E-INVOICING:
Implementation Made Simple

OVERVIEW

The E-Invoicing module is designed to revolutionize and streamline your invoicing processes by embracing digital transformation. This module facilitates the creation, transmission, and management of electronic invoices.

LEARNING OUTCOME

Upon completing the workshop, the participants would be able to:
- Acquire knowledge and skills to effectively utilize e-invoicing systems
- Foster efficiency in e-invoicing processes
- Ensure compliance with relevant regulations
- Promote a positive user experience
- Empower participants for successful e-invoicing implementation
- Utilize e-invoicing in professional environments

Date
15 January 2025

Time
9:00 a.m. - 5:00 p.m.

Venue
Hotel Concorde, Kuala Lumpur

Early Bird Price:
RM1,000
Normal Price:
RM1,200
(inclusive of SST)

Please collect your RM20 TNG eWallet reload pin at registration desk.

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MODULE 1: INTRODUCTION OF E-INVOICING

- About E-Invoice
- Recent developments and key trends
- Benefits of adopting E-Invoice
- Transaction types
- Scenarios and types of E-invoices
- E-Invoice implementation timeline
- Exemptions from implementation E-invoice
- E-Invoice overview workflow
- E-Invoice modelling
- E-Invoice guideline

Understand the roles of IRB Malaysia, MDeC
Under Peppol E-invoicing Framework

MODULE 2: E-INVOICING MODEL VIA MY INVOIS PORTAL

- Pre-Submission – E-Invoice Submission Requirements
  - Step 1 – Creation and Submission
  - Step 2 – E-Invoice Validation
  - Step 3 – Notification
  - Step 4 – Sharing of e-Invoice
  - Step 5, 6 and 7 – Rejection or Cancellation
  - Step 8 – Storing e-Invoices
  - Step 9 – Reporting and Dashboard Services for Taxpayers

MODULE 3: E-INVOICE MODEL VIA API

- Pre-Submission – E-Invoice Submission Requirements
  - Step 1 – Submission
  - Step 2 – e-Invoice Validation
  - Step 3 – Notification
  - Step 4 – Sharing of E-Invoice
  - Step 5, 6 and 7 – Rejection and Cancellation
  - Step 8 – Storing E-Invoices
  - Step 9 – Reporting and Dashboards Services for Taxpayer
- Software Development Kit (SDK)

MODULE 4: UNDERSTANDING OF E-INVOICE TRANSACTION CHANGES

- Transaction with buyers
- Statements or bills on a period basis
- Disbursement or Reimbursement
- Employment perquisites and benefits
- Certain expenses incurred by employee on behalf of the employer
- Self-billed E-invoice
- Transactions which involve payments in monetary form to agents, dealers or distributors
- Cross boarder transaction
- Profit distribution
- Foreign income
- Currency exchange rate

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TRAINER'S PROFILE

The trainer is an experienced Chartered Certified Tax Practitioner (CTP) with over 25 years of expertise in tax consulting, compliance, and strategic financial management. As a licensed Tax Agent under Section 153 (3) (c) of the Malaysian Income Tax Act (ITA), she possesses in-depth knowledge of both Malaysian tax laws and international tax practices. This Trainer is also an associate member of the Chartered Tax Institute of Malaysia (CTIM) and an HRDF-accredited certified trainer, specializing in corporate and international taxation, compliance, and tax planning.

Her academic qualifications include a Bachelor of Arts in Accounting and Finance from HELP University and a Master of Business Administration (MBA) in Finance from the University of Southern Queensland. This strong educational foundation, combined with her extensive practical experience, enables her to deliver targeted and effective training programs. This Trainer has worked in various areas such as business taxation, employment income, capital transactions, and tax audit frameworks.

As a certified trainer, she focuses on providing clear, practical guidance to professionals, ensuring they can apply tax principles effectively in their organizations. Her training covers a wide range of topics, including tax compliance, strategic planning, and navigating tax audits, with a particular focus on simplifying complex concepts for non-accountants.

REGISTRATION DETAILS

PARTICIPANT DETAILS

Name:

Position:

Department:

Contact Number:

Email:

Name:

Position:

Department:

Contact Number:

Email:

ADMIN DETAILS

Name:

Position:

Department:

Company:

Contact Number:

Email:

Address:

Notes:
- For cancellation less than 14 days before or non-arrival on the training day, no refund will be given. Substitution is allowed.
- Should the number of participants be too low to make the course a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.
- HRDC grant application shall be applied and approved before the training day. Maximum claim from HRDC is RM1,750 per day. The balance, if any, is to be topped up by client.

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