

# JBCC ELECTRONIC SERVICE (JES)

Version 2.1 – June 2008

[www.jbccelectronicservice.co.za](http://www.jbccelectronicservice.co.za)



JES On-line



JES Service Index

## The Objective of JES

The JBCC ELECTRONIC SERVICE (JES) provides the industry with a 'contracts-on-demand' service that accommodates new electronic facilities and consolidates them into a unified whole. It forms a unique convenient and comprehensive professional, contract document, computational and information service for the industry.

## JES Online and Version 2.1

Version 2.1 has introduced the following major enhancements over Version 1.0

- The introduction of Internet access to the JES Service providing quicker access to documents and speedier updating. This is called JES Online and can be found at [www.jbccelectronicservice.co.za](http://www.jbccelectronicservice.co.za)
- User login password access to JES through JES On-line. This enables us to do-away-with password access to each individual document.
- An additional credit / debit card purchase facility for the purchase of the on-line printing of Documents.
- The provision of 'Automated Payment Certificates – "Basic' for those users not wanting the full Payment Certificate calculation facility.
- The ability to download the Automated Payment certificate applications onto your workstation from the Internet.
- The ability to download and install access to JES V 2.0 onto your workstation from the Internet. (if required)
- **The PROCSA Document is included. (Professional Consultants Services Agreement Committee)**

## JES Description of usage

The JBCC ELECTRONIC SERVICE (JES) is provided on an annual subscription basis and the price is determined according to the number of offices locations taking the Service.

It can be used on an unlimited number of workstations per office location, other than the Automated Payment Certificate applications. These are provided for one workstation per office location. Additional workstations can be supplied, if required, at an additional amount per month.

## Updating

The JES components are updated at the following intervals: -

- **Reference Documents & Forms** - When published
- **'Active' Forms** - When published
- **Automated Payment Certificates** - On new version releases
- **On-line Document Printing Service** - Immediately as new Documents are published
- **CPAP Indices** – Monthly

## JES Call Centre

A Call Centre is available during office hours to answer technical queries associated with the availability and operation of the JBCC Electronic Service.

Tel: +27 11 608-4000

## Subscription payment

The JES is provided on an annual subscription fee basis and paid for monthly. Regular updating is an intrinsic part of the cost of JES.

**For further information or to order, please contact us on:**

**E-mail: [jbccelectronicservice@intekom.co.za](mailto:jbccelectronicservice@intekom.co.za)**

**Tel: +27 11 608 4000**

**Fax: +27 11 608 2207**

**or**

**Visit our website for further information and for electronic subscription registration at:**

**[www.jbccelectronicservice.co.za](http://www.jbccelectronicservice.co.za)**

**SPECIAL INTRODUCTORY OFFER FOR VERSION 2.1**

**..... R300 worth of printing documents free .....**

# THE JBCC ELECTRONIC SERVICE (Detailed description)

## Version 2.1

### JES On-line

JES On-line is open to all and provides information about the JES Service and Log-in Facilities to the JES Subscriber Services. It is available on [www.jbccelectronicsservice.co.za](http://www.jbccelectronicsservice.co.za)

JES On-line also provides:

- Information about the Service
- A facility to subscribe to JES
- Internet links to the JBCC Web Site and the Web Sites of its Constituents and Advertisers
- Information about 'What's New' in the Service
- Login access to JES and JES LITE

### JES Version 2.1

After login, the Welcome Page gives access to the following:

- The JES Main Index
- Information about the Service
- Information about the software needed to run the Service with links to download off the Internet. I.e. Acrobat Reader, MS Web Browser, Adobe Printing Plug-in, Cute.pdf
- Facility to send the JBCC an e-mailed question
- Information about the JES Call Centre
- Access to the facility to download JES and its software applications

The JES Main Index leads to:

### 1 - Reference Documents & Forms

This facility allows users to read on-screen, all the JBCC Documents, Forms etc. – read only :

#### Features:

##### Documents & Forms – Latest Version – Read Only in electronic Acrobat format

- The latest JBCC Contract Agreements
- The latest JBCC Contract Data Documents
- The latest JBCC Forms & Schedules relative to the Agreements
- **The latest PROCSA Documents. (Professional Consultants Services Agreement Committee)**

#### Benefits:

- Easy convenient read access to all the latest JBCC & PROCSA Agreements, Schedules, Contract Data Documents and Forms etc.
- Archives: Referring to the previous edition of the JBCC Documents as a reference for past projects

### 2 - 'Active' Forms

This facility enables users to complete Forms, Agreement Schedules and Contract Data Documents on screen and then print or save and print them.

