PROGRESS LINK
TRAINING & CONSULTANCY SDN BHD

E-Invoicing
Strategic Implementation Workshop

HRD Corp registered training program ID: 10001517843

From Planning to Execution

HRDCORP CLAIMABLE
HRD CORP CLAIMABLE
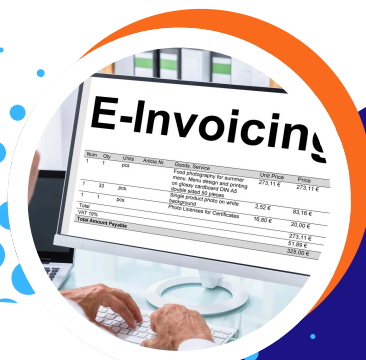
Remote Online Training
(via ZOOM)

E-Invoicing

16 APR 2025 (WED)

9:00 AM– 5:00 PM

ONLINE VIA ZOOM

LHDN MALAYSIA
E-INVOICE READY

Register Now!

🌐 www.progresslink.com.my

"*A Strategic Approach to Seamless Implementation* "

Course Overview

The Inland Revenue Board of Malaysia (IRB) has announced the phased implementation of e-Invoicing, set to commence in August 2024. IRB has issued comprehensive mandatory guidelines detailing key compliance requirements and a step-by-step adoption framework.

E-invoicing is mandatory for all taxpayers conducting commercial activities in Malaysia, covering both domestic and international transactions. The mandate applies to business-to-business (B2B), business-to-consumer (B2C), and business-to-government (B2G) transactions, ensuring a standardised and efficient invoicing ecosystem across sectors.

The implementation timeline is structured to accommodate businesses of varying sizes. Organizations with an annual turnover exceeding RM100 million must comply by August 1, 2024. Those generating between RM25 million and RM100 million must transition by January 1, 2025, with an extended deadline until February 1, 2025. Full compliance becomes mandatory for all remaining businesses by July 1, 2025.

Beyond the technical deployment, e-invoicing introduces fundamental shifts in business operations, impacting workflows, financial reporting, and compliance structures. Organisations must address the challenges of data accuracy, system integration, and regulatory adherence while ensuring seamless adoption across their operational framework. The transition demands a strategic approach encompassing technology adaptation, process reengineering, and workforce readiness to meet compliance obligations efficiently.

This one-day workshop provides a comprehensive and practical understanding of e-invoicing implementation and its impact on business operations. Participants will gain insights into technical, procedural, and regulatory requirements, as well as strategies for integrating e-invoicing into existing accounting systems. The session covers compliance frameworks, data validation techniques, integration models, and best practices for ensuring a smooth transition.

By the end of this workshop, participants will be equipped with the knowledge, tools, and strategies necessary to implement e-invoicing effectively, minimising disruption while ensuring compliance with Malaysia's evolving digital tax framework.

Outcome Measurement
Stakeholder Education
Knowledge Transfer

Learning Outcomes

By the end of this workshop, participants will be able to:

√ Gain a thorough understanding of Malaysia's e-Invoicing regulations, including key compliance requirements, implementation timelines, and entities subject to the mandate.

√ Identify the objectives, benefits, and challenges of e-Invoicing while understanding its impact on business operations, financial reporting, and regulatory compliance.

√ Assess available e-Invoicing platforms, determine the most suitable option, and configure it for seamless integration with existing accounting systems.

√ Develop expertise in e-Invoice types, workflows, mandatory data fields, and step-by-step submission processes to ensure compliance and efficiency.

√ Evaluate diverse transaction scenarios, including periodic billing, self-billed invoices, cross-border transactions, profit distribution, and e-commerce transactions, to apply appropriate e-Invoicing practices.

√ Implement best practices for data validation and accuracy while ensuring adherence to regulatory requirements to minimize errors and avoid penalties.

√ Design a structured departmental rollout plan that facilitates a smooth transition with minimal business disruption.

