



LAM-BOS System (Lembaga Arkitek Malaysia – Board of Architects Malaysia)

User Guide for ACP

January 2025

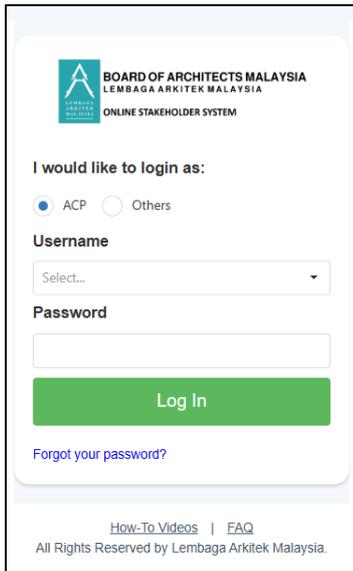
1. Accessing the system
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13. Submit a project claim - Payments to Invoice

1. Accessing the system

Please enter below URL in the internet browser on your device:

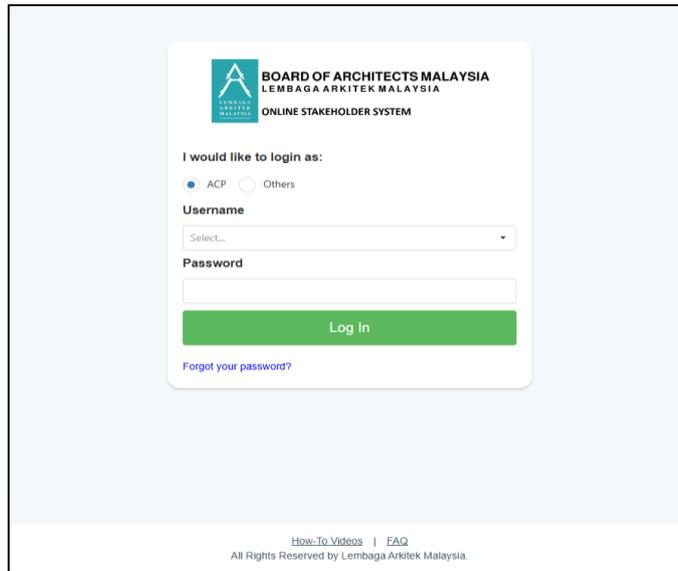
<https://www.lam-bos.gov.my/>

View on mobile



The mobile view of the login page features a white card on a light blue background. At the top left is the logo of the Board of Architects Malaysia (LAM BOS). The text reads: "BOARD OF ARCHITECTS MALAYSIA", "LEMBAGA ARKITEK MALAYSIA", and "ONLINE STAKEHOLDER SYSTEM". Below this, the heading "I would like to login as:" is followed by two radio buttons: "ACP" (selected) and "Others". Underneath is the "Username" section with a dropdown menu showing "Select...". The "Password" section has a text input field. A green "Log In" button is positioned below the password field. A blue link "Forgot your password?" is located at the bottom left of the card. At the very bottom of the page, there are links for "How-To Videos" and "FAQ", and a copyright notice: "All Rights Reserved by Lembaga Arkitek Malaysia."

View on laptop



The laptop view of the login page shows a white card centered on a light blue background. The header information is the same as the mobile view. The "I would like to login as:" section has the "ACP" radio button selected. The "Username" field is a dropdown menu with "Select..." displayed. The "Password" field is a text input. A green "Log In" button is centered below the password field. A blue link "Forgot your password?" is positioned below the button. The footer contains the same "How-To Videos" and "FAQ" links and the copyright notice: "All Rights Reserved by Lembaga Arkitek Malaysia."

2. First Time Login to system / Account activation (Page 1/2)

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:

ACP Others

Username

Select...

Password

Log In

[Forgot your password?](#)

Step 1: Under "I would like to login as:" Select "ACP".

Step 2: Click on the box under "Username".

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:

ACP Others

Username

rainb|

Rainbow Design Architect

Log In

[Forgot your password?](#)

Step 3: Enter ACP name as registered with LAM.

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:

ACP Others

Username

Rainbow Design Architect

Password

.....|

Log In

[Forgot your password?](#) [First Time Login](#)

Step 4: Click "First Time Login"

2. First Time Login to system / Account activation (Page 2/2)

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

First Time Login

Username
Rainbow Design Architect

LAM registered email address

Confirm

Back

Step 5:

Enter email address registered with LAM.

Step 6:

Click "Confirm".

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

First Time Login

Username
Rainbow Design Architect

LAM registered email address
melvin.kw.peh@pwc.com

A temporary password has been sent to your email.

Back

Step 7:

You will receive an email from fees@lam.gov.my containing temporary password (10 characters)

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:
 ACP Others

Username
Rainbow Design Architect

Password

Log In

[Forgot your password?](#) [First Time Login](#)

Step 8:

Return to the Login screen and enter the temporary password. Click "First Time Login".

Step 9:

Click "Log In".

3. Reset account password

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:

ACP Others

Username

Select...

Password

Log In

[Forgot your password?](#)

Step 1:
Click "Forgot your password?"

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to reset password as:

ACP Others

Username

Rainbow Design Architect

Next

Back

Step 2:
Enter ACP name as registered with LAM.

Step 3:
Click "Next"

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to reset password as:

ACP Others

Username

Rainbow Design Architect

OTP

An OTP has been sent to your email

Reset

Back

Step 4:
You will receive an email from fees@lam.gov.my containing OTP code (6 digits)

Step 5:
Enter the OTP code and click "Reset"

Step 6:
You will receive an email from fees@lam.gov.my containing temporary password (10 characters)

4. Login to system

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:

ACP Others

Username

Select...

Password

Log In

[Forgot your password?](#)

Step 1:

Under "I would like to login as:"
Select "ACP".

Step 2:

Click on the box under
"Username".

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:

ACP Others

Username

rainb|

Rainbow Design Architect

Log In

[Forgot your password?](#)

Step 3:

Enter ACP name as registered
with LAM.

BOARD OF ARCHITECTS MALAYSIA
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:

ACP Others

Username

Rainbow Design Architect

Password

.....|

Log In

[Forgot your password?](#) [First Time Login](#)

Step 4:

Enter Password.

Step 5:

Click "Log In".

5. Change Password & Passcode (Page 1/2)

The dashboard header includes the Board of Architects Malaysia logo and name, the text 'Online Stakeholder System', a home icon, and a user profile icon circled in red. Below the header is a search bar with the placeholder text 'Enter Project ID / Interim Reference Number'. The main content area features two columns: the left column has two blue buttons labeled 'Register New Project' and 'View All Projects'; the right column displays statistics: 'Project registered in system: 0', 'Project registration: Pending LAM action: 0', and 'Pending info/doc from ACP: 0'. At the bottom, there are links for 'How-To Videos', 'FAQ', and 'Terms and Conditions', followed by the text 'All Rights Reserved by Lembaga Arkitek Malaysia.'

Change Account Password or Master Password:
Click on the icon.

The dropdown menu shows the user's name 'Welcome, Rainbow Design Architect ACP' with a profile icon. Below this are three menu items, each with a gear icon: 'Change Account Password', 'Change Master Password', and 'Logout' with a right-pointing arrow icon.

The 'Change User Password' form includes a note: 'Note: Re-Login is required after changing your password'. It contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password', each with a placeholder text. A green 'Submit' button is at the bottom.

The 'Change Master Password' form contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password', each with a placeholder text. A green 'Submit' button is at the bottom.

