

LHDN E-Invoice Tutorial ↗

Senang Akaun E-Invoicing Tutorial

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Gold-Cheers Holding Sdn. Bhd

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01 Registering Business Owner in Myinvois Portal for E-Invoice Submission

Introduction

To comply with LHDN's latest e-Invoicing requirements, sole proprietors must first be officially recognized as the owner of their business through the MyTax Portal. This step is essential for those who plan to submit e-Invoices using their Business Registration Number (BRN).

During this process, your personal Tax Identification Number (TIN) (which begins with IG) will be linked to your registered business. You'll be required to provide:

- Type of Registration Number: BRN
- Registration Number: Your business's SSM registration number
- TIN: Your personal tax number

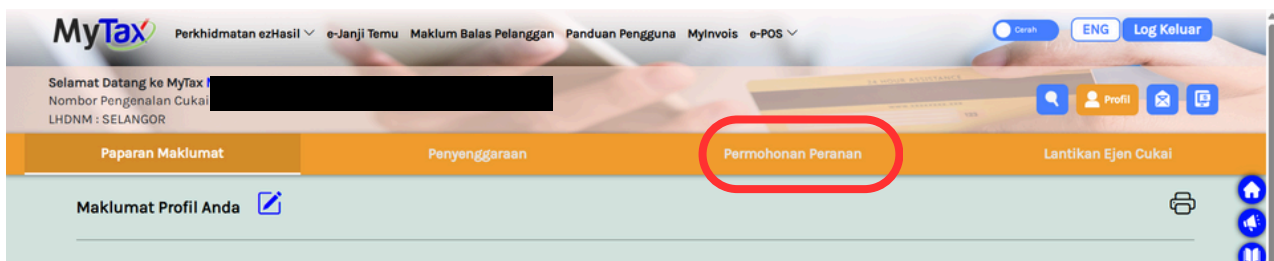
01 Go to <https://mytax.hasil.gov.my> and sign in using your MyTax credentials. If you haven't registered as a Business Owner yet, the Role Selection will display only "Individual".



02 Click the '**Profile**' icon located at the top-right corner of the page. This will take you to the section where you can apply for the Business Owner role and view your personal profile details.



03 Click on the **third tab** titled '**Role Application**' or '**Permohonan Peranan**' to begin the registration process.



04 Complete the Application Form

- Select '**New Application**' to start.
- Under '**Type of Role**', choose '**Business Owner**'.
- Provide your personal **Tax Identification Number (TIN)**.
- Use the '**Upload**' button to submit a copy of your **business registration certificate**. If this is unavailable, you may upload your **NRIC** instead.
- Check the **acknowledgment box** to verify that the information provided is correct.
- Finally, click '**Submit**' to complete the application.

The screenshot displays the 'Role Application' form. At the top, there are four tabs: 'Information Display', 'Maintenance', 'Role Application', and 'Appoint a Tax Agent'. The 'Role Application' tab is active. Below the tabs, there's a heading 'Role Application' followed by instructions: 'Please select Application Type, Role Type and Enter Application Information and Supporting Documents. Click Submit.' The form is divided into two main sections: 'Enter the Following Information.' and 'Supporting document'. In the first section, there are dropdown menus for 'Type of Application' (set to 'New Application') and 'Type of Role' (set to 'Business Owner'), followed by a text input field for 'Tax Identification Number (TIN)'. In the second section, there's an 'Upload' button and a note: 'List of documents to be uploaded. Documents uploaded should not exceed 2Mb. Format : *.jpg, *.png, and *.pdf.' At the bottom, there's a checkbox for acknowledgment: 'I hereby acknowledge that this role application contains true, complete and correct information as required under the Income Tax Act 1967'.

- 05 Once you've completed the digital signing, a confirmation message will appear. You'll also receive an email with the result of your application. If it's approved, the **'Business Owner'** role will be available in the **Role Selection** menu on your MyTax dashboard.

02 Adding Senang Akaun as intermediary in Myinvois Portal

Introduction

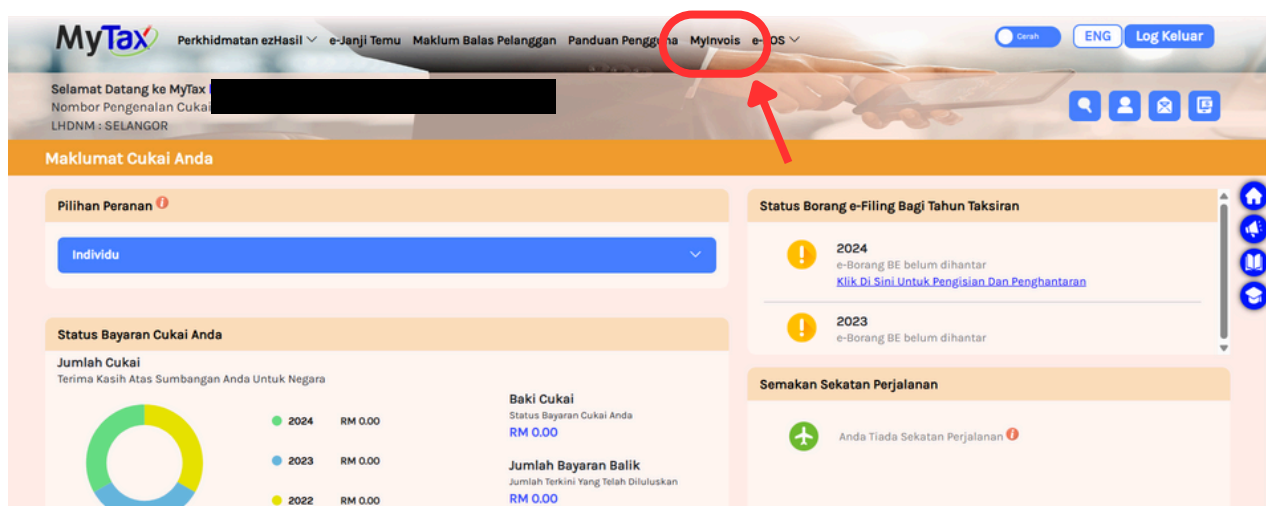
To comply with LHDN's e-Invoicing requirements, businesses that want to send e-Invoices using Senang Akaun must first authorize the system as their intermediary through the MyInvois Portal. This step enables Senang Akaun to submit e-Invoices directly to LHDN on your behalf.

