SenangAkaun

2025

LHDN E-Invoice Tutorial ↗

Senang Akaun E-Invoicing Tutorial

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

Introduction

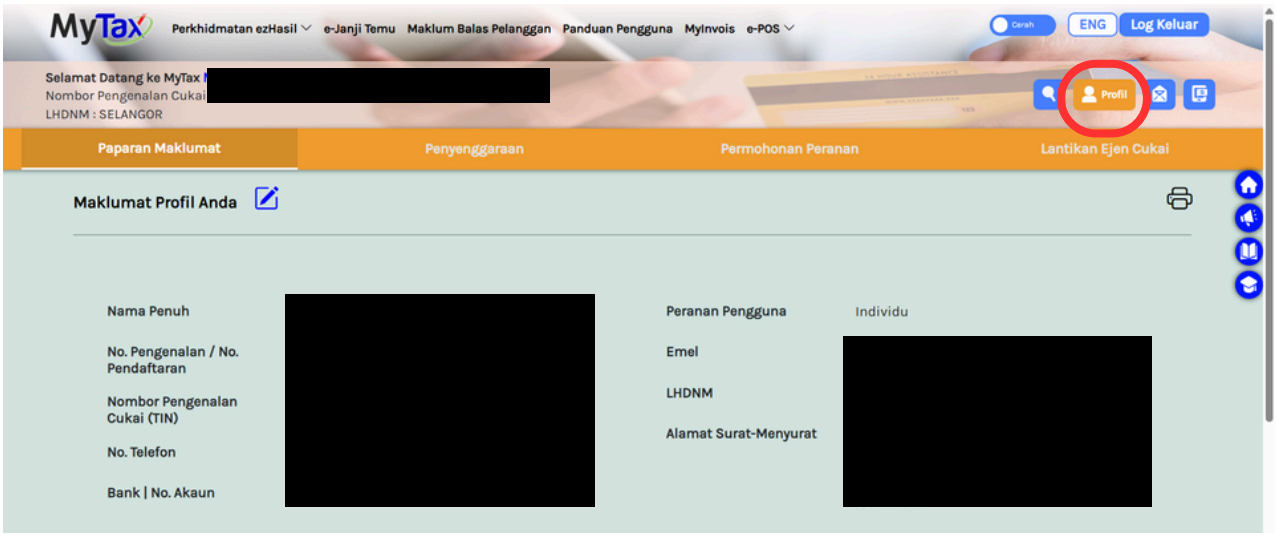
To comply with LHDN's latest e-Invoicing requirements, sole proprietors must first be officially recognized as the owner of their business through the MyTax Portal. This step is essential for those who plan to submit e-Invoices using their Business Registration Number (BRN).

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:

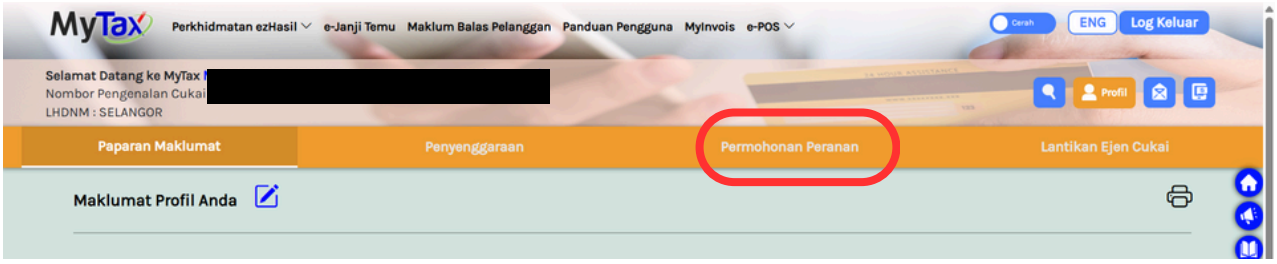
- Type of Registration Number: BRN
- Registration Number: Your business's SSM registration number
- TIN: Your personal tax number

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.

