

# E-INVOICE : OVERVIEW, COMPLIANCE AND IMPLEMENTATION STRATEGY

**LIVE**   
**ONLINE TRAINING**

**DATE** : 13 February 2025

**TIME** : 9.00AM - 5.00PM

## FEE

**Special Price**  
(before 23 Jan 2025)

**RM 569**

**Normal Fee**

**RM 750**



## INTRODUCTION

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. This is in line with the Twelfth Malaysia Plan, where one of the key focus is on strengthening the digital services infrastructure and digitalising the tax administration.

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

## COURSE OBJECTIVES

- 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 record keeping, 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

## WHO SHOULD ATTEND

- Accounting and Finance Professionals
- Procurement Managers
- Business Owners IT Personnel involved in financial systems
- Any individuals interested in understanding and implementing e-Invoicing practices.

## LEARNING OUTCOMES

- Participants will gain a comprehensive understanding of e-Invoicing.
- enabling them to assess its advantages.
- navigate technical aspects, comprehend compliance necessities.
- and devise implementation strategies within a business context.

## COURSE OUTLINE

8.30am Registration

9.00am **Module 1 - Introduction to electronic invoicing**

- About electronic invoices
- Latest developments and key trends
- Benefits of adopting electronic invoicing
- Transaction type
- Scenarios and types of electronic invoices
- Electronic invoicing implementation timetable
- Implement exemptions for electronic invoicing
- E-invoicing overview workflow
- Electronic invoice modeling
- Electronic Invoicing Guide

10.00am Morning Break

10.15pm **Module 2 - Modeling electronic invoicing through the MyInvois portal**

- Pre-Submission - Electronic Invoice Submission Requirements
- Step 1 - Create and Submit
- Step 2 - Electronic Invoice Verification
- Step 3 - Notification
- Step 4 - Share electronic invoice
- Steps 5, 6 and 7 - Decline or Cancel
- Step 8 - Store electronic invoice
- Step 9 - Provide reporting and dashboard services to taxpayers

**Module 3 - Electronic Invoicing Model via API**

- Pre-Submission - Electronic Invoice Submission Requirements
- Step 1 - Submit
- Step 2 - Electronic Invoice Verification
- Step 3 - Notification

- Step 4 - Share electronic invoice
- Steps 5, 6 and 7 - Decline and Cancel
- Step 8 - Store electronic invoice
- Step 9 - Provide reporting and dashboard services to taxpayers
- Software Development Kit (SDK)

**Module 4 - Understanding electronic invoicing transaction changes**

- Transactions with buyers
- Periodic statements or bills
- Payment or reimbursement
- Employment allowances and benefits
- Certain expenses incurred by employees on behalf of their employer
- Self-billing electronic invoices
- Transactions involving monetary payments to agents, dealers or distributors
- Cross-border transactions
- Profit distribution
- Overseas income
- exchange rate

1.00pm Lunch

**Module 5 - Managing the risks of electronic invoicing, tax audits, data security and privacy monitoring**

- Electronic Invoicing: Prepare for Digital Reporting
- Manage risk and tax audits
- What are the significant risks that companies need to consider when implementing electronic invoicing?
- What parts of business operations need to work together to ensure seamless management of electronic invoices?

- What expanded/new internal controls need to be implemented to reduce organizational compliance risk?
- How to use technology to manage and comply with new requirements and anticipate the tax risks posed by electronic invoicing

#### **Module 6 - Assessing readiness for electronic invoicing**

- Impact on people, resources and processes
- Electronic invoicing: strategic and operational implications
- Example of e-invoicing strategy
- Key considerations when implementing e-invoicing
- Before and after implementation of electronic invoice system

#### **Module 7 - Tax Compliance in the Digital Era** An in-depth look at Malaysia's new Chapters 82B and 82C

- Finance (No. 2) Bill, 2023 introduces new Sections 82B and 82C
- Section 82B Liability to provide information and documents to determine taxable income and tax payable
- Section 82C Duty to issue electronic invoices
- Overview and tax implications of Sections 82B and 82C
- Unit 8 - Impact
- Impact on small and medium-sized industries
- Tax compliance
- Tax audit
- Data collection
- Additional manpower
- System (software/hardware) upgrade
- Unit 9 - Frequently Asked Questions
- Industry FAQs