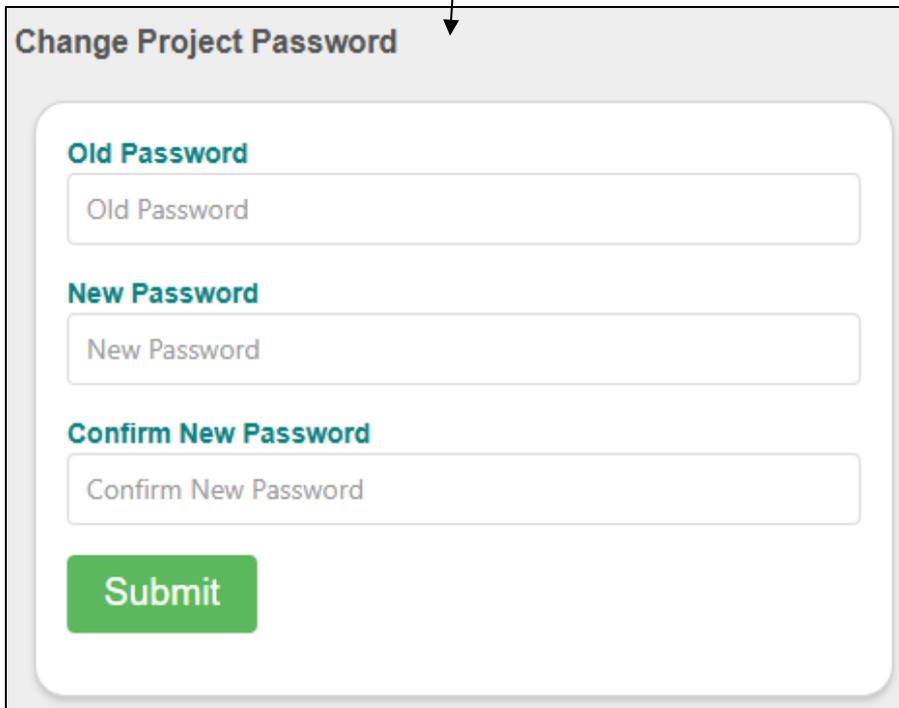
Note:

Master Password is required for your access to all projects in the system in a single login.

5. Change Password & Passcode (Page 2/2)

Change Project Password:

You can do this when you are at “Project Summary” page.
Click on “Change Project Password”



A screenshot of the "Change Project Password" form. The form has a light gray header with the title "Change Project Password". Below the header are three input fields: "Old Password", "New Password", and "Confirm New Password". Each field has a light gray placeholder text. At the bottom of the form is a green "Submit" button. A black arrow points from the "Change Project Password" button in the previous image to the "Change Project Password" header of this form.

Note:

Project Password is required for your access to a selected project in the system in a single login (if Master Password is not provided).

6. Know-how: Website Navigation

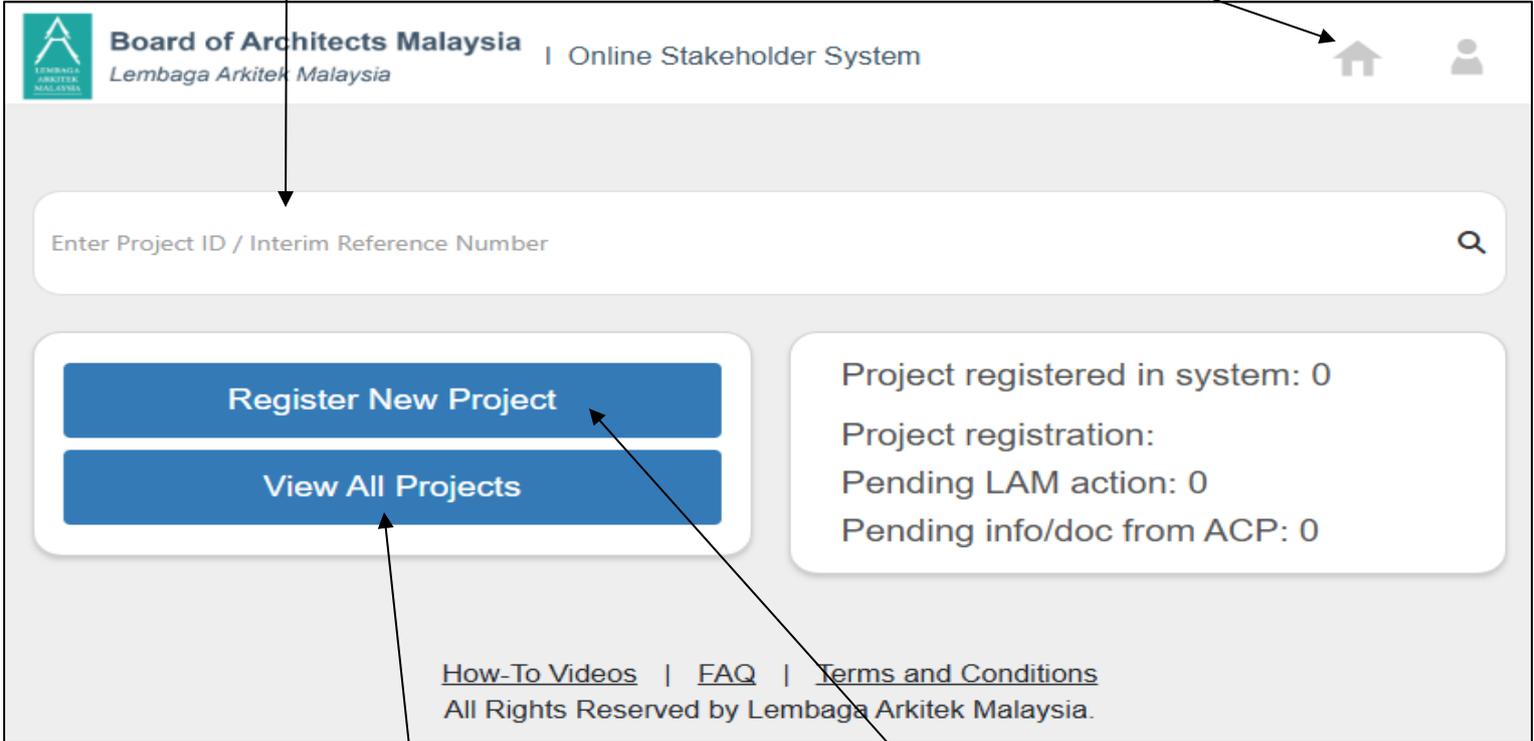
Landing page (Desktop)

Search for projects:

Enter Project ID or Interim Reference Number.
Hit "Enter" or click on .

Back to landing page (this page):

Click on the "Home" icon to navigate back to this page.

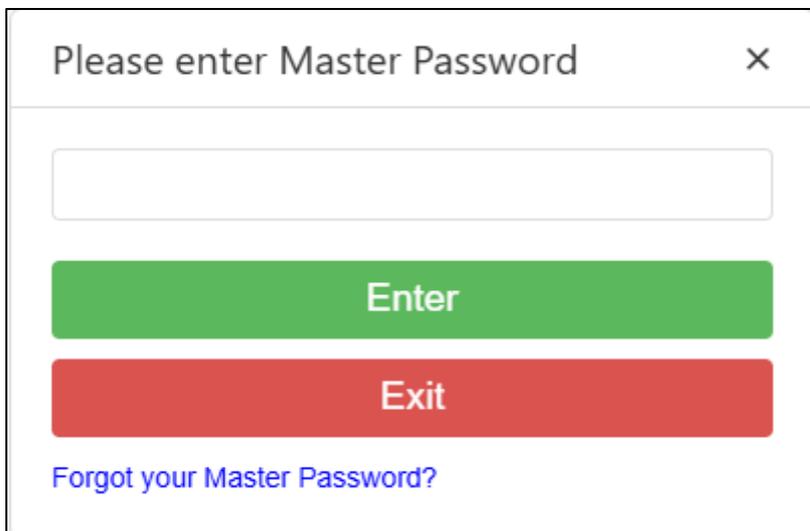


View all projects in system:

Click on the button "View All Projects."
Enter Master Password and click "Enter".

