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Project Cost Data Module

For Consultant Vendor

(BuildSpace Version 3.5)

Last updated: 16/11/2021

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Project Cost Data Module

(Vendor will receive email notification once assigned to the Project Cost Data Module)

Access to Project Cost Data Module

OPTION 1

1. User click at the email notification *(Received once assigned to a project cost data)*
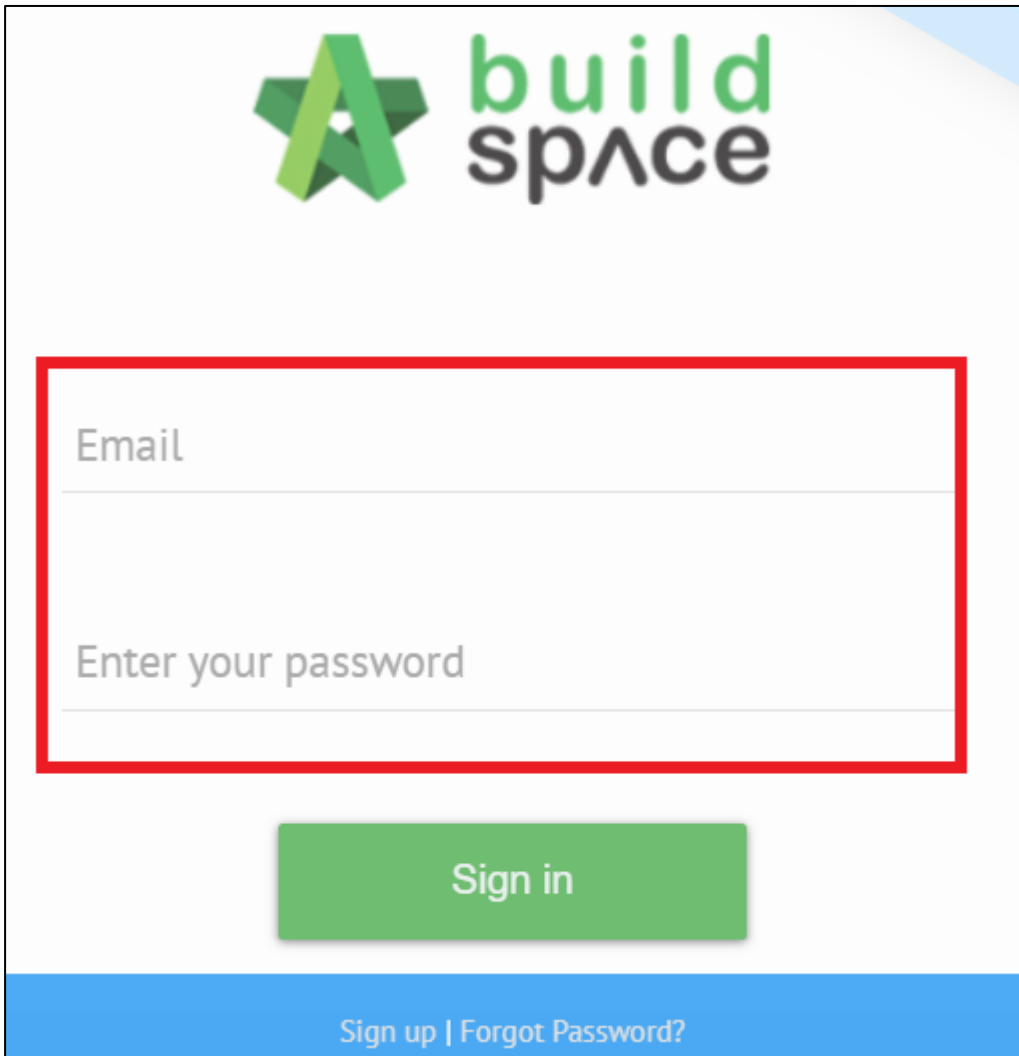
    To: Sky Buildspace

    Cost Data: Test for new commit

    You are assigned to access to the above mentioned Project Cost Data to map to your BQ items and key in other necessary information.