√ Clarify misconceptions, troubleshoot integration challenges, and apply problem-solving strategies for effective e-Invoicing adoption
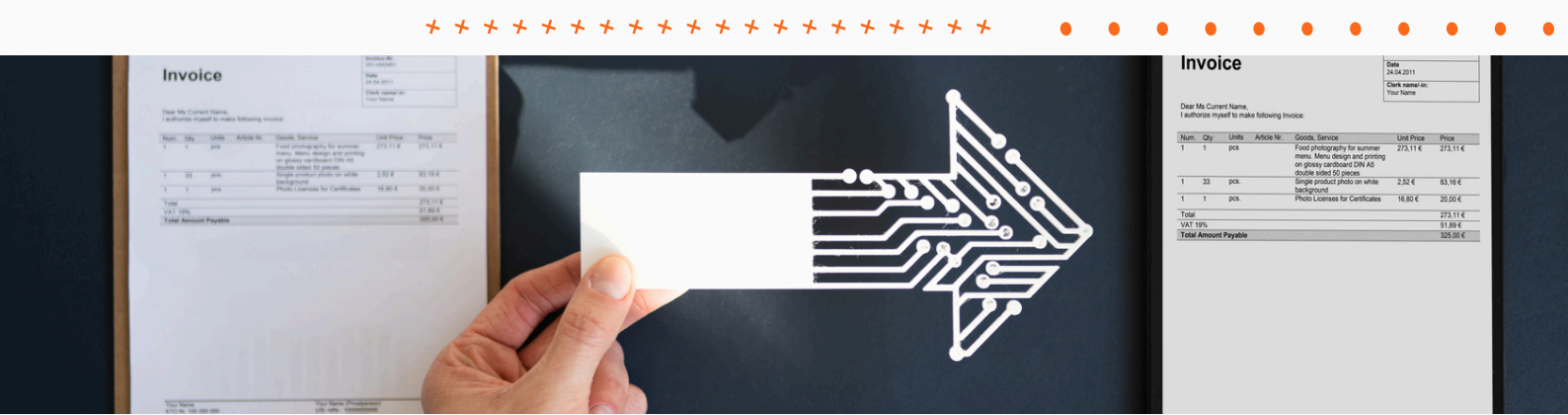
Course Benefits

This training enhances business accounting processes by transforming e-Invoicing into a strategic asset beyond mere compliance. It strengthens accounting accuracy, ensures seamless regulatory adherence, and optimizes workflow efficiency. By streamlining implementation, it minimizes disruptions, mitigates errors, and reduces penalty risks, enabling businesses to operate smoothly while staying ahead of evolving tax regulations.

Who Should Attend?

This training is essential for finance, accounting, and tax personnel, as well as IT and compliance teams within organizations responsible for implementing e-Invoicing. It is crucial for decision-makers and operational staff overseeing financial reporting, compliance, and system integration to ensure a seamless transition with minimal disruption.

Training Methodology

This training uses expert-led presentations, case studies, hands-on exercises, and group discussions. Real-world scenarios, live demonstrations, and Q&A sessions enhance understanding, while guided workshops equip participants with practical strategies for seamless implementation and compliance within their organisations.

Training Preparation

Participants must ensure they have a laptop or computer equipped with a camera, microphone, and speakers, along with a stable internet connection for this online session conducted via Zoom.

Training Duration

Full 1 day training (9:00 am-5:00 pm)

HRD Corp Registered Program ID Nos

10001517843

Public Program Course Fee

Single Registration – RM 650.00 nett per participant
Group Registration – RM 500.00 nett per participant
(For 4 participants or more from the same organisation)

(The fee covers training materials, supplementary notes, a detailed training report with assessment and a Certificate of Completion)

In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at sales@progresslink.com.my

or to speak to our Sales Consultant at +604- 297 6881 or 011-1289 6881

For public program schedules, please visit our website: www.progresslink.com.my/events/

Register
TODAY

TRAINING FEES ARE ELIGIBLE FOR
HRD CORP CLAIMABLE COURSE SCHEME.

PROGRESS LINK TRAINING & CONSULTANCY SDN BHD (880988-H)
Address: C-3-1, Vantage Desiran Tanjung, Jalan Tanjung Tokong,
10470 Tanjung Tokong, Penang, Malaysia.
Tel : +6 04- 297 6881 Fax : +6 04- 297 6882
Email: sales@progresslink.com.my
Website: www.progresslink.com.my

COURSE MODULE

CORE PRINCIPLES OF E-INVOICING IN MALAYSIA
- Introduction to Malaysia's tax reporting framework
- Entities covered by E-Invoicing regulations
- Overview components of e-invoicing, timeline and threshold
- E-invoicing objectives, benefits, challenges, and its impact on businesses.