Register a new project:

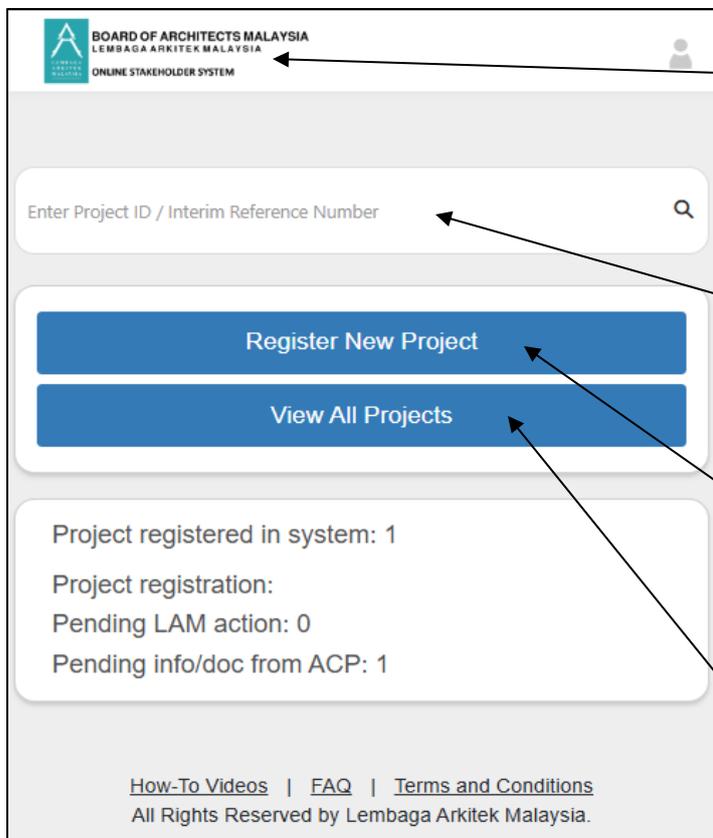
Click on the button "Register New Project".



The screenshot shows a dialog box titled "Please enter Master Password" with a close button (X) in the top right corner. Below the title is a text input field. Underneath the input field are two buttons: a green button labeled "Enter" and a red button labeled "Exit". At the bottom left of the dialog box, there is a link that says "Forgot your Master Password?".

7. Know-how: Website Navigation

Landing page (Mobile)



Back to landing page (this page):

Click on the “LAM” logo to navigate back to this page.

Search for a project:

Enter Project ID or Interim Reference Number.
Hit “Enter” or click on .

Register a new project:

Click on the button “Register New Project”.

View all projects in system:

Click on the button “View All Projects.”
Enter Master Password and click “Enter”.

Please enter Master Password ×

Enter

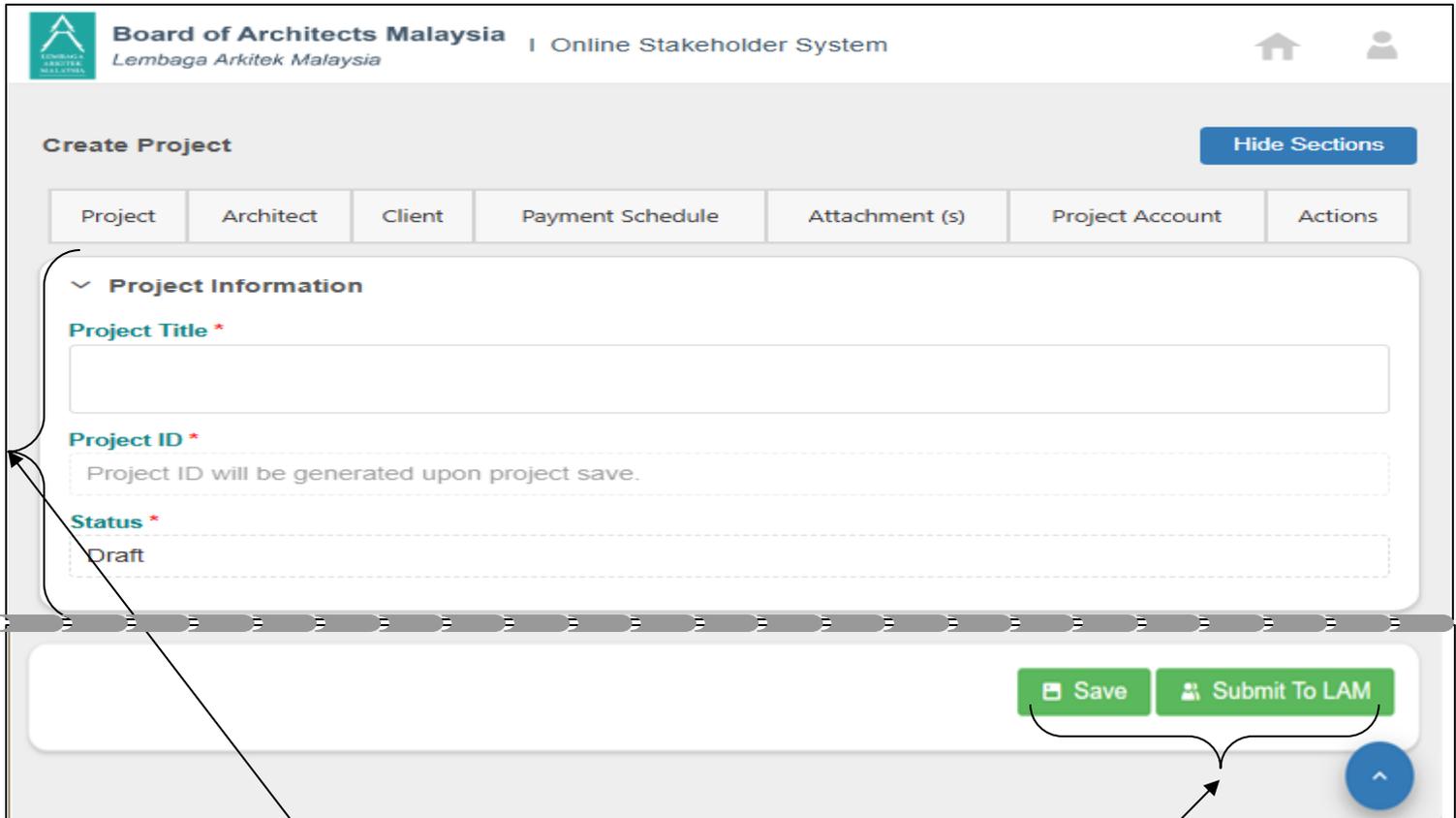
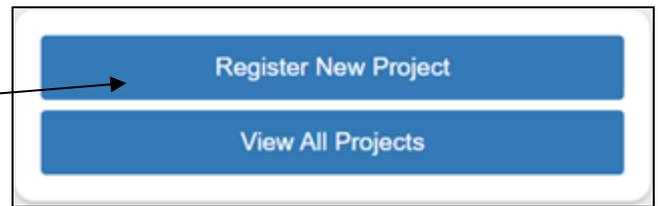
Exit

[Forgot your Master Password?](#)

8. Register a new project (Page 1/2)

Step 1:

Click on “Register New Project” on the landing page.

A screenshot of the "Create Project" form in the Board of Architects Malaysia Online Stakeholder System. The form has a header with the logo and name of the Board of Architects Malaysia, and the text "Online Stakeholder System". Below the header is a "Create Project" section with a "Hide Sections" button. The form is divided into several tabs: "Project", "Architect", "Client", "Payment Schedule", "Attachment (s)", "Project Account", and "Actions". The "Project" tab is active, showing a "Project Information" section with three fields: "Project Title *", "Project ID *", and "Status *". The "Project ID" field has a note: "Project ID will be generated upon project save." The "Status" field has a dropdown menu with "Draft" selected. At the bottom right of the form are two green buttons: "Save" and "Submit To LAM". A blue circular button with an upward arrow is also visible. An arrow points from the text in Step 2 to the "Project Title" field, and another arrow points from the text in Step 3 to the "Submit To LAM" button.

Step 2:

Enter necessary data in project registration form.

Step 3:

Click “Save” if you would like to keep a draft version.

Click “Submit to LAM” when the form is completed and ready to submit to LAM.