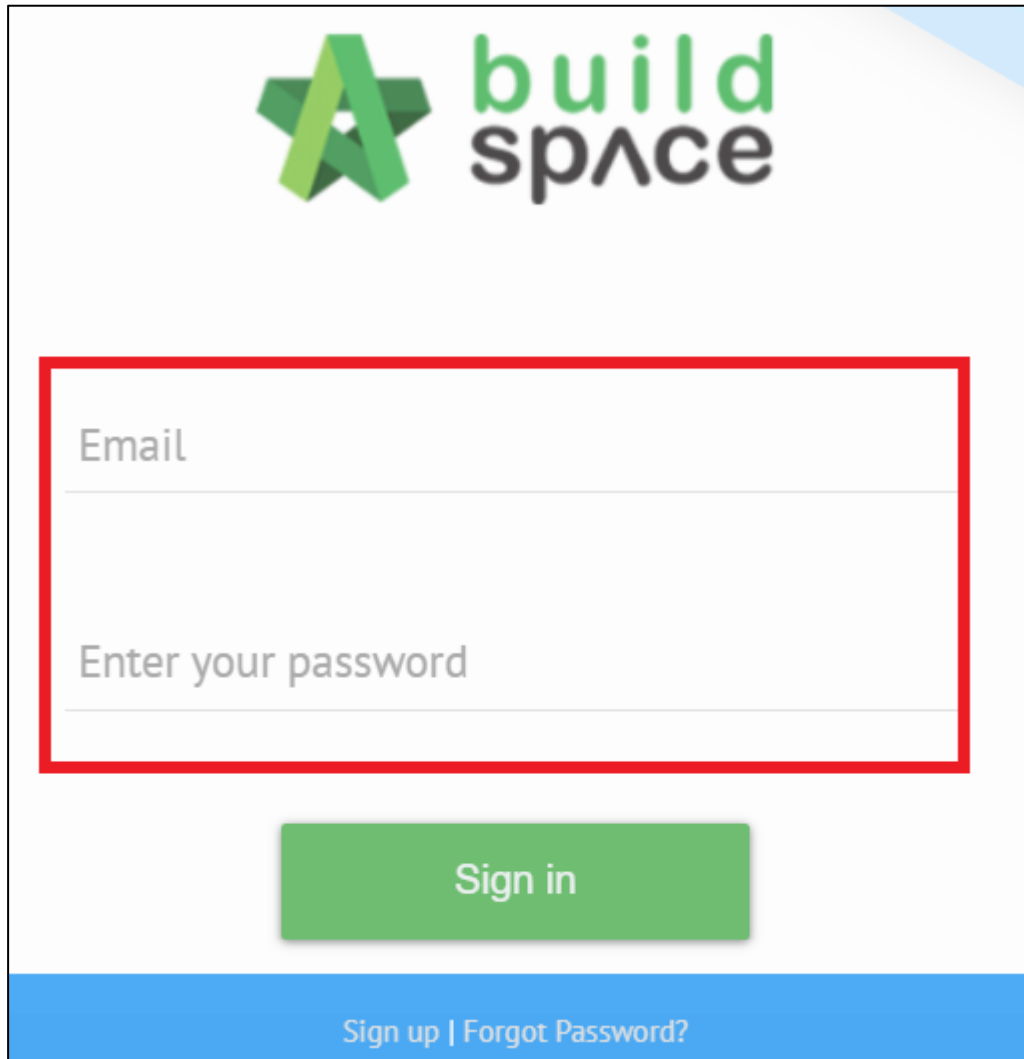   Visit this link for more information:

    https://cost.buildspace.my/?id=73

2. Insert Login Details
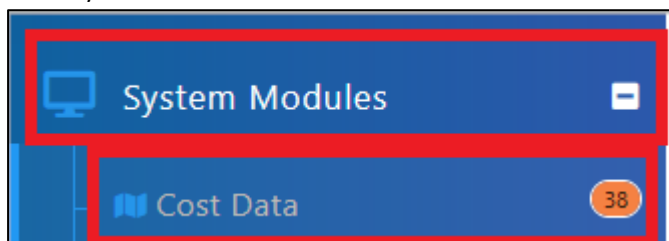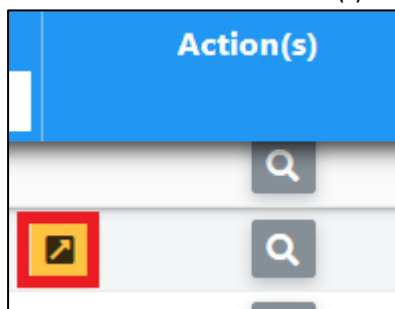
OPTION 2

1. Login to BuildSpace

2. Click "System Module" & click "Cost Data"

3. Click "View" under the "Action(s)" to view project cost data

Update Project Particular

1. In Project Cost Data module, we can start off by input **Project Particular** information.

2. To key in the value, **single click** at the row and **press enter to type and press enter again to save.**
   Note: Users are not allowed to edit on description and unit. *To request for amendment, please contact client PIC.*
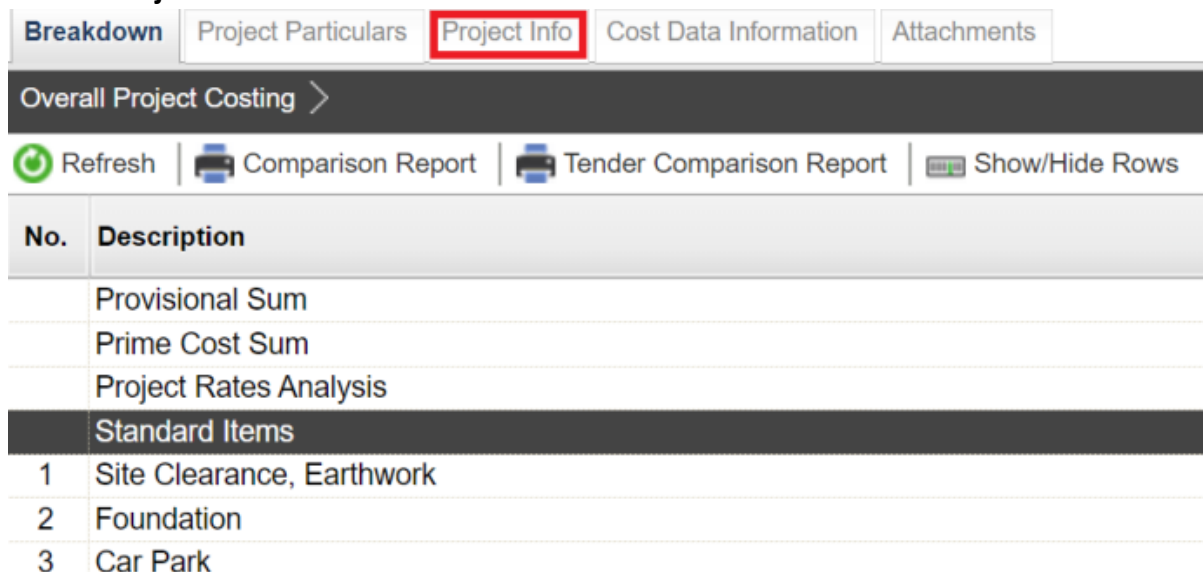
3. Click **"Breakdown"** to go front page

Input General Project Information (Tendering & Contract)

1. Click at **Project Info**.
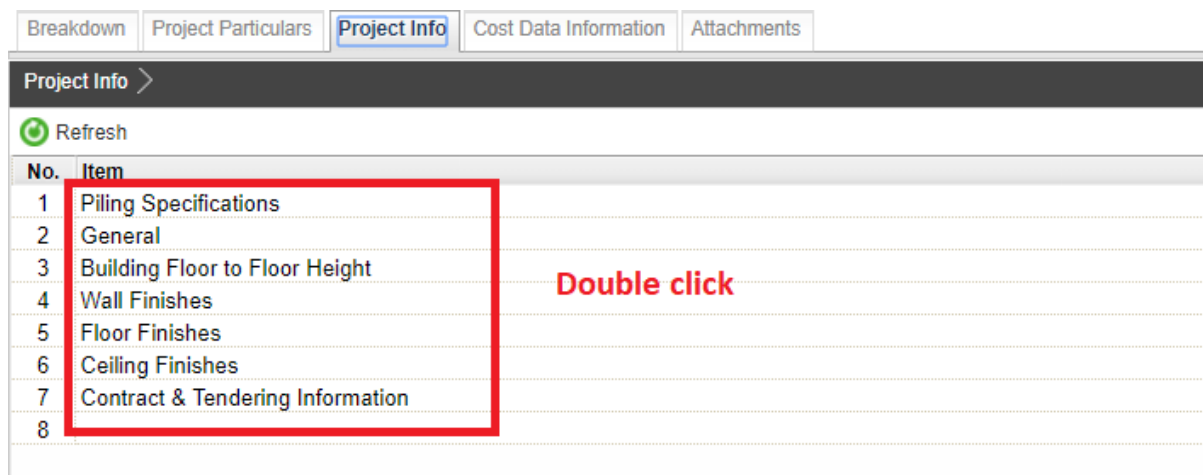
Breakdown	Project Particulars	Project Info	Cost Data Information	Attachments

