



e-JBCC DOCUMENT ACCESS SERVICE 3 July 2018

e-JBCC is one of the Principal Services within the e-CLOUD Construction Suite of Productivity Services. It is available through the Internet via the JBCC website www.jbcc.co.za and most of the JBCC Constituent's websites, and through the e-CLOUD CONSTRUCTION website www.e-cloud.co.za

The Joint Building Contracts Committee Contracts & Documentation

The following PROCSA Documents are available online for purchase:

1. **“Project (editable) Documents”** - Principal Building Agreement, Nominated / Selected Subcontract Agreement and Minor Works Agreement; all with their own Contract Data Documents, Forms and Certificates
2. **“Educational or Reference (non-editable) Documents”** - versions of the above Documents at reduced cost for reading only
3. **“Computational Certificates” – Payment Certificates, Notification Statements and Recovery Statements** - with computational facilities to save time
4. **“Archive Access” *** - to previous JBCC Document Editions dating back to 2000. Archives include:
 - a. July 2000
 - b. Jan 2003 Ed 3
 - c. Mar 2004 Ed 3
 - d. Mar 2005 Ed 4
 - e. July 2007 Ed 5
 - f. Sept 2013 Ed 6.0

Subscribers

Subscribers to e-JBCC Document Access Service, enjoy up to 30% discount on any Document purchased plus the facilities highlighted by * above and below. Annual subscription is paid monthly by Debit Order. One subscription covers an unlimited number of workstations per office location. Subscribers can take out subscriptions to e-JBCC "Add-on" Services as follows:

- a) *Contract Cost Control Service*
- b) *Contractual claims Management Service*
- c) *Automated CPAP Service*

PURCHASING DOCUMENTS

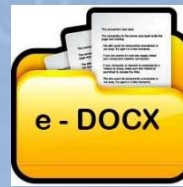
These Documents are available through either one of two purchasing options:-

1. Using the Electronic Hardcopy System

This option is provided for those who do not wish to Register to use the e-DOCX Productivity System and only want quick and easy purchase of Documents with e-mail and printing functionality. The Agreements can only be completed by hand and have the specific Project name watermarked on every page.

2. Using the e-DOCX Productivity System

This option provides added value document productivity enhancing facilities in order to save time. The major productivity facility, is that Users are able to capture information regarding a new Project once and then it is stored and automatically inserted into any Document of choice, be it PROCSA, JBCC, Health & Safety etc.



The e-DOCX PRODUCTIVITY SYSTEM

PURCHASE, CREATE, COLLABORATE, COMPLETE, REPLICATE, STORE & MANAGE

(Join our 7500 Users who use the e-DOCX Productivity System)

In order to access the e-DOCX Productivity System-you need to Register your details by creating a free “Account so that you can benefit from the following facilities, in order to increase your productivity:

Purchase

- Purchase “Credits”, by Credit/Debit card or by Electronic Funds Bank Transfer (EFT), in order to save time in creating multiple PROCSA Agreements over a period of time
- Automated email of invoices to the purchaser for all credits purchased

Create

- Create Project Folders across multiple Document Suites such as PROCSA, JBCC etc., using the Projects name and Reference number. This information is inserted automatically as a security watermark onto every page designed to enforce copyright
- Create both 'Reference (non-editable)' and 'Project (editable)' PROCSA Agreements. A 'Reference Document' allows read only access, while 'Project Agreements' allow for the electronic insertion of specific Project information
- Access an 'Archive Store' to create all previous Editions of the PROCSA Agreements as Reference Documents
- Capture a new Project's contractual information only once, by recording the Projects details such as Client, Consultants, Mediator & Arbitrator into an online database, so that this information can be automatically inserted into the Document Suite of choice, be it PROCSA, JBCC, Health & Safety etc., saving time and effort
- Invite Consultants by email to populate their own details directly into the online database
- If required, a 'hardcopy' option is available where the Documents created can be emailed to you immediately for printing out and hand completion

Collaborate

- Invite “Collaborators” in remote offices by email, to print, view and / or edit Project Agreements

Complete

- Electronic completion of fields with built-in dropdown options
- Insert electronic signatures into Agreements
- Use all the Adobe features, such as searching of text and bookmarks

Replicate

- Copy and import data from a previously created Agreement to a new Agreement
- Unlimited printing of each Agreement for a specific Project

Store

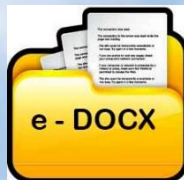
- Sort and view Agreements created for each specific Project within their designated Project Folders stored in an on-line database available 24/7
- Sort and view Reference Documents stored within an on-line Reference Folder available 24/7
- View all saved revisions of Agreements stored in an on-line database available 24/7
- Receive Documents as an attachment within an email
- Download and save Agreements to the User's own workstation, if required

Manage

- Setup “Office Users”. These are other Users in your office who can then access the on-line library of Reference Documents
- Setup “Office Administrators” and “Project Administrators” allowing them to create and complete Agreements on behalf of the company, including the assigning of multiple ‘Project Administrators’ to each Project
- Setup “Collaborators” either with View Only, or View and Edit access
- Track all changes to revisions of Agreements
- Prevent further editing of Agreements by using the “Finalize” feature
- Manage User logins and control access by different Users, all within the same company
- Access a ‘Company Account Management’ facility allowing the production of reports on:
 - Agreements purchased by Office or by Project
 - Agreements that have been purchased to date
 - Project Statements to claim Disbursements
 - Historic record and access of Invoices

Support

- Make suggestions, and send queries by e-mail to PROCSA
- Participate in Forums, Corporate Blogs & Polls
- Access instructional videos on the use of PROCSA Agreements and to obtain CPD credits for viewing them
- Access on-line user 'Help' in the form of: A User Guide, Required Software, Step-by-Step User Instructions
- Access a free manned 'Call Centre' during office hours (09h00 to 16h00) to address queries



For further information and to subscribe, please contact Tjaart Kruger
tjaart@contractsondemand.co.za Cell: 082 851 5924 Tel: 010 010 7588