Tips:



Indicates mandatory fields to be filled out in order to Submit to LAM



Indicates the data is sourced from LAM registration database

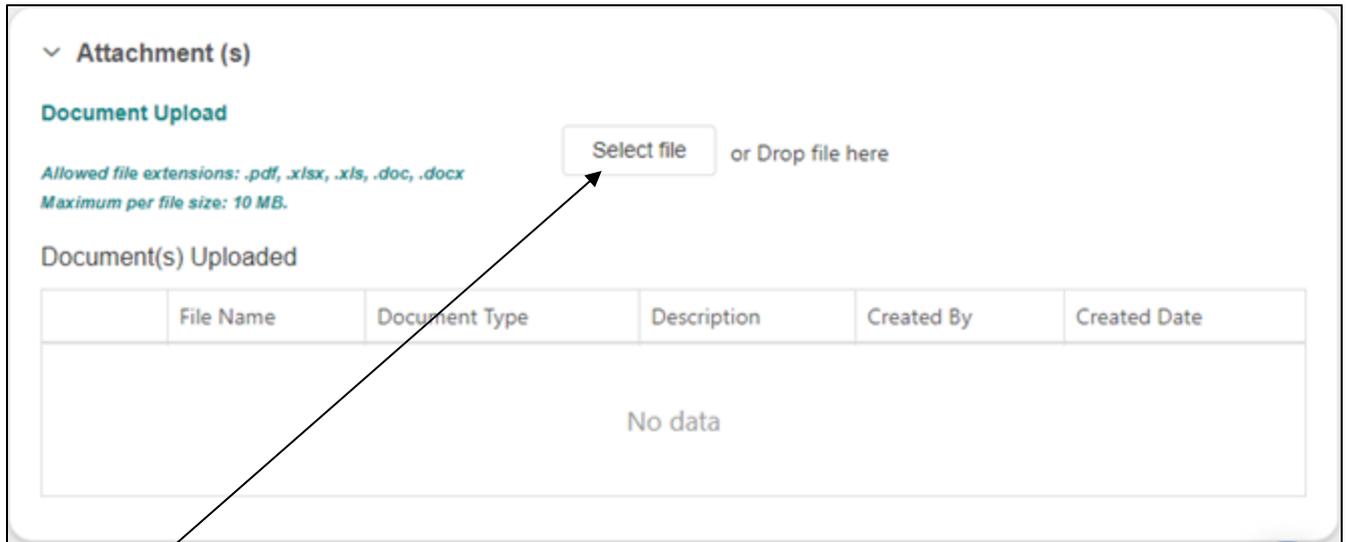
Step 4:

To print registration for sign-off, click on the button “Print”.

The print is button is available after the form is Save in system.



8. Register a new project (Page 2/2)



Attachment (s)

Document Upload

Allowed file extensions: .pdf, .xlsx, .xls, .doc, .docx
Maximum per file size: 10 MB.

Select file or Drop file here

Document(s) Uploaded

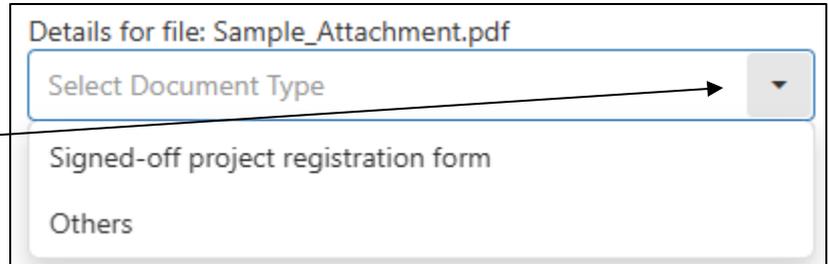
File Name	Document Type	Description	Created By	Created Date
No data				

Step 5:

Click on "Select file".
Select the files that you would like to attach to the form.

Step 6:

Select document type for the uploaded files.



Details for file: Sample_Attachment.pdf

Select Document Type

Signed-off project registration form

Others

Step 7:

Click "Submit to LAM"



Save Print (for both parties to sign) Submit To LAM

9. Know-how: Website Navigation

Project information page (Page 1/3)

View project information:
Click on "Open" to view project information.

Board of Architects Malaysia | Online Stakeholder System
Lembaga Arkitek Malaysia

Project Summary

Project Information

Project Title
Test

Interim Reference Number
PWC 999 - 00001

Status
Project Registration - Draft

Project Accepted by LAM Date

Revision History

Created Date	Status	Description	File Name	Created By	Project Revision Submitted to LAM	Project Revision Approved
No data						

Claim Information

Total Invoice (RM):
0.00

Unpaid Fees (RM):

Days	RM
< 30	0.00
30-60	0.00
> 60	0.00

Project Financials

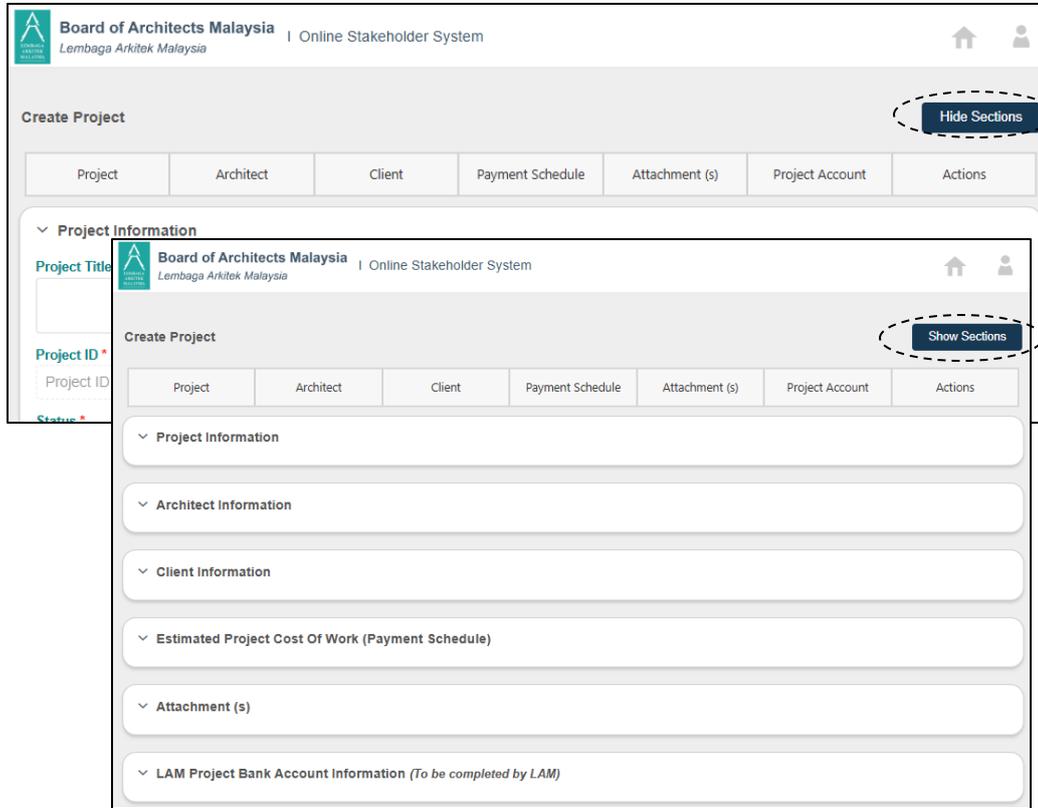
Change Project Password

9. Know-how: Website Navigation

Project information page (Page 2/3)

Show/Hide Sections

The project information page consist of a number of sections. In each section there are multiple fields for data entry. For ease of navigation and cleanliness, you could click on the “Hide Sections” button to hide all fields in the sections.