Overall Project Costing >

Refresh | Comparison Report | Tender Comparison Report | Show/Hide Rows

No.	Description
	Provisional Sum
	Prime Cost Sum
	Project Rates Analysis
	Standard Items
1	Site Clearance, Earthwork
2	Foundation
3	Car Park

2. Double click to enter detail level

Breakdown	Project Particulars	Project Info	Cost Data Information	Attachments
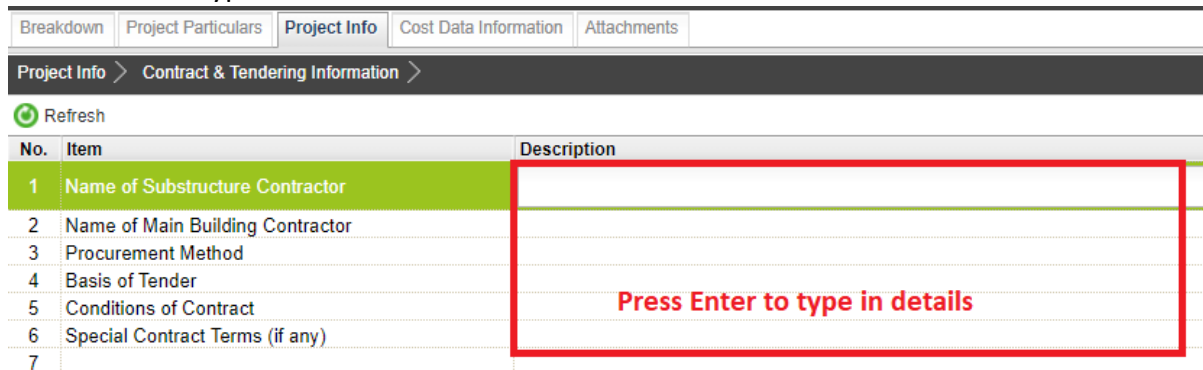
Project Info >

Refresh

No.	Item	
1	Piling Specifications	
2	General	
3	Building Floor to Floor Height	**Double click**
4	Wall Finishes	
5	Floor Finishes	
6	Ceiling Finishes	
7	Contract & Tendering Information	
8		

3. **Press Enter** to type in details.

Breakdown	Project Particulars	Project Info	Cost Data Information	Attachments

Project Info > Contract & Tendering Information >

Refresh

No.	Item	Description
1	Name of Substructure Contractor	
2	Name of Main Building Contractor	
3	Procurement Method	
4	Basis of Tender	**Press Enter to type in details**
5	Conditions of Contract	
6	Special Contract Terms (if any)	
7		

Input Date for Budget, Awarded Sum and Adjusted Sum

1. Click at **Cost Data Information** tab.

2. Click dropdown to define date for Budget, Awarded and Adjusted Sum. Then click **Save.**

3. Once Saved, you should be able to see the inserted date under Budget, Awarded and Adjusted Sum columns under Overall Project Costing page.

Upload Attachment

1. Click **Attachment** tab.

2. Click **Upload** to upload attachment.

3. After uploaded attachment, you can refer the uploaded attachments from the list.

Update Provisional Sum

1. Double click **"Provisional Sum"** to go sub level

2. Press enter to type the **description** and press enter again to save same with **total amount for Approved Cost Plan & Awarded**

3. To set **"Awarded Date"**, press enter and then click to choose the date and press enter again to save

4. Click **"Overall Project Costing"** to go front page

5. Click **"Refresh"** to display the amount that already updated (blue colour means consist of cost breakdown)

No.	Description	Amount Approved	% of Total Cost	Amount Awarded	% of Total Cost
	Provisional Sum	40,000.00	100.00%	34,000.00	100.00%
	Prime Cost Sum				
	Prime Cost Rate				
	Standard Items				
1	Foundation				
2	Car Park				
3	Tower Block (Building)				
4					