#### Features:

- All the Schedules to the Contract Agreements and Contract Data Documents and all the Forms in Acrobat .pdf format.
  - Print out the document once completed
  - Save the document once completed \*
  - Insert your own electronic signature and company logo \*
- \* Please note: you will need the Adobe Acrobat Writer software if you wish to save these documents when completed, and/or insert your own logo and electronic signature.

#### Benefits:

- Produce neat Forms and Data Schedules consistent with the latest released editions
- Save time completing Forms and Schedules.
- Customise the forms with your own Logo and Electronic Signature
- Store electronically for future reference

### 3 – Automated Certificates & Statements for Principal Building Agreement + Minor Works Agreement

Provides two application options for the completion of the following Payment Certificates and Statements etc:

- Code 2142 - Payment Certificate - PBA
- Code 2143 - Payment Certificate Notification - PBA
- Code 2144 - Recovery Statement – PBA
- Code 2145 - Recovery Statement – Nominated / Selected N/S
- Code 2146 - Payment Advice Statement N/S
- Code 2148 - Payment Certificate - Minor Works Agreement MWA

#### 3.1 Option 1 -Automated Certificates – Basic

This downloadable software program allows input of data on a Project-by-Project basis into a database with links to the Certificates. The facility is provided to save the Project information, allowing quicker monthly updates. *Only the latest Certificates are produced.*

**Please Note: You will need Microsoft Access database software installed on your workstation, in order to use this program.**

#### Features:

- Information and data saved in database format
- Type in Project information once and get it repeated on each Certificate and Statement automatically.
- Values are inserted onto each Certificate manually.
- Certificate totals are calculated automatically and accumulated figures retained for next certificate.

#### Benefits:

### 3.2 Option 2 - Automated Certificates – Advanced

This provides full calculation capability in the preparation of Payment Certificates, Recovery, Notification and Advice Statements for Main and N/S Subcontractors, including QS Valuation Statements and Cost Reports. All saved on a Project and accumulative Certificate basis.

#### Features:

Full calculation facilities for the following:

- Preparation of Payment Certificates, Recovery Statements, N/S Subcontractor Notification Statements, N/S Recovery Statements and Payment Advice Statements
- Preparation of the QS Valuation for Payment Certificates, including Statement of all N/S amounts
- Can import information electronically as sent by other members of the Project Team

#### Benefits:

- Reduces time taken to prepare Certificates
- Improves the efficiency of contract administration
- Eliminates the possibility of incorrect calculations and most errors
- Senior staff can delegate the preparation work to administration personnel
- Multi-use of information across Projects
- Ease of data exchange between members of the Project Team
- Master Database control by the Principal Agent
- Full management of the Contract and Contract Value, as well as the Provisional Sums, Prime Costs, CPAP and other allowances
- Adjustment and valuation of Preliminaries in full accordance with the JBCC Preliminaries
- CPAP Work Group allocations and calculations fully integrated into certificate valuations.
- Draft printing of documents for checking and authorisation.
- Unlimited supply of certificates, statements and notifications all to JBCC format and standards.
- Complete database of past and current contract documentation that can be quickly retrieved.
- All contract variables are registered within the system for later referral.

### 4 - On-line Document Printing Purchase

This facility has been developed to enable the purchase of JBCC documents on-line and the printing and administration thereof.

#### 4.1 Pre-paid Document Printing Purchase with on-line company administration facility

On JES subscription, the user pre-pays for the purchase of Documents via Electronic Bank Transfer. The amount ranging from a minimum of R500 to a maximum of R 5000. The system notifies the user when a minimum balance of R300 is reached, so that the amount can be topped up at any time.

#### Benefits:

- Discounted printing prices
- Obtain printed JBCC Documents and Forms via the Internet, rather than having to go to offices to purchase them.
- Greater convenience and time saving.
- The printing of Document Schedules and Forms is free
- A complete record of what has been printed and how much it cost.

**Please note that the Documents are only authorised to be printed in full colour and are to be bound in their entirety.**

#### The documents that can be printed are as follows:

- **Documents:** Viewing and printing authorized copies of the following JBCC Documents:
  - Code 2101 -- 5<sup>th</sup> Edition - Principal Building Agreement (PBA);
  - Code 2101 – EC PBA Contract Data – Employer to Contractor EC
  - Code 2101 – CE PBA – Contract Data - Contractor to Employer CE
  - Code 2102 -- 5<sup>th</sup> Edition - Nominated Selected Agreement N/S
  - Code 2102 – ES - N/S Contract Data – Employer to Specialist Sub-contractor ES
  - Code 2102 – SE - N/S Contract Data – Specialist Sub-contractor to Employer SE
  - Code 2108 -- 4<sup>th</sup> Edition - Minor Works Agreement
  - Code 2108 – EC - Contract Data – Employer to Contractor EC
  - Code 2108 – CE – Contract Data - Contractor to Employer CE
  - Code 2201 -- Guide to Valuation, Certification and Payment
  - Code 2202 -- Guide to Interim, Practical Works & Final Completion
  - Code 2109 – Adjudication Rules
  - Code 2118 – Guide to CPAP Application
  - Code 2117 – CPAP Work Group Composition