This guide walks you through the process of accessing your Taxpayer profile and adding Senang Akaun's intermediary details within your MyInvois Portal account.

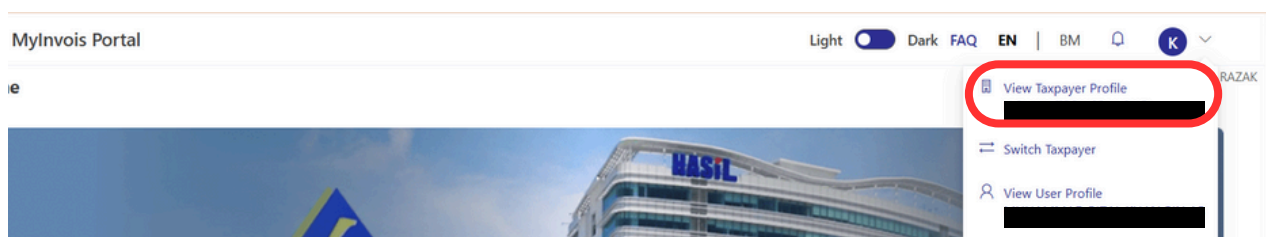
Follow the steps below to complete the setup smoothly.

- 01 Log in to your **Mytax Portal** at <https://mytax.hasil.gov.my/>.

- 02 Click 'MyInvois' at the top menu, and you will be redirect to MyInvois Portal



- 03 On the top-right corner, click the profile dropdown and select **'View Taxpayer Profile'**.



- 04 On the **Taxpayer Profile** page, scroll down to the **Representatives** section, select the '**Intermediaries**' tab and click '**Add Intermediary**' to proceed.

The screenshot shows the 'Taxpayer Profile' page with a sidebar on the left containing 'User Profile', 'Taxpayer Profile', 'Privacy Policy', and 'Terms and Conditions'. The main content area has two tabs: 'Intermediary' and 'Representatives'. Under 'Representatives', there are three sub-tabs: 'User', 'ERP', and 'Intermediaries'. The 'Intermediaries' sub-tab is active, showing a table with columns: 'Name', 'TIN', 'BRN', 'Appointed Date From - To Foreign Company', 'Peppol Supported', and 'Status'. A red circle highlights the 'Add Intermediary' button in the top right corner of the 'Intermediaries' sub-tab, with a red arrow pointing to it. The 'Intermediary' tab at the top of the page has toggle switches for 'Register as Intermediary', 'Is Foreigner Company', and 'Is Peppol Supported', all of which are currently turned off. The 'Intermediary Status' is set to 'Active'.

- 05 On the Add Intermediary pop-up, fill in Senang Akaun's details in the relevant fields, including the **TIN, BRN, and Company Name**.

You may refer to the information below when completing the form:

- TIN : **C4850443020**
- BRN : **198801000293**
- NAME : **GOLD-CHEERS HOLDING (M) SDN BHD**

The screenshot shows the 'Add Intermediary' pop-up form. It has a title bar with a close button. The form contains the following fields: 'TIN *' (with a hint icon), 'BRN *', 'Taxpayer Name *', and a captcha field labeled '8 x W3 j 8 C' with 'Enter Captcha Value' text. There are also checkboxes for 'Is Foreign Company', 'Is Peppol Supported', and a 'Status' field. A search icon is located to the right of the captcha field. At the bottom right, there is a 'Continue' button. The background shows the 'Taxpayer Profile' page with the 'Intermediaries' tab selected.

- After filling in the information, click the search icon, and then click "Continue".

- 06 Adjust the "**Representation From**" and "**Representation To**" fields to specify the time frame during which Senang Akaun is authorized to act as your intermediary.

Note: You may choose a representation period of up to 5 years.

Use the **permission toggle buttons** to grant access based on your preferences. These permissions determine what actions the intermediary can perform on your

behalf in the MyInvois Portal.

Once everything is set, click **"Add Intermediary"** to complete the process.

07 You've successfully added **Senang Akaun** as your intermediary in the **MyInvois Portal**. Your account is now ready to submit e-Invoices directly to LHDN through the system.

03 Update Company Profile

Introduction

This guide will help you ensure your **company profile in Senang Akaun** is properly updated and fully aligned with the requirements for **MyInvois submissions**.

Look out for fields marked with an orange checkmark — these indicate that the required information need to be filled for LHDN e-Invoicing.

