Malaysia E-Invoicing

INTRODUCTION

This course is designed to provide you with a comprehensive understanding of e-invoicing, its significance, and how it is implemented in Malaysia. We'll cover both the theoretical aspects and the practical steps necessary for effective implementation.

Learning objective:

Objectives of this course is to:

1. Understand the basics of e-invoicing and its regulatory framework in Malaysia.
2. Recognize the benefits and challenges of e-invoicing.
3. Learn the steps to implement e-invoicing in your organization.
4. Navigate and use e-invoicing software effectively.
5. Ensure compliance with Malaysian regulations and standards.

LEARNING OUTCOME

By the end of this one-day training course, participants will be able to:

- **Comprehend the Fundamentals of e-Invoicing**

- Understand what e-invoicing is and how it differs from traditional invoicing methods.
- Recognize the key components and elements of an e-invoice.

- **Understand the Regulatory Framework in Malaysia**

- Gain knowledge of the current regulatory requirements and guidelines for e-invoicing in Malaysia.
- Identify the relevant authorities and legislation governing e-invoicing practices.

- **Identify the Benefits and Challenges of e-Invoicing**

- Articulate the primary benefits of implementing e-invoicing, including cost savings, efficiency, and accuracy.
- Discuss common challenges and barriers to e-invoicing adoption and strategies to overcome them.

- **Ensure Compliance with Malaysian Regulations**

- Apply best practices to ensure compliance with Malaysian e-invoicing standards and requirements.
- Understand the audit and documentation requirements for maintaining compliance.

- **Engage in Interactive Case Studies and Practical Exercises**

- Participate in hands-on exercises and case studies to reinforce learning and apply concepts in real-world scenarios.
- Collaborate with peers to share experiences and best practices in e-invoicing.

Target Audience:

- **SME Business Owners** - who are considering or currently transitioning to digital invoicing systems.
- **Entrepreneur / E-Commerce / Traders / Agents /Dealers / Distributors /**
- **All Manager - Financial / HR/ Sales / Procurement / IT / Admin**
- **All Staff that making the deal of transaction - HR/ Sales / Procurement / IT / Admin / Sales Support**
- **All Staff that purchase or expense on behalf of the employer**
- **All Individual that doing business – SOHO / Freelancer /micro-entrepreneur / mini-entrepreneur**
- **IT Professionals -** IT Facilitator / IT Support / System admin
- **Consultants** and **Advisors** who assist SMEs with digital transformation strategies.

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Programme Outline

9:00am ~ 9:30am **Ice Breaking and background / industry understanding of participants**

9:30am ~ 10:00am **SESSION 1 E-Invoicing Model in Malaysia**

- Budget 2024 and latest E-Invoice updates
- Cost and Benefits Analysis for E-Invoicing implementation
- IRBM E-invoice Guideline walk through
- Pre-requirement for e-Invoice era

10:00am ~ 10:30am **SESSION 2 The Essentials about E-Invoicing in Malaysia**

- Definition of E-Invoice
- 4 Scenario in B2C / Retailer Business Module

10:30am ~ 10:45am **SESSION BREAK**

10:45am ~ 12:30pm **SESSION 2 (…. continue …)**

- Introduction of 3 type of E-Invoices
  - ❑ Standard E-Invoices
  - ❑ Consolidated E-Invoices
  - ❑ Self-Billed E-Invoices

12:30am ~ 01:30pm **LUNCH BREAK**

1:30pm ~ 03:00pm **SESSION 3 Special Guidelines of E-Invoicing**

- Disbursement & Reimbursement
- Employment Perquisites
- Employee's Claim
- Self-Billed E-Invoice

3:00pm ~ 3:30pm **Classroom Activity**

3:30pm ~ 3:45pm **SESSION BREAK**

3:45pm ~ 4:20pm **SESSION 4 Software Development Kit**

- API Overview and Software Development Kit
- Contents that are related to end-user instead of application developer
- Business Rules validation that accounting Personnel must aware

4:20pm ~ 4:40pm **SESSION 4 Brief on Preparation needed for E-Invoicing Implementation**

- Preparing for the E-invoice
- Gap Assessment analysis
- The impact of E-Invoicing and Tax Implications

4:40pm ~ 5:00pm **Q & A /** Recap of key topics covered

- Final Q&A session
- Feedback and evaluation
- Certificates of completion

Methodology for Coaching:

- Interactive Lectures: Presentations with visual aids to explain concepts and processes.

- **Q&A Sessions**: Ample time for participants to ask questions and get detailed answers.

- **Feedback Mechanisms:** Continuous feedback throughout the workshop to adapt the session to participants' needs.