PREPARATION AND COMPLIANCE STRATEGY
- Options of e-invoicing system for data integration
- Choosing the right e-Invoicing system
- Departmental implementation
- System configuration for seamless integration with existing platforms.
- E-invoice types
- E-invoice workflow
- Mandatory data field required for e-invoice
- Scenario analysis

VARIOUS TRANSACTIONS SCENARIOS
- Periodic issuance of statements or bills
- Self-billed e-Invoices
- Employment-related benefits and perquisites
- Profit distribution, including dividends
- Employee-incurred expenses on behalf of the employer
- Disbursement and reimbursement transactions
- E-commerce transactions
- Payments to agents, dealers, or distributors (monetary or non-monetary)
- Cross-border transactions and foreign income
- Currency exchange considerations

OTHER CONSIDERATIONS
- Some common queries/ misconception
- Question & Answers (Q&A)

PROGRESS LINK

REGISTRATION FORM

E-INVOICING STRATEGIC IMPLEMENTATION WORKSHOP
16th April 2025 (Wed)

The Manager
PROGRESS LINK TRAINING & CONSULTANCY SDN BHD
C-3-1, Vantage Desiran Tanjung, Tanjung Tokong, 10470 Tanjung Tokong, Penang, Malaysia.
Tel: 04-297 6881; Fax: 04-297 6882
Email: sales@progresslink.com.my

Dear Sir/Madam,

Please register the following participant(s) for this program as follows:-

Course Title: <u>E-INVOICING STRATEGIC IMPLEMENTATION WORKSHOP</u>

Date: <u>16th April 2025</u>   Venue: <u>REMOTE ONLINE TRAINING VIA ZOOM</u>

Registration (Please tick (✔) accordingly)

☐ Single registration (1 x participant) = RM650.00   ☐ 2 x participants = RM1,300.00   ☐ 3 x participants = RM1950.00

☐ Group registration discount (Minimum 4 participants or more from the same organisation)

   No. of participants   _____ x RM 500.00 per pax = Total RM _____

Payment Method (Please tick (✔) accordingly)

☐ Claims under the HRD Corp Claimable Courses scheme. (Program ID: 10001517843 - Remote Online Training - Public)

☐ Enclosed cheque nos. _____ being payment made in favour of "**PROGRESS LINK TRAINING & CONSULTANCY SDN BHD**"

☐ Online transfer / Direct bank-in to **PUBLIC BANK BERHAD** account number **3194 100 708** *(please email us the bank-in slip)*

Requested by:

Name: _____

Designation: _____

Email: _____

Company name: _____

Address: _____

               _____

Tel No.:   _____ Mobile No: _____Fax No.: _____

Signature: _____

Date: _____

Company Stamp

Terms & Conditions:-
Kindly forward the payment to us at least one week before the commencement of the program. A completed registration form submitted by fax, mailed, or e-mailed to Progress Link & Consultancy Sdn Bhd would be confirmed. All cancellations must be made in writing. There will be no charge for cancellations received 14 or more working days before the start of the program. Cancellation received between 7 – 13 working days before the start of the program is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the program is subject to a full 100% cancellation fee of the course fees. If the full course fees are payable if the participant fails to attend the program. However, a replacement may be accepted at no additional cost, subject to approval. Progress Link Training & Consultancy Sdn Bhd reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes. Should the program be cancelled or postponed, Progress Link Training & Consultancy Sdn Bhd is not responsible for covering airfare, hotel, other travel costs, or any additional costs incurred by the participants.

1. Participant Name :

_____

IC or Passport No :

_____

Designation :   **Mobile No:**

_____

Email address :

_____

2. Participant Name :

_____

IC or Passport No :

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Designation :   **Mobile No:**

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Email address :

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3. Participant Name :

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IC or Passport No :

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Designation :   **Mobile No:**

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Email address :

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4. Participant Name :

_____

IC or Passport No :

_____

Designation :   **Mobile No:**

_____

Email address :

_____

5. Participant Name :

_____

IC or Passport No :

_____

Designation :   **Mobile No:**

_____

Email address :

(If there are more participants, please attach a separate list)