Let's begin by setting up your company profile with all the necessary details to comply with LHDN's e-Invoicing standards.

01 Log in to Senang Akaun and redirect to Company Settings

Fill in all the required field with an orange checkmark.

Company Name	Enter your business's official name as registered with the relevant authorities (e.g. SSM).
Address	Make sure your business address is up to date and matches the one registered with the authorities. This address will be displayed on your e-Invoices.

Telephone	Enter your business's official name as registered with the relevant authorities (e.g. SSM).
Company Email	Make sure your business address is up to date and matches the one registered with the authorities. This address will be displayed on your e-Invoices.
TIN	<p>Put your Tax Identification Number (TIN) issued by LHDN. Example:-</p> <p>Individual TIN: IG115002000 IG4040080091 IG56003500070</p> <p>Non-Individual TIN: (Company TIN) C20880050010 D4800990020 E91005500060 F10234567090</p>
Company Registration Number / NRIC	<ul style="list-style-type: none"> • Use Company Registration Number if you are using Non-Individual TIN, • Use NRIC if you are using Individual TIN
MSIC Code	Include your Malaysian Standard Industrial Classification (MSIC) code. This code reflects your business category or activity type, as required by LHDN for compliance.
PEPPOL EIF (Optional)	This field is to facilitates international e-Invoicing. If your company have a transaction with an e-Invoicing country, you can activate this features.

SDN BHD

Company Settings
Edit your company details

Company Name *
KISWAH TECH SDN BHD

Address *
01-03-09 SUMMERSKYE SQUARE, JALAN SUNGAI TIRAM B, 11900 BAYAN LEPAS P

City
PINANG

State
Pulau Pinang

Country
Malaysia

Zip/Post Code
86000

Telephone *
01160734852

Company Email *
syafiahfah@gmail.com

Email (From Name) *
Afham

Company Registration Number *
202401054869

MSIC Code *
70201

SST Registration No. *
NA

StoreCove Entity Id
348733

PEPPOL EIF (State code + term) (01=SSM (12-digits), 02=Selangor (5-digits), 03=Kuala Lumpur (5-digits), 04=Foreign (ISO2+up to 10 chars), 05=Sandbox, 06=Associations, 07=Statutory (2-8 chars+2-digits), 08=Local Authority (2-8 chars+2-digits))
06202401054869

Tax Number *
☐ **Use Peppol Only ***
☐

Register as peppol *
☒ **TIN Number**
C59774075050

- Once you have completed all the required fields, click **Save**.

Congratulations! Your **company profile** is now **MyInvois** ready :)

04 Update Customer Details

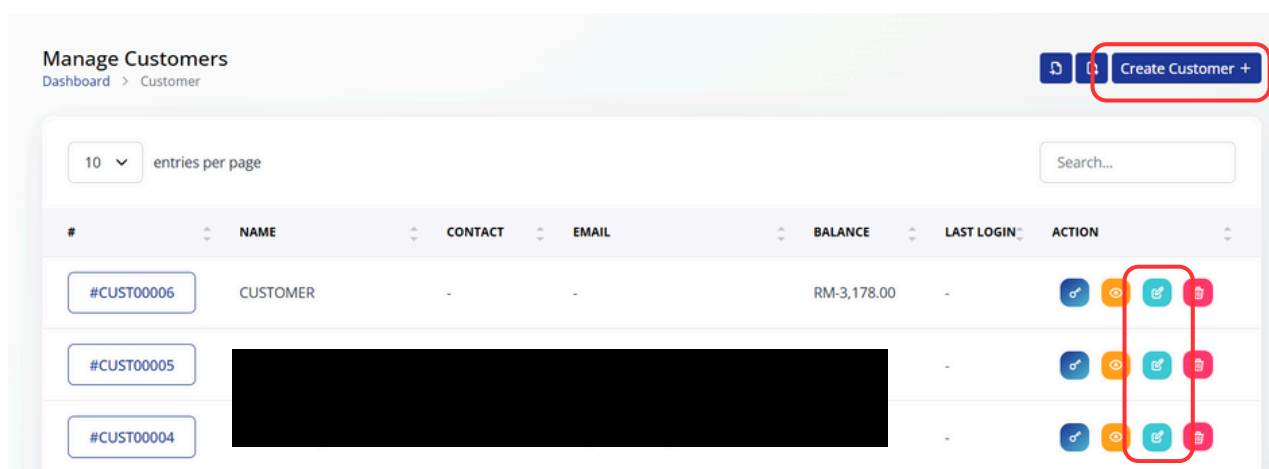
Introduction

To comply with LHDN's e-Invoicing requirements, every invoice must include valid customer information. In Senang Akaun, it's important to ensure your customer records are complete and up to date, especially if you're invoicing registered businesses.

This article will guide you through the process of updating customer profiles with the necessary details required for successful MyInvois submissions.

Let's get started by making sure each customer entry contains the essential information.

- 01 Redirect to **"Customer List"**. Click **"Create Customer"** to create new customer or click  to edit existing customer.



- 02 Fill all the orange-marked fields, which is the required information needed for e-invoicing.

Name	Enter the full name of the customer or company.
Contact	Include the customer's contact number (mobile or office).
Email	A valid email address is required. This is where e-Invoice copies may be sent.

