E-INVOICING IMPLEMENTATION FOR SMES IN MALAYSIA

HRD Corp Claimable Courses

Duration: 1 day

Time: 9.00am to 5.00pm

INTRODUCTION

To help Malaysian Small and Medium Enterprises (SMEs) prepare for the LHDN's mandatory e-Invoicing initiative, this training is tailored specifically for SMEs with annual revenue exceeding RM500,000 and up to RM5 million, who will be required to implement e-Invoicing starting from 1 January 2026 onwards. Although the nationwide e-Invoicing mandate began on 1 August 2024 for larger businesses, this course is designed to give SMEs an early head start in understanding the requirements, minimizing disruption, and ensuring smooth and cost-effective compliance when their implementation date arrives.

LEARNING OBJECTIVE

THIS COURSE IS DESIGNED SPECIFICALLY FOR SMES, PROVIDING STEP-BY-STEP GUIDANCE TO:

- UNDERSTAND E-INVOICING REQUIREMENTS RELEVANT TO SME OPERATIONS.
- PREPARE FOR E-INVOICING IMPLEMENTATION IN A COST-EFFECTIVE, MANAGEABLE WAY.
- LEARN TO GENERATE, VALIDATE, AND SUBMIT E-INVOICES VIA MYINVOIS PORTAL.
- UNDERSTAND COMMON CHALLENGES SMES MAY FACE AND HOW TO OVERCOME THEM.
- EQUIP KEY PERSONNEL WITH THE KNOWLEDGE NEEDED TO ENSURE SMOOTH COMPLIANCE.

WHO SHOULD ATTEND?

- Ideal for SME business owners, finance teams, and operations staff:
- Sole proprietors, partnerships, and Sdn Bhd companies
- Business owners, directors, and decision-makers
- Accounting, finance, and administrative staff
- Anyone tasked with preparing and submitting e-Invoices.

PROGRAM OUTLINE

MODULE 1: UNDERSTANDING E-INVOICING FOR SMES What is e-Invoicing and why is it mandatory?

- LHDN e-Invoicing timeline and grace period for SMEs.
- Common misconceptions and mistakes to avoid.
- Types of e-Invoices applicable to SMEs (B2B, B2C, B2G, self-billed)
- Covered and exempted transactions for typical SME sectors.
- Scenarios where e-Invoicing is not needed.
- Introduction to LHDN's pre-clearance model.
- Key required invoice fields for SME-compliant submissions.
- How to deal with customers who don't provide TIN.

MODULE 2: STEP-BY-STEP SUBMISSION VIA MYINVOIS PORTAL

- How SMEs can submit e-Invoices without expensive software.
- Overview of 55 data fields – which one's matter for SMEs?
- Buyer details and transaction input requirements.
- File formats: JSON and MyInvois-friendly uploads.
- Hands-on: Simulate a submission via MyInvois Portal.
- How to validate, correct, and track invoice status.
- Troubleshooting common SME errors.
- Live Q&A and review questions.

MODULE 3: SPECIAL SCENARIOS RELEVANT TO SMES

- Issuing e-Invoices to individual consumers (B2C)
- Consolidated e-invoices: When and how SMEs can use them.
- Who is not allowed to issue consolidated e-invoices?
- Dealing with file size limits and system limitations.
- Employee perquisites and benefits and reimbursable claims and E-invoicing.
- When do SMEs need to issue self-billed e-invoices?
- How SMEs handle cross border transactions with foreign suppliers.
- How SMEs handle self-billed invoices (import/export, freelance contractors, agents)
- How do SME merchants and purchasers deal with e-commerce platforms.
- Checklist for SME readiness – what you need before July 2026.
- Live Q&A and review questions.

METHODOLOGY

- Simple, practical lectures using SME-friendly examples.
- Group discussion and peer sharing.
- Live demo of MyInvois Portal usage.
- Practical review exercises and checklists.

TRAINER'S PROFILE

GERALD PERIES
(BSc. Finance MSc. Administration)

GERALD PERIES received his Master's in Business Administration and Bachelor of Science Degree in Finance from Southern Illinois University, U.S.A. Gerald has over 12 years' experience in training and lecturing for various business organisation and private colleges.

His areas of expertise are in Finance and Accounting. Gerald combines a wide range of practical and hands-on training experience in a challenging and interactive environment. At present he regularly conducts training programs on effective cash flow management, investment decision making, costing skills, fundamentals of financial accounting and accounting for non-accounting staff. He is also actively involved in lecturing on several M.B.A. and Degree programs, affiliated with Edith Cowan University, University of Ballarat, University of Sunderland, Northumbria University and several other universities.

Prior to this, he served as a Finance Manager for a large engineering company for several years where he was responsible for making investment, costing financing and working capital decisions.

His specific duty among others was:- Evaluating the viability of long-term projects and making appropriate recommendations to the board of directors.

Costing for Projects Sourcing for appropriate financing upon approval of projects Preparing the budgets for projects, ensuring compliance and investigating any deviations Managing the day to day running of the finance department.

PARTICIPATION REGISTRATION & FEE

To register and to obtain the latest participation fees either for Public Training or In-House Training Series, please email to marketing department at mytrain2@mytrainingmalaysia.com

Registration via online can be done thru our website at www.eliteedge.com.my

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