**Forms:** Viewing and printing authorized copies of the latest JBCC Forms and schedules free of charge:

Code 2103 \_ Preliminaries ( ESD 4.1 PBA, N/S & 3.0 MWA)  
Code 2115 \_ Form of Tender  
Code 2116 \_ Site Possession Certificate  
Code 2121 \_ Waiver of Contractor's Lien  
Code 2122 \_ Construction Guarantee PBA  
Code 2123 \_ Construction Guarantee N/S  
Code 2124 \_ Payment Guarantee PBA  
Code 2125 \_ Payment Guarantee N/S  
Code 2126 \_ Advance Payment Guarantee  
Code 2128 \_ Variable Construction Guarantee MWA

Code 2129 \_ Employer Payment Guarantee MWA  
Code 2142 \_ Payment Certificate PBA  
Code 2143 \_ Payment Certificate Notification PBA  
Code 2144 \_ Recovery Statement PBA  
Code 2145 \_ Recovery Statement N/S  
Code 2146 \_ Payment Advice Statement N/S  
Code 2148 \_ Payment Certificate MWA  
Code 2181 \_ Certificate of Interim Completion N/S  
Code 2182 \_ Certificate of Completion PBA  
Code 2188 \_ Certificate of Completion MWA

#### 4.1.1 Document Printing Client Administration System

A client administration system is provided, for the on-line management of document printing on a person-by-person or office by-office basis, as required. This enables authorised users to:

##### Features:

- View document printing prices
- View Current print balance in Rands
- View Printing payments made
- Submit a pre-payment
- View a list of documents printed between specified dates
- Notification when printing credits have reached a minimum

##### Benefits:

- Obtain printed JBCC documents via the Internet, rather than having to go to JBCC Constituent Body offices to purchase them.
- Greater convenience and time saving.
- Complete the Agreement Schedules on-screen before printing.
- Access the On-line Printing Service Administration system to manage document printing costs:

#### 4.2 Pay-as-you-go Document printing purchase

This facility has been provided to enable the ad-hoc credit card purchase of JBCC documents on-line and the printing thereof. It Includes the completion of the Contract Data on-screen, if required. [The printing of Document Schedules and Forms is free.](#)

### 5 - Contract Price Adjustment Provision (CPAP) Indices

This facility provides users with the latest indices in MS Word Format from SA Stats, that contain the Indices necessary for calculating the fluctuations in costs for building contracts. The Contract Value being adjusted by the sum of the amounts reflected in each Payment Certificate. The indices are used in the CPAP Formula.

##### Features:

- Latest Indices pages in MS Word format from SA Stats
- Archives of the last 6 years' Indices are provided

##### Benefits:

- Keep up-to-date with your CPAP Valuations
- Have past years Indices at your fingertips

#### JES (Corporate Intranet Closed User Group User)

The JES can be provided to a company / organization, for loading onto their Intranet Server. It is priced according to the number of offices that have access to the JES Service within the company / organisation.

##### Benefits:

- Full convenient access to the JES within your whole organisation via your Intranet.

#### PROCSA Documents

The constituent Bodies listed below are publishing the PROCSA series of Professional Services Agreement Documents through the JBCC. These documents are compiled in the interests of standardisation for the professions in the building industry in Africa and represent good practice. The documents cover all aspects of professional assignments.

#### PROFESSIONAL CONSULTANTS SERVICES AGREEMENT COMMITTEE (PROCSA)

Africa Association of Quantity Surveyors  
Association of Construction Project Managers  
Association of South African Quantity Surveyors  
South African Association of Consulting Engineers  
South African Institute of Architects  
South African Property Owners Association

#### The Documents

##### Common Documents for each Project

- Professional Services Agreement with Annexure A (*Available June 2008*)

##### Annexures for individual disciplines within a Project (*Projected to be available early 2009*)

- Architectural Services Annexure B
- Quantity Surveying Services Annexure B
- Construction Project Management Services Annexure B
- Civil Engineering Services Annexure B
- Structural Engineering Services Annexure B
- Electrical Engineering Services Annexure B
- Electronic Engineering Services Annexure B