TIN Number	Enter your customer TIN whether Individual TIN or Non-Individual TIN.
ID Type	Select one of the ID type your customer provided
BRN/Identification No.	For businesses : enter their Business Registration Number For individuals : use their NRIC or passport number
EIF/PEPPOL ID (Optional)	Fill this only if your customer is using the PEPPOL network. Enter “NA” if doesn’t have.
SST Registration No.	If your customer is registered for SST (Sales and Services Tax), enter their SST number. Enter “NA” if doesn’t have.
Billing Address	Enter the customer billing address.

Create Customer

Basic Info

Name (*)

Contact (*)

Email (*)

Password (*)

TIN Number

ID Type

BRN/Identification No.

Elf/Peppol Id*

SST Registration No.

Mandatory For SST-registrant

Billing Address

Name

Address

City

State

Zip Code

Country

Phone

- Once you have completed all the required fields, click “**Create**” or “**Update**”.

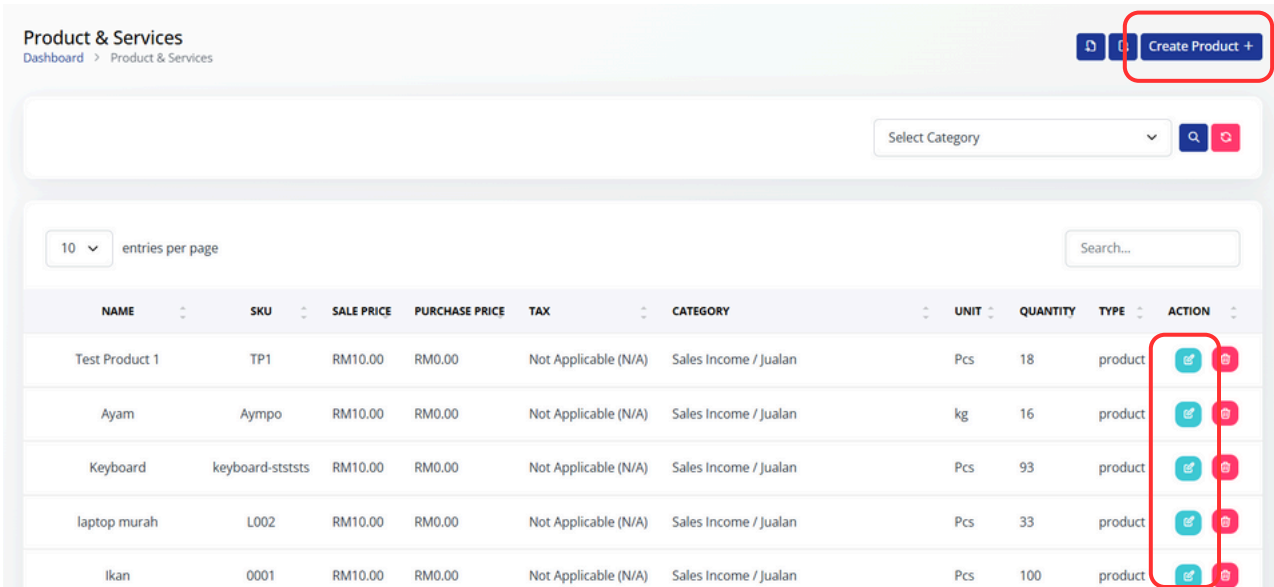
05 Update Products & Services Details

Introduction

To ensure successful e-Invoice submissions to LHDN, every product or service listed in Senang Akaun must include complete and accurate details—especially tax, classification codes, and categories.

Follow the steps below to correctly create or update your product/service list to meet MyInvois requirements.

- 01
- Redirect to “Product & Services”. Click “Create Product” to create new product or click  to edit existing product.



- 02
- Fill all the fields, which is the required information needed for e-invoicing.

- 03
- Choose “I sell this product”.

Name	Enter the name of the product or service as it should appear on the invoice.
SKU	Provide a unique stock-keeping unit (SKU) or code for internal tracking.
Description	Add a short description to clarify what the product or service includes. This helps reduce invoice rejection.

Sale Price	Insert the standard selling price of the item.
Tax	Select the applicable tax scheme (e.g., Sales Tax 6%, Tourism Tax, Not Applicable (N/A), or Exempted) based on the product's tax status.
Classification Code	Choose the appropriate code from the list provided. These codes align your product with LHDN's product/service classification .
Category	Assign the correct account category (e.g., Sales Income, Service Income, etc.) as part of your chart of accounts.
Unit	Specify the unit of measurement (e.g., piece, pcs, service). <ul style="list-style-type: none"> If the unit does not exist yet, click "Add Unit" to create one.
Type	Choose whether the entry is a Product or Service .
Stock in Hand	Enter your current inventory quantity if this is a product.

Create Product

I sell this product | I buy this product

Name* SKU*

Description

Purchase Price*

Vendor Category*

Unit* Stock in Hand*

Please add constant unit. [Add Unit](#)

Type ☒ Product ☐ Service

[Cancel](#) [Create](#)

06 Submitting E-Invoice to LHDN using Senang Akaun

Introduction

Once your customer details and product/service data are properly set up, you are now ready to submit e-Invoices to **Lembaga Hasil Dalam Negeri (LHDN)** via Senang Akaun.

This step ensures your sales comply with Malaysia's mandatory e-Invoicing regulations.

- 01 Go to the '**Money In > Sales By Invoice**' Module, Create a new invoice or select an existing one to convert to e-Invoice.