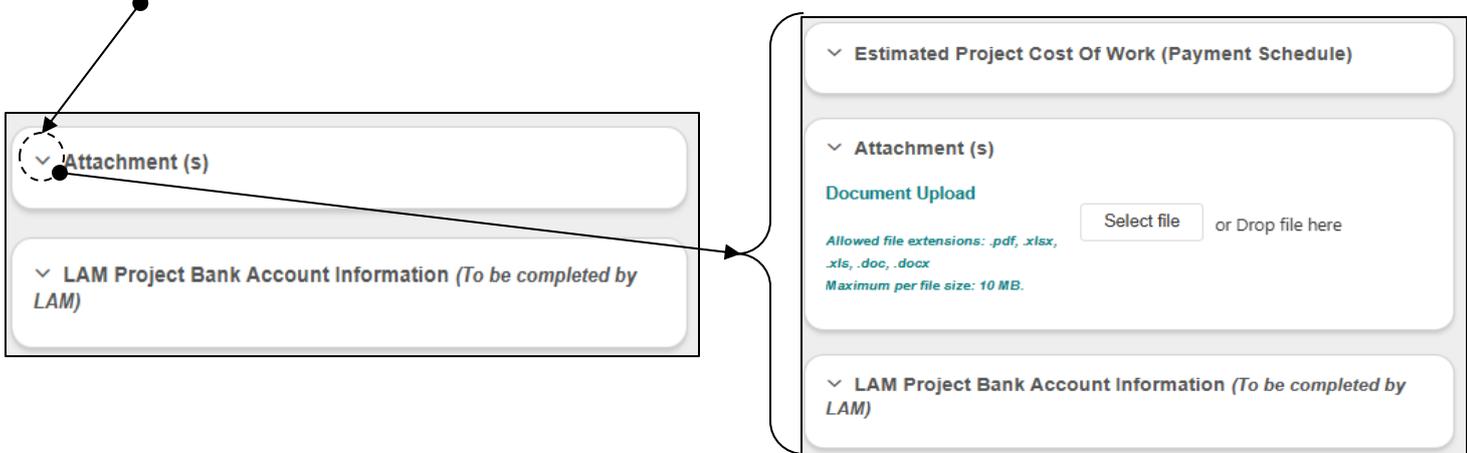
Hide Sections

Show Sections

Click on
“Show Sections” to
show all fields

Show/Hide specific Section

Click

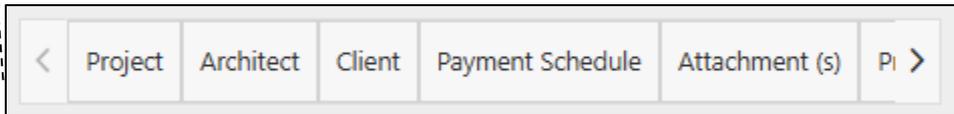
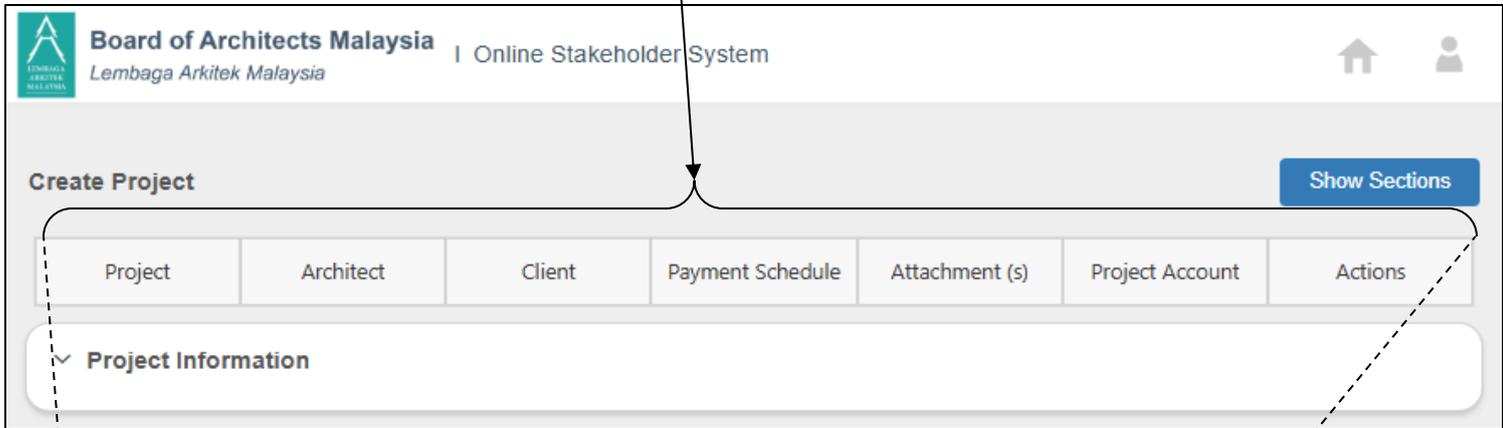


9. Know-how: Website Navigation

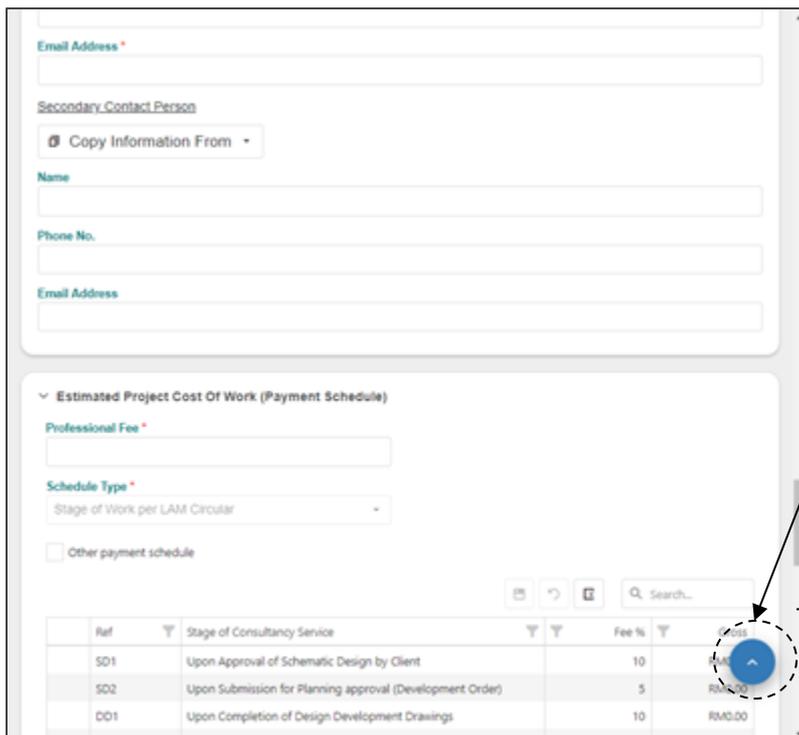
Project information page (Page 3/3)

Shortcut to Section

To navigate specific section, click on the section name on the horizontal bar.



On mobile, you could scroll (left/right) on the bar or tab on to look for the Shortcuts



Shortcut to top of the page

Click on the icon to navigate the page back to top



10. Submit a project information revision

(Page 1/4)

Project Listing

Clear Filters

	Interim Reference Number	Project ID	Project Status	Project Name
	🔍	🔍	🔍	🔍
View	PWC 999 - 00001	PWC 999 - 00001 - 511148	Accepted - In Progress	Sample Project ABC

Step 1:

Click on “View” to open the summary page of the project

Step 2:

On project summary page, click on “Open”

Board of Architects Malaysia | Online Stakeholder System

Project Summary

Project Information

Project Title
Sample Project ABC

Project ID
PWC 999 - 00001 - 511148

Status
Accepted - In Progress

Project Accepted by LAM Date
18-01-2025

Revision History

Created Date	Status	Description	File Name	Created By	Project Revision Submitted to LAM	Project Revision Approved
No data						

Claim Information Stage completion form Final completion form **Open**

Total Invoice (RM):
0.00

Unpaid Fees (RM):

Days	RM
< 30	0.00
30-60	0.00
> 60	0.00

Project Financials

Change Project Password

[How-To Videos](#) | [FAQ](#) | [Terms and Conditions](#)
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10. Submit a project information revision

(Page 2/4)

Step 3:

Update the project information
e.g. Professional Fee to RM
200,000

Estimated Project Cost Of Work (Payment Schedule)

Professional Fee *

Schedule Type *

Stage of Work per Architect Scale of Minimum Fees

Other payment schedule

Step 4:

Click "Save Revision As Draft" to save the revision as draft.

Step 5:

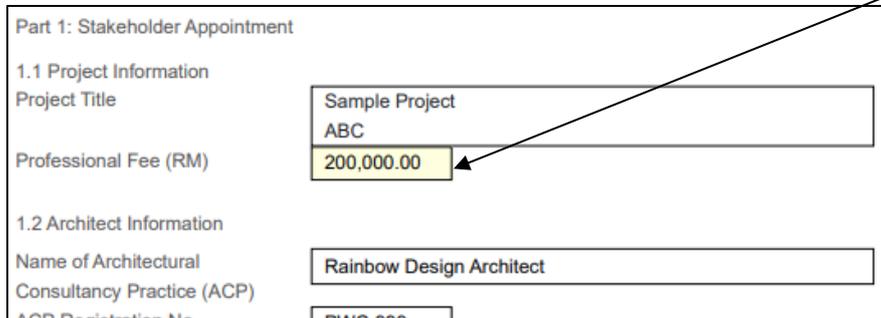
Click "Print (for both parties to sign)" to print out Revision form.