Update Prime Cost Sum

1. Double click **"Prime Cost Sum"** to go sub level

2. Click **"NSC Columns"** to add additional column for NSC

3. **Press enter** to type and **press enter again** to save

4. **Single click** at the row and click **"Delete"** to delete the column

5. Click **"Breakdown"** to go **first level** for **Prime Cost Sum**

6. Click **"Show/Hide Rows"** to show/hide the description

7. **Tick to display** and **untick to hide** the description and then click **save**

8. To key in **"Approved Cost Plan Amount"**, **single click** at the row and **press enter** to type the amount and **press enter again** to save

9. To tag awarded sum from contract BQ, **double click** to display the **project (Amount from BQ)**

If project is in tendering stage, the tagged BQ amount will only be displayed after awarded & push to post contract. If project is in design stage, the BQ will not be displayed.

10. Double click until **item level (BQ),** tick which item related and click save

11. Note: the amount with black colour is manual key in by user. The amount with green colour is tagged from contract BQ item.

12. The amount from upper level will display in blue colour, if amount is tagged from contract BQ.

13. Click **"Overall Project Costing"** to go front page to check the total

Update Project Rates Analysis

1. Double click at **"Project Rates Analysis"**.

2. Under 2nd level, double click to enter 3rd level.

3. Under 3rd level, you can further double click to enter 4th level.

4. Under 4th level, **press Enter** to key in the information for PC Unit Rate & Brand.

5. After input for the breakdown cost information at 4th level, the amount of breakdown cost will be carried to the front level and displayed in blue colour.

Update Standard Item

1. Double click the **"Standard Items"** to go sub level / 2nd level

2. **Double click** to enter 3rd level to input breakdown cost for Budget and Awarded Sum.

3. Under 3rd level, for **"Contract Sum"** amount, you can **double click** to tag from contract BQ. **Note: You can press Enter to key in the amount for Approved sum manually.**

4. **Once double click,** you should be able to see the project title listed down at bottom panel.

If project is in tendering stage, the tagged BQ amount will only be displayed after awarded & push to post contract. If project is in design stage, the BQ will not be displayed.

5. **Double click** until contract BQ item level. **Tick** which item related and the click **save** to tag BQ item.

6. Once Saved, **Contract Sum** amount will show in Green Colour *(means the amount is tagged from contract BQ)*. And the Budget amount will show in Black Colour *(means the amount is input manually.)*

7. Sometimes you might see the title changed to blue colour. Blue Colour means the items from the particular bill/element are tagged to the project cost data.

8. To view the overall project cost data, click **"Overall Project Costing"** to go front page

9. Click **"Refresh"** to display the updated amount

Tag Variation Order Item

1. Under Overall Project Costing, there is a column called **Variation Order Cost**, double click to enter sub level/ 2nd level.

2. Double click to enter 3rd level.

3. Under 3rd level, double click to map VO item. Once double clicked at **Variation Order Cost,** you should be able to view the project title at bottom panel, double click the project title to tag VO item.

4. Tick to tag the VO item, then click **Save**.

5. Then you should be able to see the VO amount displayed in green colour.

6. Adjusted Sum will auto calculated based on Contract Sum + Variation Order Cost.

Update Remark

1. Under Overall Project Costing, scroll to right and press **Enter** to key in **Remark**.

Print Comparison Report

1. Click "Comparison Report" or "Tender Comparison Report"
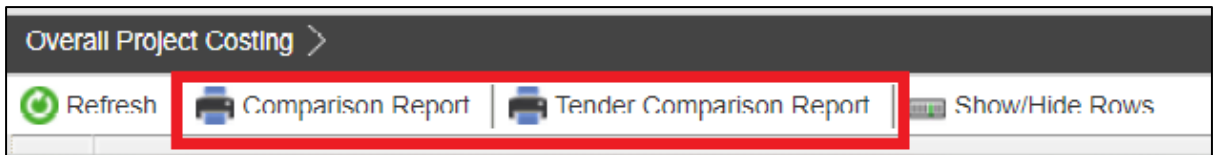
2. Tick relevant cost data to be compared
3. Click "Export" or "Preview"