4.45pm **Q & A Session**

5.00pm **End of Training**

## **TRAINER PROFILE**

Winnie Liao is currently the General Manager for CAF Solutions PLT. She started her career as a corporate manager in 2000. With an engaging character and charismatic personality, she is considered by many as one of the experience corporate trainer. To date, she has conducted training programs for local and government organizations throughout Malaysia and has changed many through her unique and encouraging approach focusing on breakthroughs towards excellence. Prior to this, Winnie Liao had served with the Cosmopoint Sdn Bhd (Kuantan Branch) as a Corporate Marketing Manager for 5 years and 3 years with Interaktif Jasa Sdn. Bhd. Her passionate and experience gained from the former well-known information technology institute making an extra point in bridging the gap between personal renown and thousands of organizations in world. Never ever give up follow the rapid changing environment also giving an impressive impact to her in the growing digital environment. Helping and cultivating meticulous digital skills and knowledge in every class or session given has excelled a big picture to all learners and is a milestone which she believes is today's market people searching for. The teaching subjects cover computer software application, Graphic Design and other concerned titles. She holds a TTT certification as a trainer by HRDC Malaysia. She started her teaching career in 2009 where she taught various types of soft skills such as Interpersonal and Work Communication Skills, Corporate Grooming and Office Etiquette and many more. Being an experienced trainer for Interpersonal & Communication skills, with qualifications and practical abilities, besides Winnie also involve in teaching Accounting course which had the excellent result in Principles of Accounting Management and Financial Analysis during studied in UKM and own researches to come out the qualified training manual for our learners such as lecturers when attached with Bersama Dinamik organization. She also proves to be an excellent choice for organizing events, which involves members of the well-known event organizer in tourism and hospitality, which are not only time - consuming but very detailed and sensitive. With learners, life has been a part of enjoying and together exploring adventure paths that will never lead to ending line. Her vast working experience enable her to equip herself with multi-skills and knowledge, her core soft skills programs also inclusive of Effective Leadership Skills, Effective Human Resource Management, Team Building, Lean 6S, E invoice: Overview, Compliance and Implementation Strategy, Occupational First Aid and CPR, Safety: Occupational Safety and Health Awareness, Microsoft Office 2019 Programme.

# REGISTRATION FORM



## Billing Details

Organization				
Address				
Contact person		Designation		
Office Tel		Mobile	Email	

## Method of Payment

Enclosed cheque no \_\_\_\_\_ For the sum of RM \_\_\_\_\_

Payable to "CAF Solutions PLT (Maybank: 501105414100)"

- Registration is based on first come first served. Only fully completed registrations will be processed.
- The reservation is confirmed either through full payment or with the HRDCorp claimable course application with the confirmed reference number.

## Terms and Conditions

- Course fees are non-refundable once a reservation has been confirmed. No refunds will be given for cancellations or withdrawals. Additionally, unpaid registrations that are cancelled will still be responsible for the full payment of the course fees.
- Registration is based on first come first served. Only fully completed registrations will be processed. The reservation is confirmed either through full payment or with the HRDCorp claimable course application with the confirmed reference number.

## Course Details

Course Scheme: HRDCorp Claimable Course

Course Type: Public

## Participant Details (Please fill in block letter)

No	Full name <small>(Certificate of Attendance will be printed according to this name)</small>	Mobile	Email	Claiming HRDF (Y/N)
1.				
2.				
3.				

NOTE: SCAN THIS REGISTRATION FORM AND PAYMENT SLIP AND EMAIL TO [info@cafsolutionsplt.com](mailto:info@cafsolutionsplt.com) OR WHATSAPP TO 019-7865123.

## Registration / Enquiry

Winnie Liao (019-7865123) or email to [info@cafsolutionsplt.com](mailto:info@cafsolutionsplt.com)