10. Submit a project information revision

(Page 3/4)

Step 5 (continue) :

In the revision form, the information changes will be highlighted in yellow



Part 1: Stakeholder Appointment

1.1 Project Information

Project Title

Professional Fee (RM)

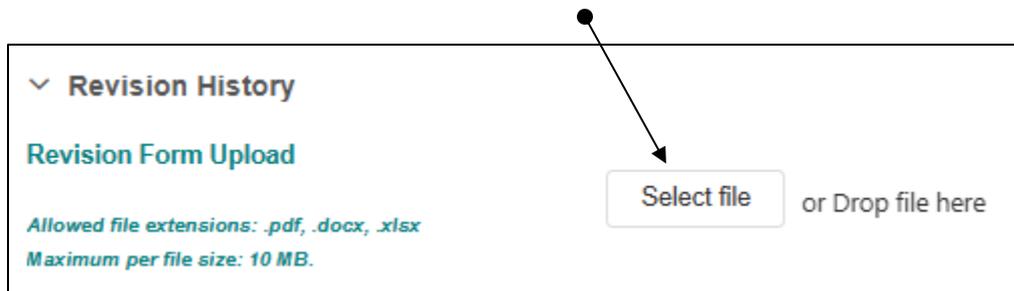
1.2 Architect Information

Name of Architectural Consultancy Practice (ACP)

ACP Registration No.

Step 6:

To upload revision form, go to “Revision History” section and click “Select file”



▼ Revision History

Revision Form Upload

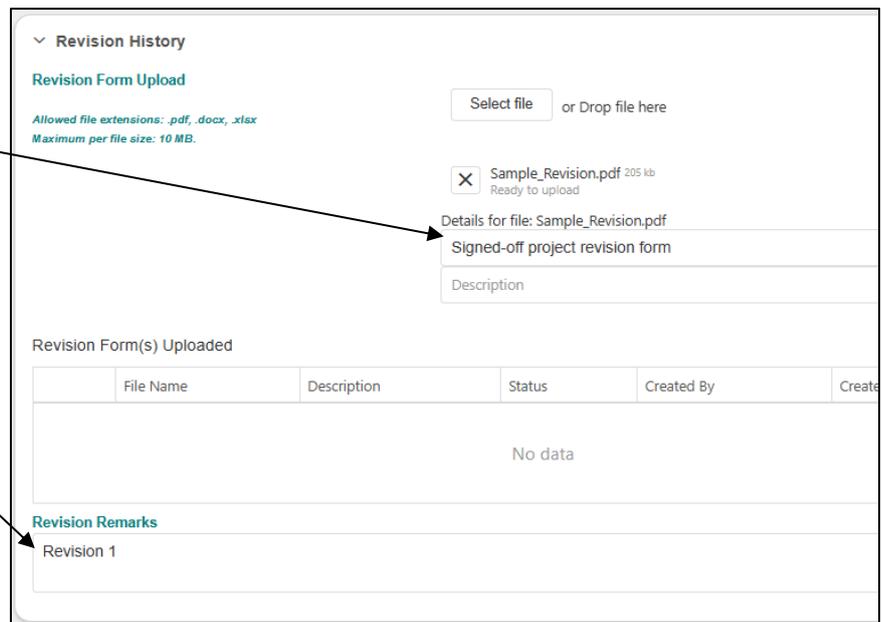
Allowed file extensions: .pdf, .docx, .xlsx
Maximum per file size: 10 MB.

Select file or Drop file here

Step 7:

Select document type

Enter “Revision Remarks”



▼ Revision History

Revision Form Upload

Allowed file extensions: .pdf, .docx, .xlsx
Maximum per file size: 10 MB.

Select file or Drop file here

Sample_Revision.pdf 205 kb
Ready to upload

Details for file: Sample_Revision.pdf

Signed-off project revision form

Description

Revision Form(s) Uploaded

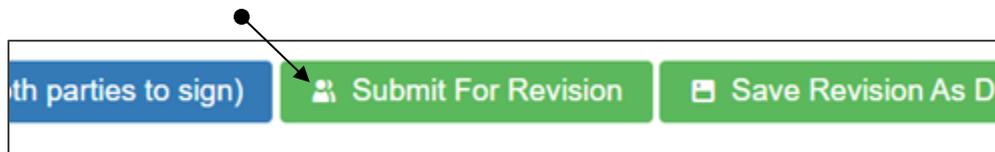
File Name	Description	Status	Created By	Create
No data				

Revision Remarks

Revision 1

Step 8:

Click “Submit For Revision” to submit to LAM



with parties to sign)

10. Submit a project information revision

(Page 4/4)

Project information revision status :

When a project information revision is submitted to LAM, the Status of revision will be “In Progress”

Project Summary

Project Information Open

Project Title
Sample Project
ABC

Project ID
PWC 999 - 00001 - 511148

Status
Accepted - In Progress

Project Accepted by LAM Date
16-01-2025

Revision History

	Created Date	Status	Description	File Name	Created By	
⬇	16/01/2025	In Progress		Sample_Revision.pdf	PWC 999	...

When project information revision is accepted by LAM, the Status will change to “Completed”

Revision History

	Created Date	Status	Description	File Name	Created By	
⬇	16/01/2025	Completed		Sample_Revision.pdf	PWC 999	...

Project Revision Submitted to LAM: 16-01-2025

Project Revision Approved : 16-01-2025

11. Know-how: Website Navigation

Claims (Page 1/2)

View claims:
Click on “Open” to view claims.

The screenshot displays the 'Project Summary' page. At the top, it shows the logo for 'Board of Architects Malaysia' and 'Lembaga Arkitek Malaysia' along with 'Online Stakeholder System'. The main content is divided into several sections:

- Project Information:** Includes fields for Project Title (Sample Project ABC), Project ID (PWC 999 - 00001 - 511148), Status (Accepted - In Progress), and Project Accepted by LAM Date (16-01-2025). An 'Open' button is located in the top right of this section.
- Revision History:** A table with columns: Created Date, Status, Description, File Name, Created By, Project Revision Submitted to LAM, and Project Revision Approved. One entry is shown for 16/01/2025, Completed, with file name 'Sample_Revision.pdf'.
- Claim Information:** Contains buttons for 'Stage completion form', 'Final completion form', and 'Open'. Below these are fields for 'Total Invoice (RM): 0.00' and a table for 'Unpaid Fees (RM)' categorized by 'Days' (< 30, 30-60, > 60) with an 'RM' column showing 0.00 for all.
- Project Financials:** A button labeled 'Project Financials'.
- Change Project Password:** A button labeled 'Change Project Password'.

Stage completion form
Click on “Stage completion form”
to view and print Stage Completion
Sign-off form

Final completion form
Click on “Final completion form”
to view and print Final Completion Sign-off
form

Transactions in the project:
Click on “Project Financials” to view all
transactions of the projects.

11. Know-how: Website Navigation

Claims (Page 2/2)

Tile 1:
Total invoices amount

Tile 2:
Total amount received by LAM from the client

Tile 3:
Total amount outstanding from the client

Tile 4:
Management Charges incurred

Tile 5:
Total amount paid to ACP (after deduct Management Charges)

Board of Architects Malaysia | Online Stakeholder System
Lembaga Arkitek Malaysia

Claims for Project - PWC 999 - 00001 - 511148

10,060.00 Total Invoice to Date (RM)

10,060.00 Total Amount Received by LAM (RM)

0.00 Amount Outstanding (RM)

30.00 Management Charges (RM)

10,030.00 Total Amount Paid to ACP (RM)

Invoices

	Document Reference	Original Document Reference	Review Status	Date Created	Document Type	Document Date	Fee	Service Tax	
	INV-01	INV-01	Approved	16-Jan-2025	Invoice	16-Jan-2025	RM10,000.00	RM60.00	...