Manage Invoices
Dashboard > Invoice

Add Invoice +

INVOICE	CUSTOMER	ISSUE DATE	DUE DATE	DUE AMOUNT	STATUS	LHDN STATUS	ACTION
#SA118-INV-51	AFHAM SYAFII BIN JAMIL	Jul 17, 2025	Jul 17, 2025	RM10.00	Sent	Pending	[Icons]
#SA118-INV-50	KISWAH TECH SDN. BHD.	Jul 17, 2025	Jul 17, 2025	RM10.00	Sent	Pending	[Icons]
#SA118-INV-49	KISWAH TECH SDN. BHD.	Jul 17, 2025	Jul 17, 2025	RM10.00	Sent	Pending	[Icons]
#SA118-INV-48	KISWAH TECH SDN. BHD.	Jul 17, 2025	Jul 17, 2025	RM10.00	Sent	Pending	[Icons]

- 02 Fill in all necessary invoice details:

- **Customer:** Select the customer from the dropdown.
- **Issue Date and Due Date:** Choose the invoice dates.
- **Category:** Select the correct income category (e.g., 5000 Sales Income / Jualan).

Invoice Create
Dashboard > Invoice

Bill to
Name: MOHAMAD AFHAM SYAFII BIN JAMIL
Phone: 01160734852
Address: NO 47, JALAN MENKIBOL 3/26, TAMAN MENKIBOL
ZIP: 86000
Tax Number: IG26952905050
Location: Malaysia, Kluang, Johor.

Issue Date
21/07/2025

Due Date
21/07/2025

Invoice Number
#53

Category
5000 Sales Income / Jualan

Ref Number
[Empty field]

03 Fill in:

- **Item name**
- **Quantity**
- **Price**
- **Discount (if applicable)**

Click “+ Add Item” to add more product in the invoice.

04 Click “Create”

- Once all information is complete and verified, click the **Create** button at the bottom right.

Product & Services

+ Add item

ITEMS	QUANTITY	PRICE	DISCOUNT	TAX (%)	AMOUNT <small>BEFORE TAX & DISCOUNT</small>
Keyboard	1 Pcs	10.00 RM	0 RM	Not Applicable (N/A) (0%)	10
fdf					
Sub Total (RM)					10.00
Discount (RM)					0.00
Tax (RM)					0.00
Total Amount (RM)					10.00

Cancel

Create

05 Click on the desired **Invoice Number** or to see the invoice details and to validate E-Invoice.

Manage Invoices

Dashboard > Invoice

Date

2025-01-01 to 2025-07-21

Customer

Select Customer

Status

Select Status



INVOICE	CUSTOMER	ISSUE DATE	DUE DATE	DUE AMOUNT	STATUS	LHDN STATUS	ACTION
#SA118-INV-52	AFHAM SYAFII BIN JAMIL	Jul 21, 2025	Jul 21, 2025	RM10.00	Draft	 Pending	   
#SA118-INV-51	AFHAM SYAFII BIN JAMIL	Jul 17, 2025	Jul 17, 2025	RM10.00	Sent	 Pending	   
#SA118-INV-50	KISWAH TECH SDN. BHD.	Jul 17, 2025	Jul 17, 2025	RM10.00	Sent	 Pending	   

- 06 Notice on the **LHDN Submission** section where it show the completed required field information. Click **“Fix”** to add the information for submitting E-Invoice

Completed All Required Field

LHDN Submission

All required fields are completed for LHDN submission.

Incomplete

LHDN Submission

Missing Fields

Customer:

- Tax Number
- Registration Number

Fix

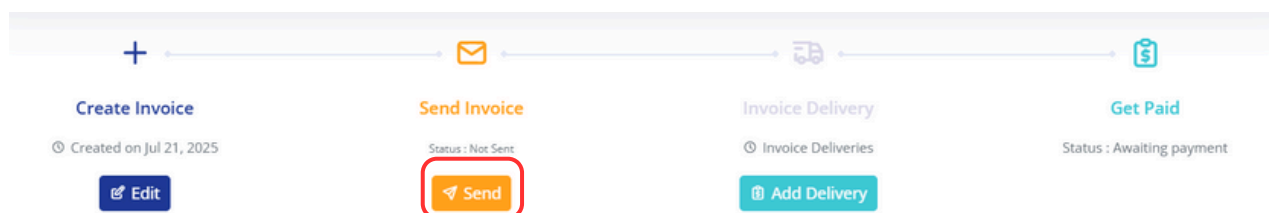
Company:

