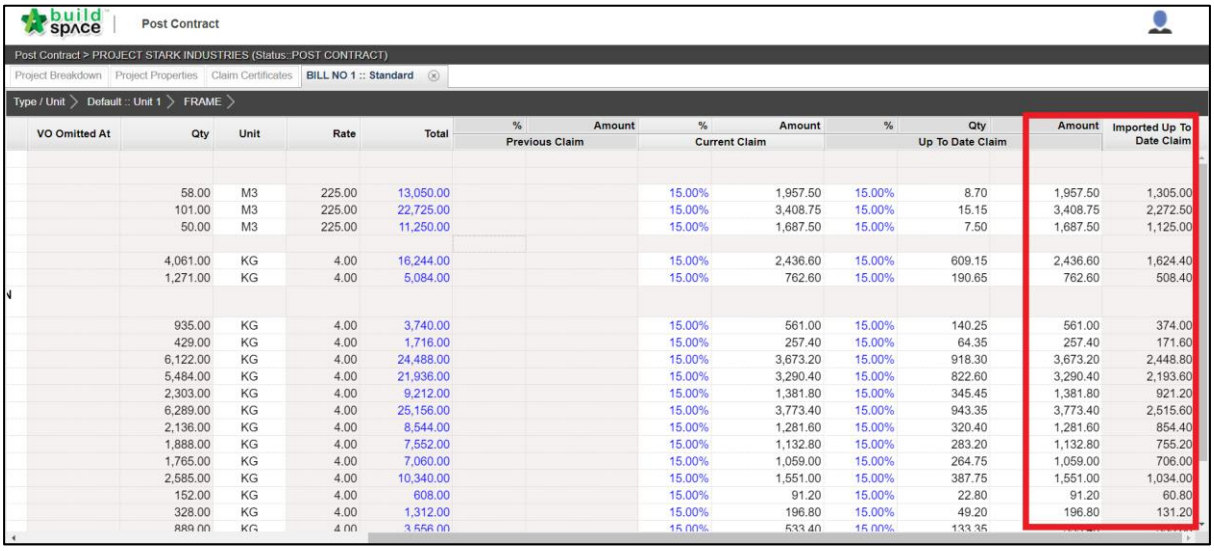
9. Click at the **"Project Breakdown"** to go to the main page.



10. At the right-hand side, the imported claim certified will appear at the **"Imported Up-to-date Claims".**

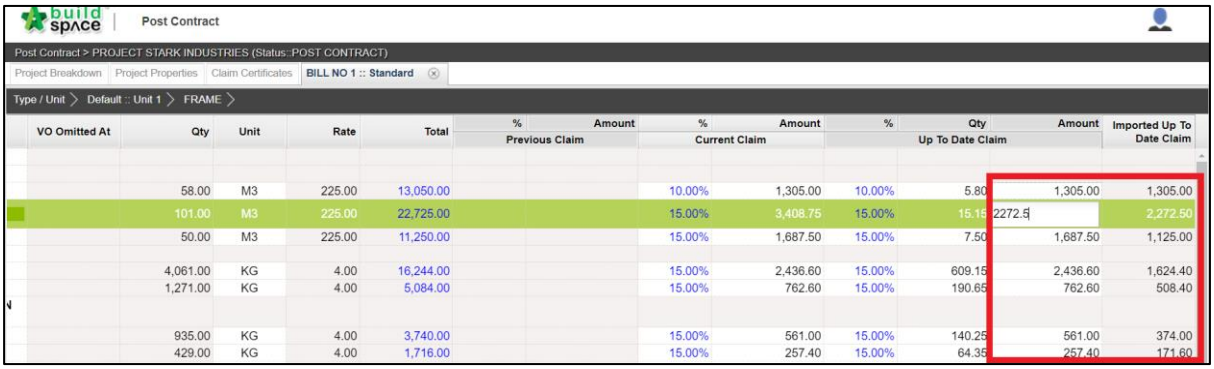


11. You can go **up to Item level** to see and compare the claim certified by the client.

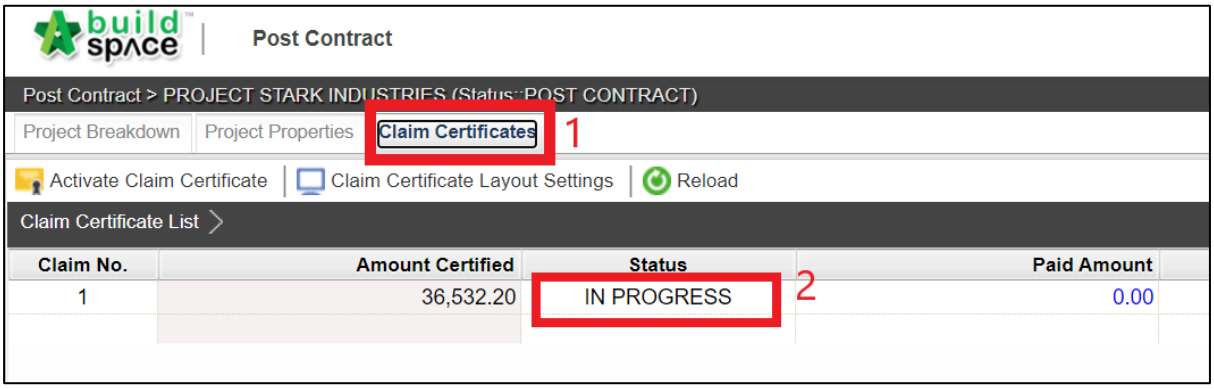


12. You can either update the claim as accordance to the certified claim or to maintain as it is.
    Notes: If you choose to maintain as it is, please remember to update the NEXT claim as per certified in this current claim.