Payments To Invoice

	Document Reference	Transaction Reference	Review Status	Payment Type	Payment Date	Amount	Remarks	Action
	INV-01	PAY-01	Approved	Bank Transfer	16-Jan-2025	RM10,060.00		

Payments To ACP

	Document Reference	Transaction Reference	Review Status	Payment Type	Fee Amount	Management Charges	Management Charges Amount
	INV-01	PAY-01	Approved	Bank Transfer	RM10,030.00	0.30% (Effective From 2025-01-01)	RM30.00

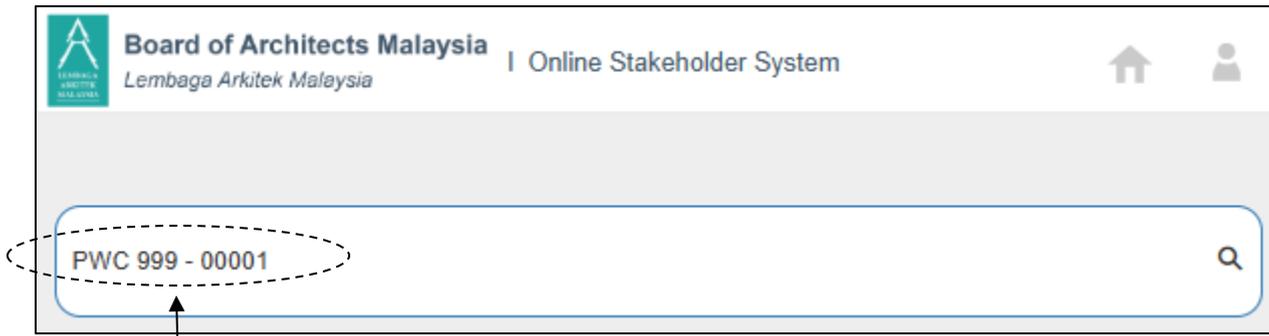
Invoices:
List of invoices issued by ACP to the client.

Payments to Invoice:
List of payments details to the invoices.

Payments to ACP:
List of payments details to ACP

12. Submit a project claim - Invoice

(Page 1/4)



Step 1: Search for project

Enter Project ID or Interim Reference Number. Hit "Enter" or click or  .

Step 2:

On project summary page > Claim Information section, click on "Open".

Note:

To kick start a project claim, the project information status must be "Accepted - In Progress" and LAM Project Bank Account Information must be completed.

Project Information

Project Title: Sample Project ABC

Project ID: PWC 999 - 00001 - 511148

Status: Accepted - In Progress

Project Accepted by LAM Date: 16-01-2025

Created Date	Status	Description	File Name	Created By	Project Revision Submitted to LAM	Project Revision Approved
16/01/2025	Completed		Sample_Revision.pdf	PWC 999	16-01-2025	16-01-2025

Claim Information

Total Invoice (RM): 10,060.00

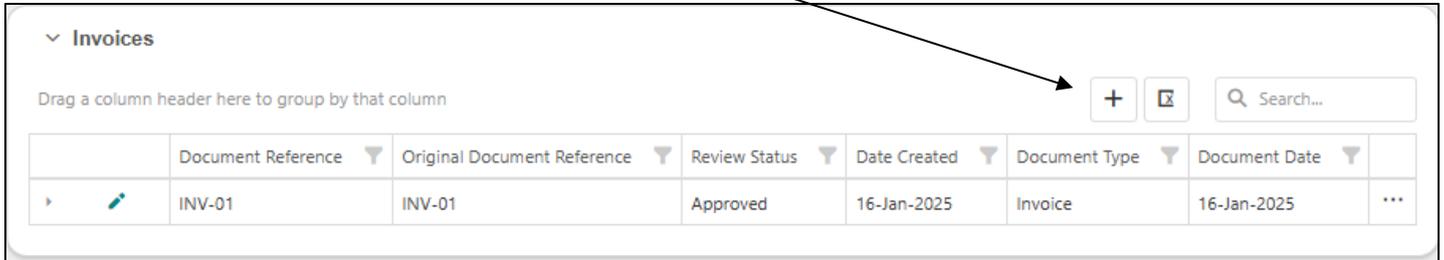
Unpaid Fees (RM):	Days	RM
0.00	< 30	0.00
	30-60	0.00
	> 60	0.00

12. Submit a project claim - Invoice

(Page 2/4)

Step 3:

On "Invoices" section, click on " + " to create a new record to capture invoice issued by you as ACP to client.



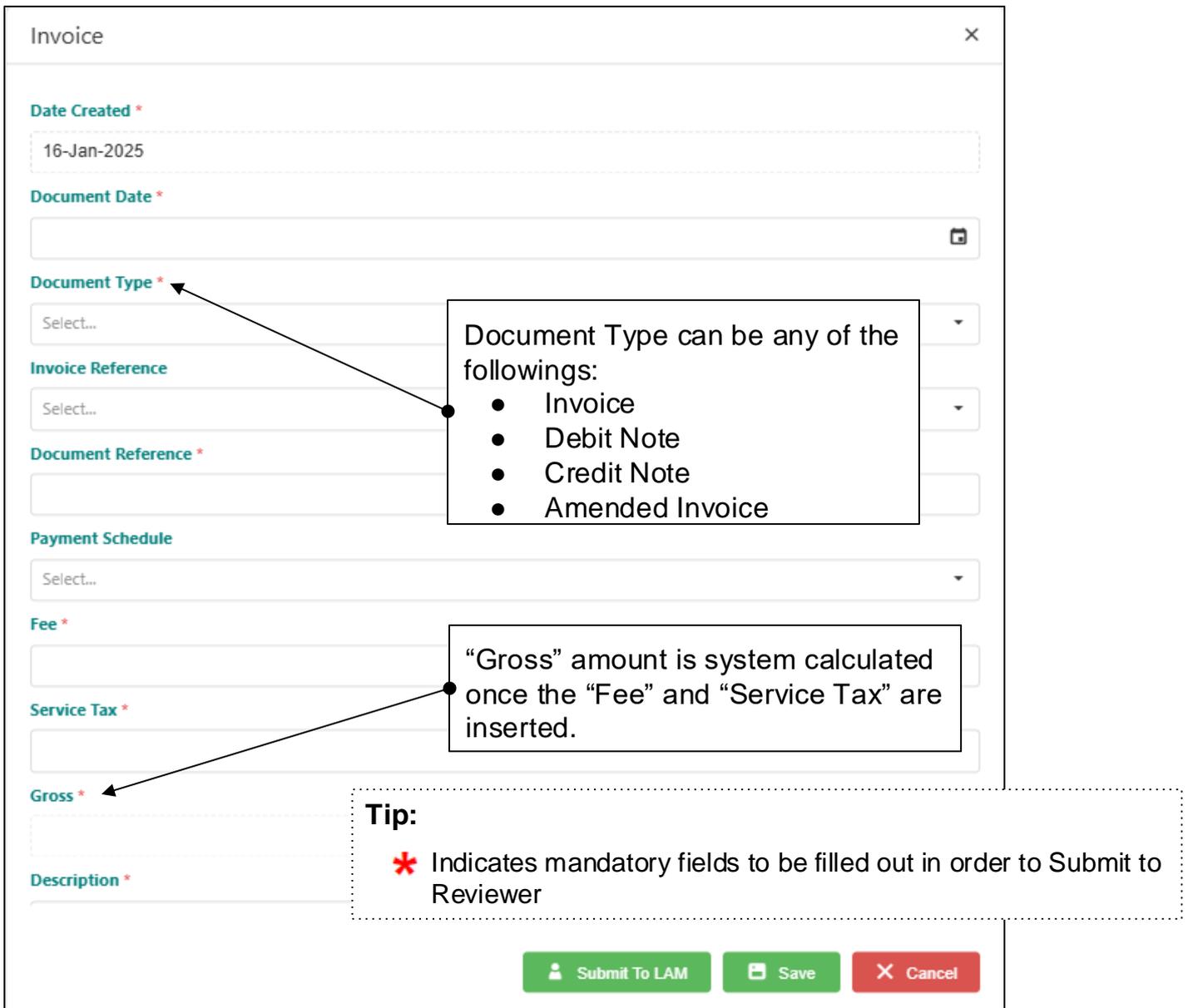
▼ Invoices

Drag a column header here to group by that column

	Document Reference ▼	Original Document Reference ▼	Review Status ▼	Date Created ▼	Document Type ▼	Document Date ▼	
▶	INV-01	INV-01	Approved	16-Jan-2025	Invoice	16-Jan-2025	⋮

Step 4:

Enter necessary data in invoice record.



