

1 WHAT IS E-INVOICE?

E-Invoice is an electronic invoice in a structured digital format that is validated, authenticated and transmitted to LHDN in real-time or near real-time via the MyInvois system.

KEY POINTS

- ✓ Mandatory for businesses as per LHDN implementation phases.
- ✓ Ensure accuracy, transparency and tax compliance.
- ✓ All e-Invoices must be validated by LHDN.
- ✓ Replace paper / PDF invoices for tax purposes.

2 E-INVOICE PROCESS FLOW



**COMPLIANT, VALIDATED, SECURE
& READY FOR TAX PURPOSES**

3 IMPORTANT DOCUMENTS & REFERENCES

- 📄 LHDN e-Invoice Specific Guideline (latest version)
- 📄 e-Invoice User Manual (MyInvois Portal)
- 📄 e-Invoice FAQ (LHDN)
- 📄 e-Invoice Implementation Guide
- 📄 MyInvois Portal Announcement & Updates
- 📄 Digital Signature Certificate (DSC)
- 📄 IRBM e-Invoice Technical Specifications (Schema)
- 📄 Data Dictionary (e-Invoice)



MALAYSIAN COMPLIANCE & GOOD PRACTICES

- ✓ Follow LHDN e-Invoice Guidelines and updates.
- ✓ Ensure correct taxpayer information & TIN.
- ✓ Use approved format (JSON / XML).
- ✓ Submit in real-time / near real-time.
- ✓ Keep records for minimum 7 years.
- ✓ Ensure data integrity, security & confidentiality.
- ✓ Do not alter e-Invoice after validation.

4 E-INVOICE IMPLEMENTATION PHASES BY LHDN

Phase	Target Group	Threshold	Implementation Date*
1	Large Taxpayers	Annual turnover > RM 100 million	1 Aug 2024
2	Medium Taxpayers	Annual turnover RM 25 million – RM 100 million	1 Jan 2025
3	Small Taxpayers	Annual turnover RM 5 million – RM 25 million	1 Jul 2025
4	Micro Taxpayers	Annual turnover < RM 5 million	1 Jul 2026

*Dates are subject to change as announced by LHDN.

★ Newly registered businesses will be informed by LHDN on their e-Invoice implementation date.

5 E-INVOICE DATA REQUIREMENTS (KEY FIELDS)

- ✓ Seller Information (Name, TIN, SST Reg No., Address)
- ✓ Buyer Information (Name, TIN, Address)
- ✓ Invoice Information (Invoice No., Invoice Date, Currency)
- ✓ Product / Service Details (Description, Quantity, Unit Price, Tax Code)
- ✓ Tax Details (SST / VAT Type, Rate, Amount)
- ✓ Total Amount (Excluding & Including Tax)
- ✓ Payment Details (if any)
- ✓ Others (e.g. References, Project ID)

i Ensure all data is accurate and complete before submission to LHDN.

6 E-INVOICE VALIDATION RULES (BY LHDN)

- ✓ Seller must have valid TIN.
- ✓ Buyer TIN (if provided) must be valid.
- ✓ Invoice No. must be unique.
- ✓ Invoice Date must be valid.
- ✓ Tax Code & Rate must be valid.
- ✓ Total amount must be correct.
- ✓ All mandatory fields must be populated.
- ✓ JSON / XML format must follow LHDN schema.
- ✓ Digital signature required for submission.

⚙️ Invoices that fail validation will be rejected. Correct and resubmit.

7 E-INVOICE EXAMPLE (SIMPLIFIED)

Invoice No. (LHDN)	INV-2025-07-00012345
Invoice Date	31/05/2025
Seller TIN	C1234567890
Buyer TIN	C0987654321
Description	Consulting Service
Quantity	1
Unit Price	5,000.00
Total (Excl. Tax)	5,000.00
SST 8%	400.00
Total (Incl. Tax)	5,400.00



E-Invoice will include a QR Code for verification by buyer.

8 E-INVOICE REPORTS & RECORDS

Reports from MyInvois Portal

- ✓ e-Invoice Listing
- ✓ Successful Submission Report
- ✓ Failed Submission Report
- ✓ Cancelled e-Invoice Report
- ✓ Buyer Validation Report

Records to Keep

- ✓ All e-Invoices (JSON / PDF)
- ✓ Validation / Rejection Reports
- ✓ Buyer Acknowledgement (if any)
- ✓ Credit Note / Debit Note related documents
- ✓ Supporting documents for 7 years



Records must be readily accessible for audit and tax inspection.

9 COMMON MISTAKES TO AVOID

- ✗ Incorrect or missing TIN.
- ✗ Wrong Tax Code / Tax Rate.
- ✗ Duplicate Invoice No.
- ✗ Missing mandatory fields.
- ✗ Submitting in batch instead of real-time (if not allowed).
- ✗ Not keeping proper records.
- ✗ Using incorrect format / outdated schema.



Always follow the latest LHDN guideline and portal updates.

10 RESPONSIBILITIES



Management

- Ensure compliance with LHDN requirements.
- Provide resources & system support.
- Approve policies & procedures.



Finance / Accounts

- Ensure accurate invoice data.
- Submit e-Invoice on time.
- Reconcile & maintain records.



IT / System Admin

- Ensure system integration with MyInvois.
- Maintain system security & access.
- Monitor system updates.



Sales / Operations

- Provide correct customer details.
- Ensure goods / services information is accurate.
- Follow process & policy.

11 INTERVIEW QUESTION

Q: Why is e-Invoice important for businesses?

A: E-Invoice is important because it promotes tax compliance, reduces errors, improves efficiency, increases transparency, helps businesses claim tax deductions correctly, and supports Malaysia's digital economy.