- VAT Number or GST Number

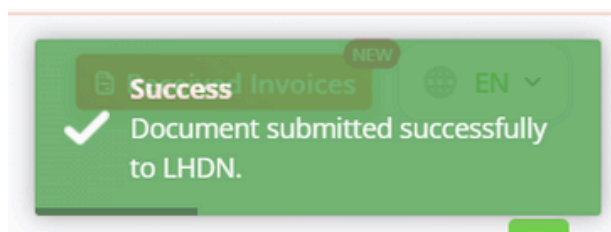
Fix

Submit to LHDN

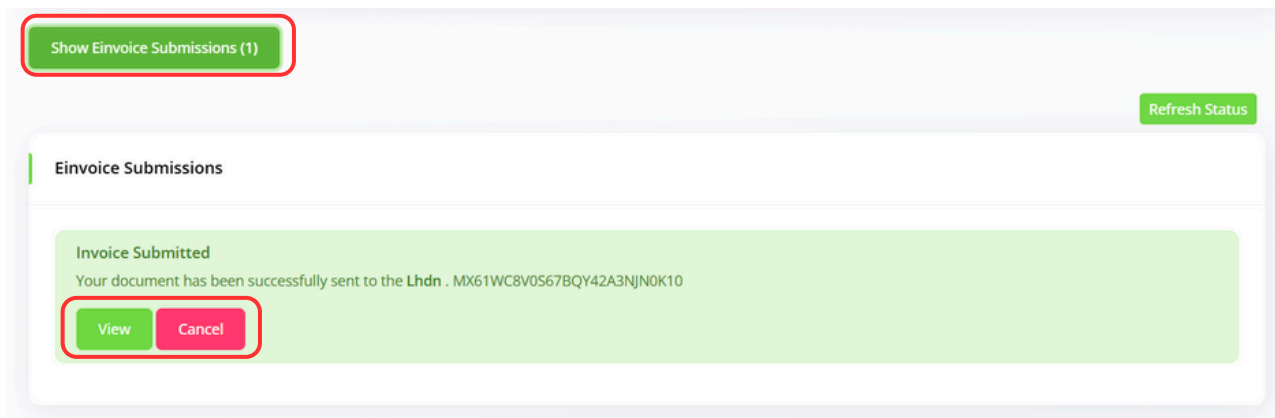
- 07 If all the required field is completed, scrolled down, Click **“Send”** the invoice first



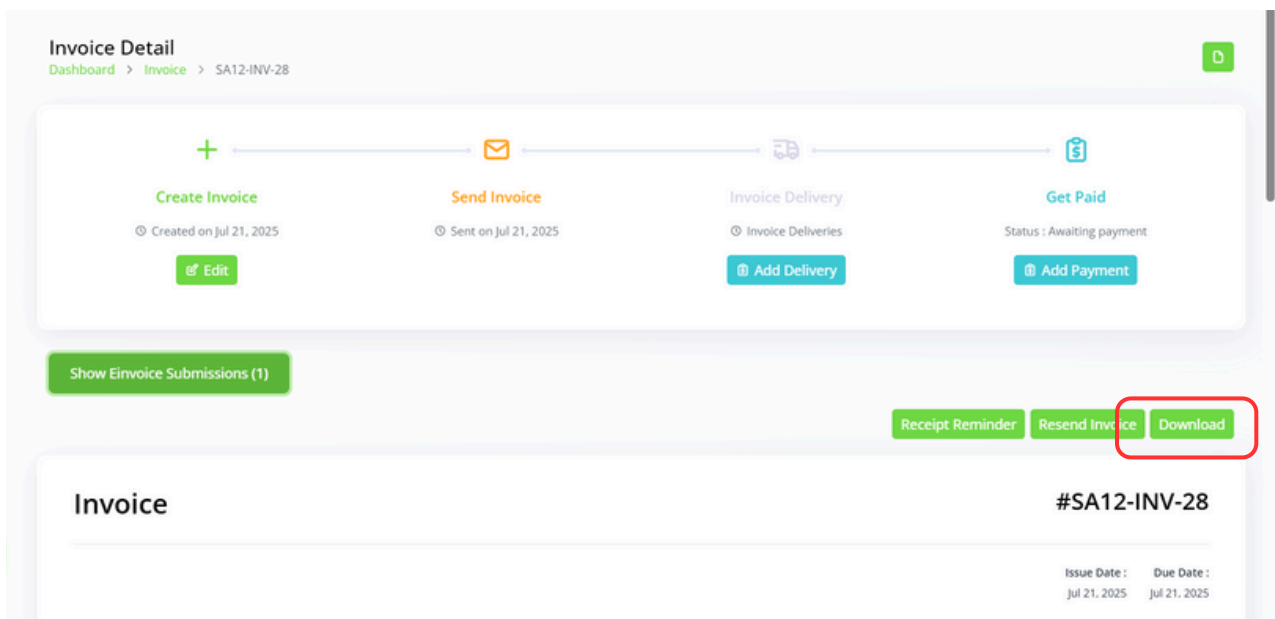
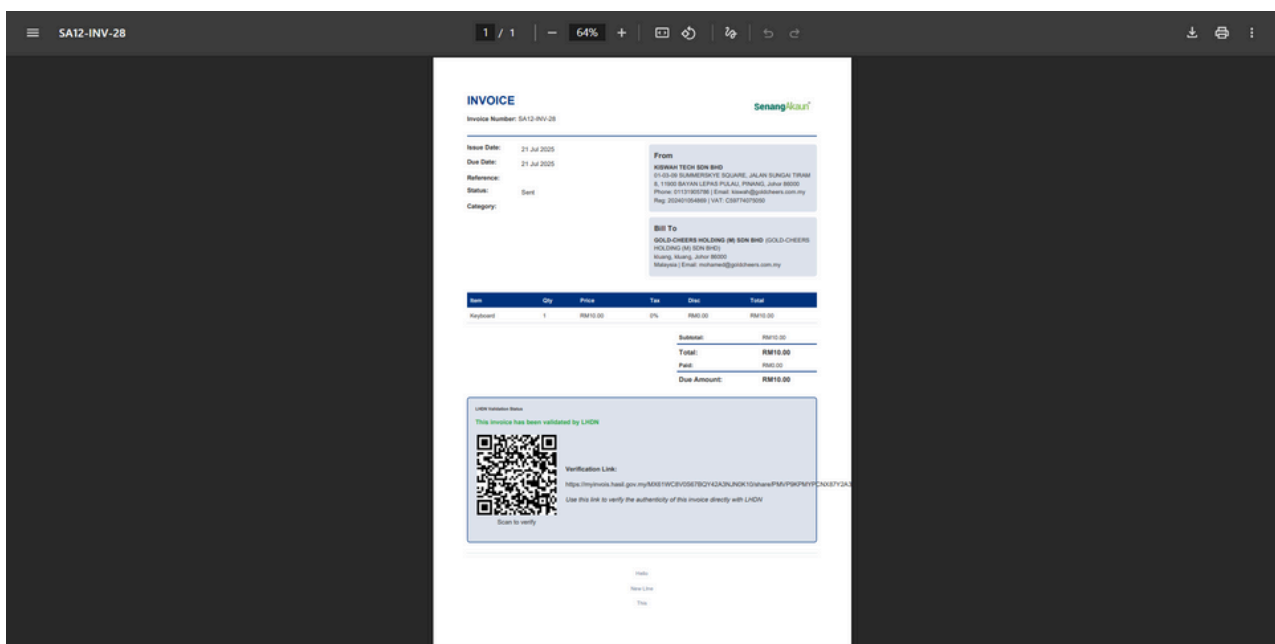
- 08 The button **“Submit to LHDN”** will be enable, Click it to validate the e-invoice. A pop-up success message appear.