Invoice

Date Created *
16-Jan-2025

Document Date *

Document Type *
Select...

Invoice Reference
Select...

Document Reference *

Payment Schedule
Select...

Fee *

Service Tax *

Gross *

Description *

Tip:
* Indicates mandatory fields to be filled out in order to Submit to Reviewer

Document Type can be any of the followings:

- Invoice
- Debit Note
- Credit Note
- Amended Invoice

Submit To LAM Save Cancel

12. Submit a project claim - Invoice

(Page 3/4)

Step 5:

Click on “Select file”

Select the files that you would like to attach to the invoice record.

Document Upload

Allowed file extensions: .pdf, .xlsx, .xls, .doc, .docx
Maximum per file size: 10 MB.

Select file or Drop file here

Details for file: Invoice.pdf

Invoice

Invoice

Signed-off work completion form

Signed-off project completion form

Others

Details for file: PWC 102 - 00002.pdf

Signed-off work completion form

Invoice

Signed-off work completion form

Signed-off project completion form

Others

Step 6:

Select document type for the uploaded files

Note:

The supporting document(s) that required to be uploaded in order to submit the invoice record to LAM varies depends on the “Document Type” selected:

Document Type	Document(s) to be uploaded
Invoice	Invoice & signed-off work completion form (at each stage where the work is completed) or project completion form (upon final invoice when the project is completed)
Debit Note	Debit note
Credit Note	Credit note
Amended Invoice	Amended invoice & signed-off work completion form

12. Submit a project claim - Invoice

(Page 4/4)

Step 7:

Click "Submit to LAM" when the invoice record is completed and ready to submit to LAM

Note: Once submitted, the information will no longer be editable.



Click "Save" if you would like to keep a draft version.

To discard the changes made, click on the button "Cancel".

Claim review status

When an invoice record is saved as draft, the Review Status will be "Draft". You can remove the draft if it is no longer required.

The screenshot shows an invoice form on the left and a table on the right. The form has fields for "Date Created" (16-Jan-2025), "Document Date" (17-Jan-2025), and "Document Type" (Invoice). The word "Invoice" is followed by "Draft" in a dashed circle. The table on the right has columns for "Document Reference", "Original Document Reference", and "Review Status". It lists two rows: INV-01 with status "Approved" and INV-02 with status "Draft" (circled in a dashed oval).

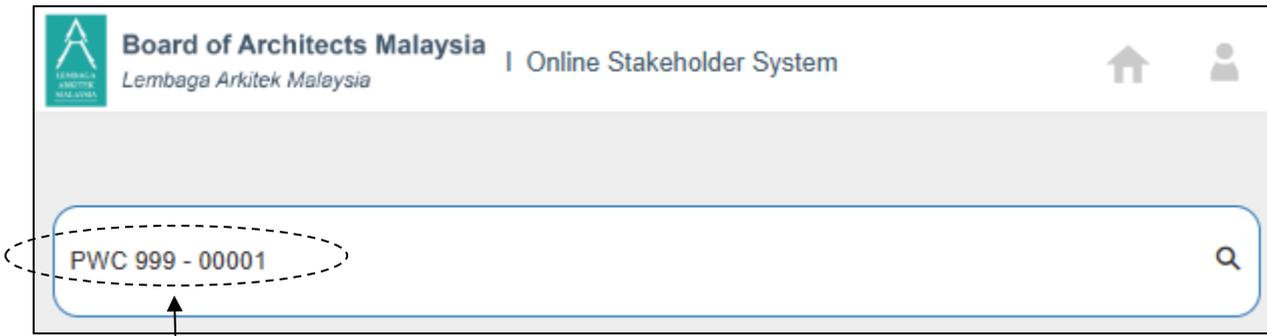
	Document Reference	Original Document Reference	Review Status
	INV-01	INV-01	Approved
	INV-02	INV-02	Draft

When an invoice record is submitted to LAM, the Review Status will be "Submitted to LAM". Once submitted, the record will no longer be editable.

The screenshot shows the same invoice form as above, but now the word "Invoice" is followed by "Submitted to LAM" in a dashed circle. The table on the right shows the same two rows, but the status for INV-02 is now "Submitted to LAM" (circled in a dashed oval).

	Document Reference	Original Document Reference	Review Status
	INV-01	INV-01	Approved
	INV-02	INV-02	Submitted to LAM

13. Submit a project claim - Payments to Invoice (Page 1/4)



Step 1: Search for project

Enter Project ID or Interim Reference Number. Hit "Enter" or click or  .

Step 2:

On project summary page > Claim Information section, click on "Open".

Note:

To kick start a project claim, the project information status must be "Accepted - In Progress" and LAM Project Bank Account Information must be completed.

Project Summary

Project Information

Project Title: Sample Project ABC

Project ID: PWC 999 - 00001 - 511148

Status: Accepted - In Progress

Project Accepted by LAM Date: 16-01-2025

Revision History

	Created Date	Status	Description	File Name	Created By	Project Revision Submitted to LAM	Project Revision Approved
	16/01/2025	Completed		Sample_Revision.pdf	PWC 999	16-01-2025	16-01-2025

Claim Information

Total Invoice (RM): 10,060.00

Unpaid Fees (RM):

Days	RM
< 30	0.00
30-60	0.00
> 60	0.00

Project Financials

Change Project Password

13. Submit a project claim - Payments to Invoice (Page 2/4)

Step 3:

On "Payments To Invoice" section, click on "+" to create a record to capture payment made by client to the invoice.

Payments To Invoice

Drag a column header here to group by that column

	Document Reference	Transaction Reference	Review Status	Payment Type	Payment Date	Amount
No data						

Step 4:

Enter necessary data in payment to invoice record.

Payment to Invoice

Document Reference * Select...

Transaction Reference *

Payment Type * Select...

Payment Date *

Amount *

Remarks

Document Upload

Allowed file extensions: .pdf, .xlsx, .xls, .doc, .docx
Maximum per file size: 10 MB.

Select file or Drop file here

Document(s) Uploaded

Tip: * Indicates mandatory fields to be filled out in order to Submit to LAM.

Submit To LAM Save Cancel

13. Submit a project claim - Payments to Invoice (Page 3/4)

Step 5:

Click on "Select file".

Select the files that you would like to attach to the payment to invoice record.

Document Upload

Allowed file extensions: .pdf, .xlsx, .xls, .doc, .docx

Maximum per file size: 10 MB.

Select file or Drop file here

Step 6:

Select document type for the uploaded files.

Details for file: Proof of payment.pdf

Proof of Payment

Proof of Payment

Others

Note:

Proof of payment is required to be uploaded in order to submit the payment to invoice record to LAM.

Step 7:

Click "Submit to LAM" when the payment to invoice record is completed and ready to submit to LAM.

Note: Once submitted, the information will no longer be editable.

Submit To LAM Save Cancel

Click "Save" if you would like to keep a draft version.

To discard the changes made, click on the button "Cancel".

13. Submit a project claim - Payments to Invoice (Page 4/4)

Claim review status

When a payment to invoice record is saved as draft, the Review Status will be "Draft". You can remove the draft if it is no longer required.

Payment to Invoice - Draft

Document Reference *
INV-01

Transaction Reference *
PAY-02

Payment Type *
Bank Transfer

Payment Date *
16-Jan-2025

Amount *
RM2,000.00

Payments To Invoice

Drag a column header here to group by that column

	Document Reference	Transaction Reference	Review Status
	INV-01	PAY-01	Approved
	INV-01	PAY-02	Draft

When a payment to invoice record is submitted to LAM, the Review Status will be "Submitted to LAM". Once submitted, the record will no longer be edited or removed.

Payment to Invoice - Submitted to LAM

Document Reference *
INV-01

Transaction Reference *
PAY-02

Payment Type *
Bank Transfer

Payment Date *
16-Jan-2025

Amount *
RM2,000.00

Payments To Invoice

Drag a column header here to group by that column

	Document Reference	Transaction Reference	Review Status
	INV-01	PAY-01	Approved
	INV-01	PAY-02	Submitted to LAM