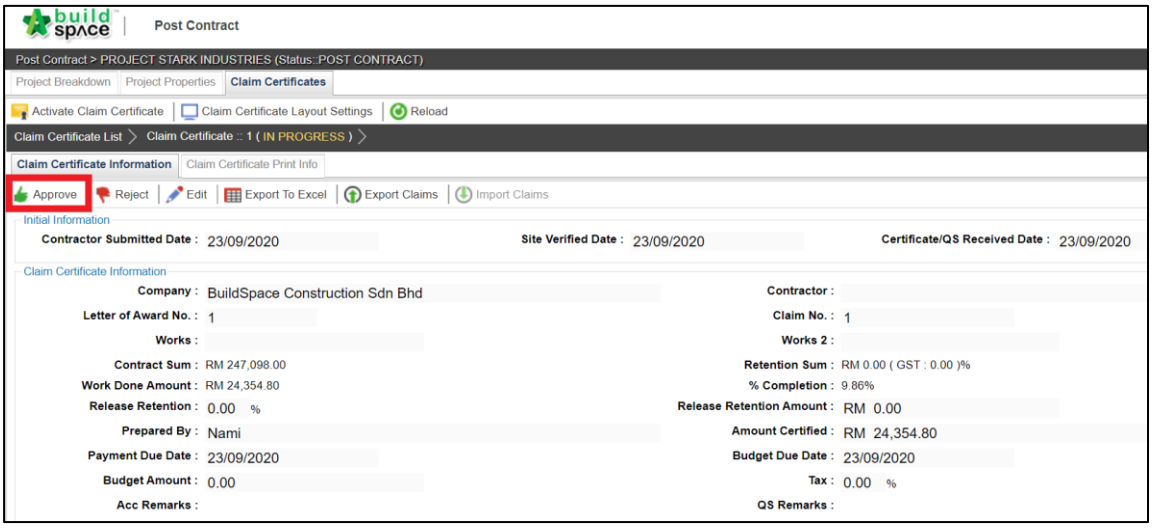
13. To update, single click at the amount. Press **Enter** to key in and press **Enter** again to save.



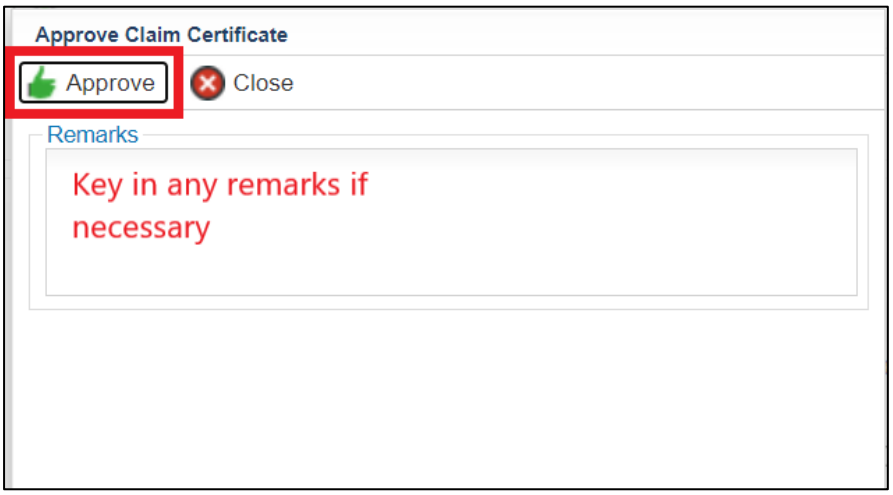
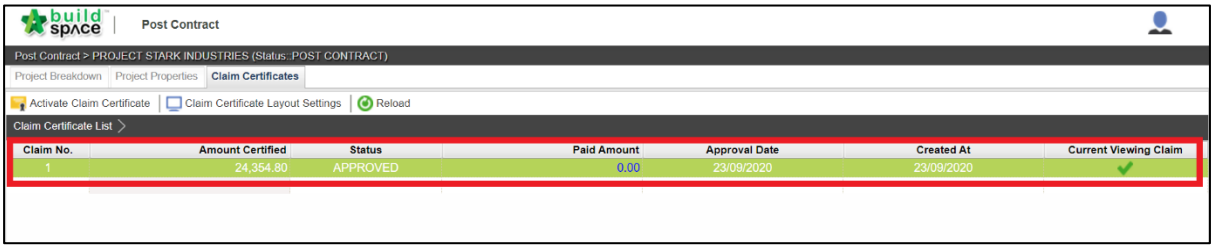
14. Once you are done updating, click at the **"Claim Certificate"** and double click the current claim with **"In Progress"** status.



15. Then, click **"Approve".**



16. You may insert any remarks here. Then click **"Approve".**



17. Click at the **"Claim Certificate List"** and here you can see the claim status has been changed to **"Approved"**.