- 09 Scrolled down and click **“Show Invoice Submission”** to see the submission status,
- click **“View”** to see the invoice validation status on MyInvois Portal
 - click **“Cancel”** to cancel the invoice



10 Click “**Download**” to download your validated E-Invoice.



11 Congratulations, you have validated and submitted the E-Invoice to LHDN

07 Consolidated E-Invoices

Introduction

What is "Consolidated E-Invoice"?

A Consolidated E-Invoice (Invois Berperingkat) is used when:

- You issue multiple simplified invoices (for cash sales, walk-ins, etc.) over a period (e.g. daily, weekly).
- Then, you consolidate them into one single invoice at the end of the period for submission to LHDN.

Benefits	Description
Simplifies Reporting	Instead of submitting many small e-Invoices, you submit one consolidated invoice.
Saves Time & Bandwidth	Reduces the number of submissions to LHDN.
Useful for B2C	When selling to end consumers without tax numbers.
Required by LHDN	Must submit within 7 days after the end of the consolidation period.

Optional

Add a "General Public" customer first for consolidated E-Invoice. Use this information:-

- Name : General Public
- TIN : EI00000000010
- BRN/Identification No. : N/A
- Address : N/A
- Contact : N/A
- SST Registration : N/A

Edit Customer

Basic Info

Name (*) General Public

Contact (*) N/A

Email (*) N/A

Password (*)

TIN Number EI00000000010

ID Type Business Registration No.

BRN/Identification No. N/A

Elf No.* N/A

SST Registration No. N/A

Billing Address

Name Local Customer

Address N/A

City N/A

- 01 Start by recording your daily, weekly, or monthly cash sales under “**Money In > Sales By Cash**”. Click “**Create**” to record cash sales. The created cash sales is recorded as shown.

The screenshot shows the 'Manage Money' dashboard for KISWAH TECH SDN. BHD. The left sidebar has a 'Money In' menu item highlighted. The main area shows a table of cash sales entries for July 21, 2025. A red box highlights the 'Create +' button in the top right and the first three rows of the table.

S NO	DATE	AMOUNT	CATEGORY	CUSTOMER	REFERENCE	DESCRIPTION	PAYMENT RECEIPT	ACTION
# SA12-CS-4	Jul 21, 2025	RM1.00	Sales Income / Jualan	General Public	-	1	-	 
# SA12-CS-5	Jul 21, 2025	RM2.00	Sales Income / Jualan	General Public	-	-	-	 
# SA12-CS-6	Jul 21, 2025	RM3.00	Sales Income / Jualan	General Public	-	-	-	 

- 02 Go to “**Consolidated Invoice**” and click “**Create**”

- 03 Fill in all necessary consolidated invoice details:
- Consolidated Date: Choose the dates.
 - Select the cash sales that need to consolidated
 - Click “**Create**”

The screenshot shows the 'Consolidated Invoice' form. The 'Reference Number' field is empty. The 'Description' field contains 'Consolidated Invoice For July 2025'. Below is a table titled 'Cash Sales to Consolidate' with columns: SELECT, ID, DATE, CATEGORY, and AMOUNT. The first three rows are selected, indicated by green checkmarks in the 'SELECT' column. A red box highlights the 'Create' button in the bottom right.

SELECT	ID	DATE	CATEGORY	AMOUNT
☒	#SA12-CS-4	21 Jul 2025	Sales Income / Jualan	RM1.00
☒	#SA12-CS-5	21 Jul 2025	Sales Income / Jualan	RM2.00
☒	#SA12-CS-6	21 Jul 2025	Sales Income / Jualan	RM3.00

- 04 Click on the desired Consolidated Invoice or  to see the invoice details and to validate Consolidated E-Invoice.

Consolidated Invoices
Dashboard > Consolidated Invoices + Create

10 entries per page Search...

