

Course Name: E-Invoicing

Synopsis

To support the growth of the digital economy, the Government intends to implement e-Invoice in stages in an effort to enhance the efficiency of Malaysia's tax administration management. It is in line with the Twelfth Malaysia Plan, where the focus is on strengthening the digital services infrastructure and digitalising the tax administration.

The e-Invoice will enable instant or near-instant validation and storage of transactions, catering to Business-to-Business (B2B), Business-to-Consumer (B2C) and Business-to-Government (B2G) transactions.

What You Will Learn

Upon completion of this program, participants will acquire these:

- The simplified e-Invoice concepts by presenting them in a clear and accessible manner for taxpayers to easily understand and implement.
- Step-by-step guidance on key aspects of e-Invoice, including implementation, compliance, and recordkeeping, to ensure taxpayers can follow a structured approach in meeting their obligations.
- Practical examples to illustrate real-life scenarios, demonstrating how e-Invoice requirements can be applied in different business contexts.
- Guidance to assist taxpayers in assessing their readiness for e-Invoice implementation and monitor compliance.
- Common questions and concerns that taxpayers may have regarding e-Invoice, offering clear explanations and solutions to common challenges. Additional guidance may be issued periodically on certain issues or industry matters. In addition, additional support documentation such as Software Development Kit (SDK), training materials and assistance from Inland Revenue Board of Malaysia (IRBM) to further aid stakeholders in understanding and implementing e-Invoice will be made available.

Who Should Attend

Executives and management team.

Prerequisite

N/A

Course Methodology

The trainer will incorporate this course through a combination of interactive lectures, case studies, hands-on exercises, and group activities.

The participants will be exposed to the real case studies, and they will be tasked to solve the class activities. They are encouraged to discuss, engage, and apply the concepts learned to a real-world accounting situation.

The workshop will also include discussions and feedback session, where participants can express their opinion and also share their past experiences dealing with such issues. It is also helping the participants to explore different perspective from various industries.

Training materials will also be provided for their future references and to allow them to keep it handy when they need it in real life situation.

Course Duration

1 day - 9am - 5pm

Course Structure

Session 1: e-Invoice Guideline

- What is e-Invoice

- File Format Accepted by e-Invoicing System
- Benefits of Adopting e-Invoice
- Who is Affected by e-Invoice?
- E-Invoice Application

Session 2: Usage of e-Invoice

- Scenario Requiring e-Invoice to be issued
- Purposes of Invoice
- Types of e-Invoices

Session 3: Implementation of e-Invoice

- Mandatory Implementation Timeline
- Voluntary Implementation
- Exemptions from Implementing e-Invoice
- Overview of e-Invoice Workflow
- e-Invoice Models
- Overview of e-Invoice Workflow via MyInvois Portal and API
- The Impacts in the Current Process due to Mandatory e-Invoicing
- e-Invoice Model via MyInvois Portal

Session 4: Self-billed e-Invoice

- When to Issue Self-billed e-Invoice?
- Cross-border Transaction
- Goods Sold or Services Rendered by Foreign Seller to Malaysian Purchaser

Session 5: Consolidated e-Invoice

- What is Consolidated e-Invoice?
- Example of Receipts to Buyers



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Session 6: e-Invoice for Staff Claims

- Staff Claims

Session 7: e-Invoice Offences

- Offences for failing to comply with e-invoice

Session 8: Exercise

- Practical exercise with LHDN E-invoicing

The practical exercise of 2 hours will be conducted once LHDN portal is ready.