INVOICE NUMBER	CUSTOMER	DATE	DUE DATE	AMOUNT	LHDN STATUS	ACTION
# SA12-CON-11		21 Jul 2025	20 Aug 2025	RM6.00	Pending	   
# SA12-CON-10		08 May 2025	07 Jun 2025	RM1.00	Pending	   
# SA12-CON-9		30 Apr 2025	30 May 2025	RM5.00	Pending	   
# SA12-CON-8		30 Apr 2025	30 May 2025	RM10.00	Pending	   

05 Check all the information on the Consolidated,

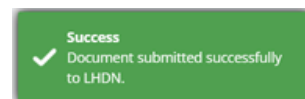
Invoice Information

Invoice Number	TIN
SA12-CON-11	EI00000000010
Reference	Invoice Date
	21 Jul 2025
Due Date	
20 Aug 2025	
Description	
Consolidated Invoice For July 2025	

Consolidated Cash Sales

DATE	AMOUNT	CUSTOMER	CATEGORY	DESCRIPTION
21 Jul 2025	RM1.00	General Public	N/A	1
21 Jul 2025	RM2.00	General Public	N/A	
21 Jul 2025	RM3.00	General Public	N/A	
Total:				RM6.00

06 Click Submit to LHDN button to validated the consolidated E-Invoice, and pop-up success message will appear



07 click **“Show Invoice Submission”** to see the submission status,

- click **“View”** to see the invoice validation status on MyInvois Portal
- click **“Cancel”** to cancel the invoice

Show Invoice Submissions (1)

Refresh Status

Invoice Submissions

Consolidated Invoice Submitted

Your document has been successfully sent to the Lhdn . Q7KD3KG9FJZSZPRSQDP21P0K10

View

Cancel



MyInvois Portal

Light Dark FAQ EN | BM Log In

v1.1

Invoice

e-Invoice No. SA12-CON-11

UUID: Q7KD3KG9FJZSZPRSQDP21P0K10

Valid

Supplier Name

KISWAH TECH SDN BHD

Buyer Name

Consolidated Buyer's

Total Payable Amount

RM 6.00

Issuance Date & Time

21/7/2025 8:00:00 AM

Submission Date & Time

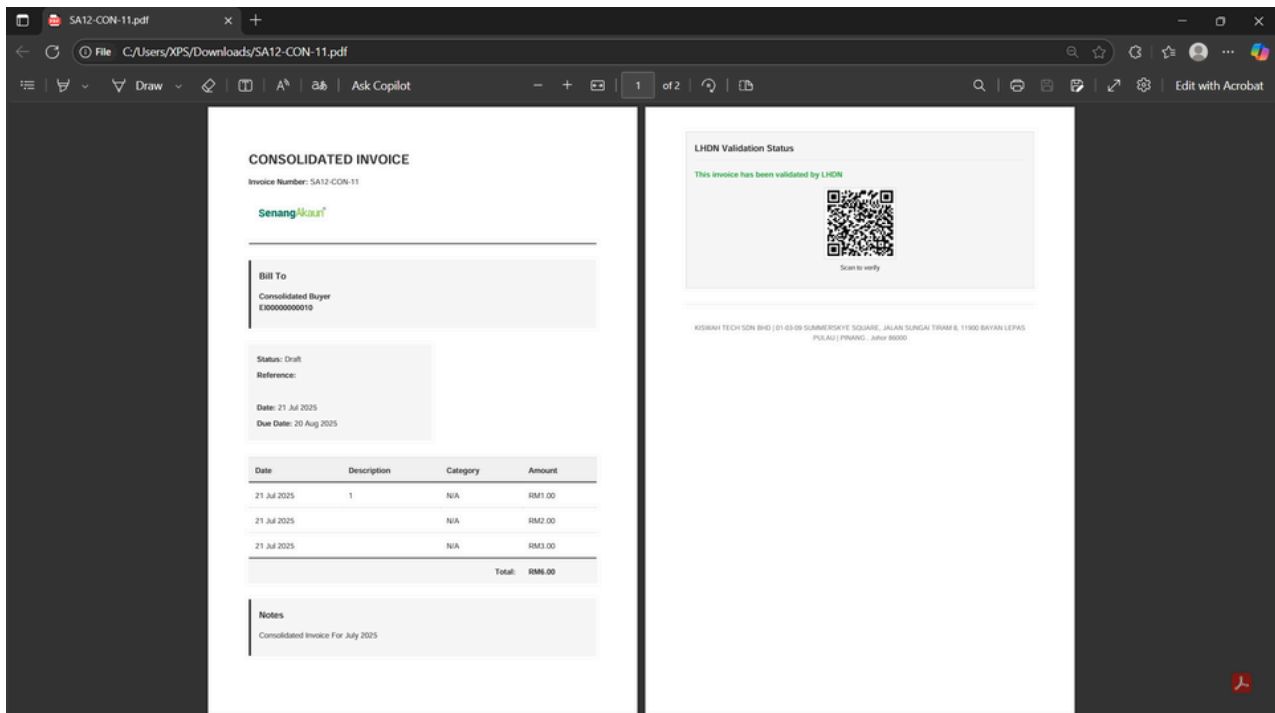
21/7/2025 4:19:51 PM

Validation Date & Time

21/7/2025 4:19:51 PM

Thank you for using MyInvois Portal, Lembaga Hasil Dalam Negeri Malaysia (LHDNM)

08 Click “PDF” to download your validated Consolidated E-Invoice.



LHDN E-Invoice Tutorial ↗

Senang Akaun E-Invoicing Tutorial

Contact Us



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www.senangakaun.com / www.goldcheers.com.my