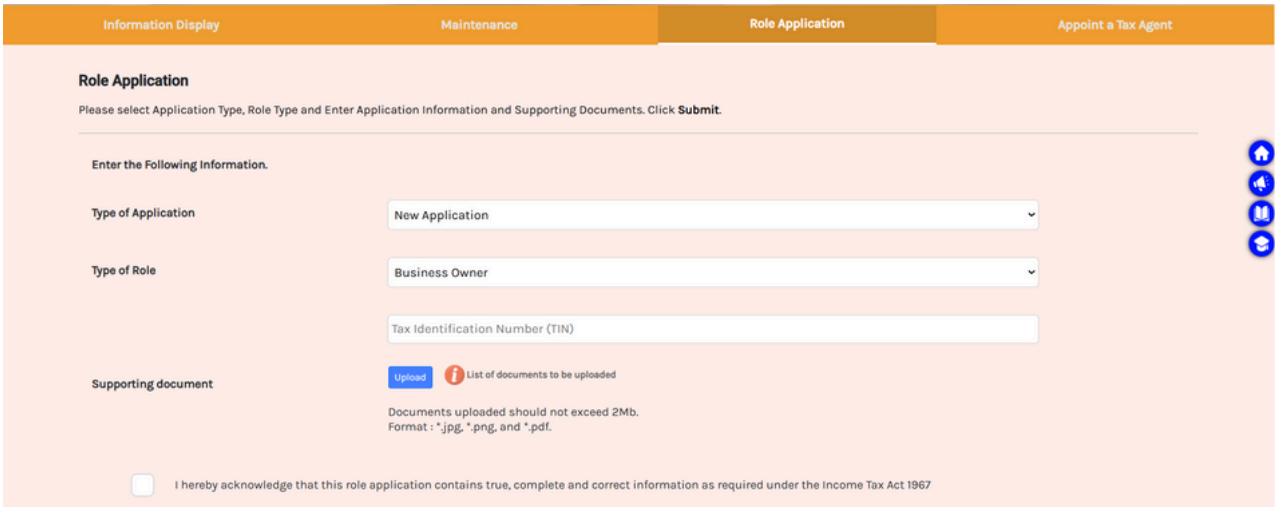


03 Click on the **third tab** titled **'Role Application'** or **'Permohonan Peranan'** to begin the registration process.



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.



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

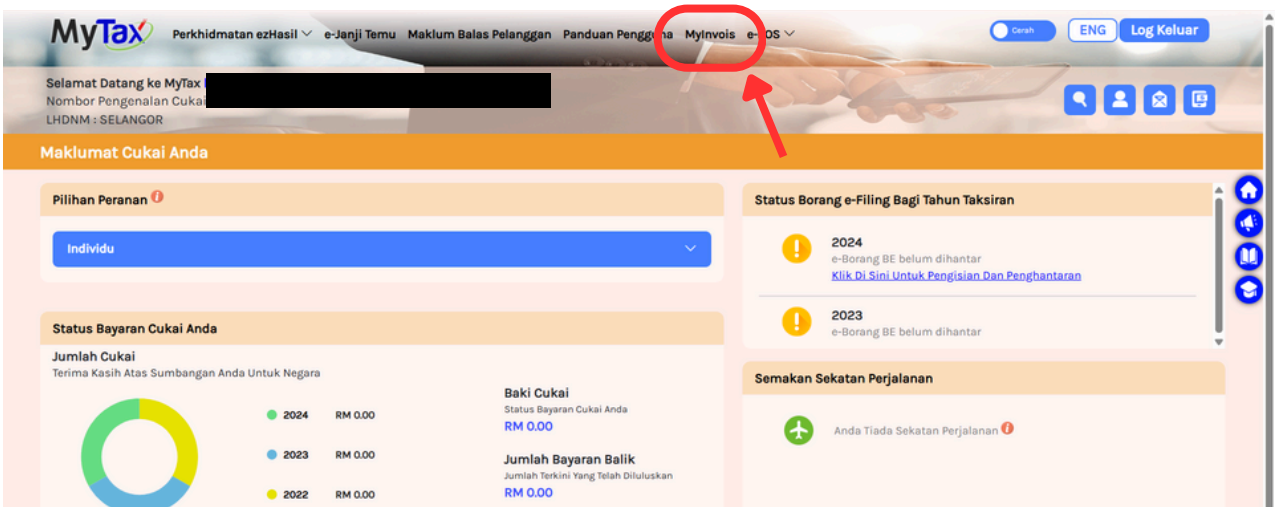
To comply with LHDN's e-Invoicing requirements, businesses that want to sent e-Invoices using Senang Akaun must first authorize the system as their intermediary through the MyInvois Portal. This step enables Senang Akaun to submit e-Invoices directly to LHDN on your behalf.

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

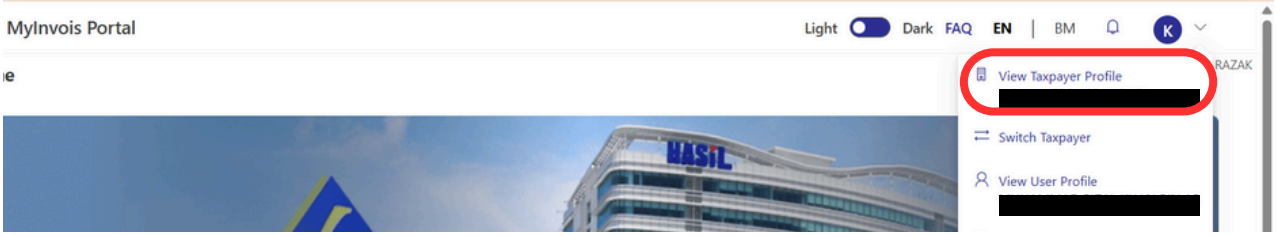
Follow the steps below to complete the setup smoothly.

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

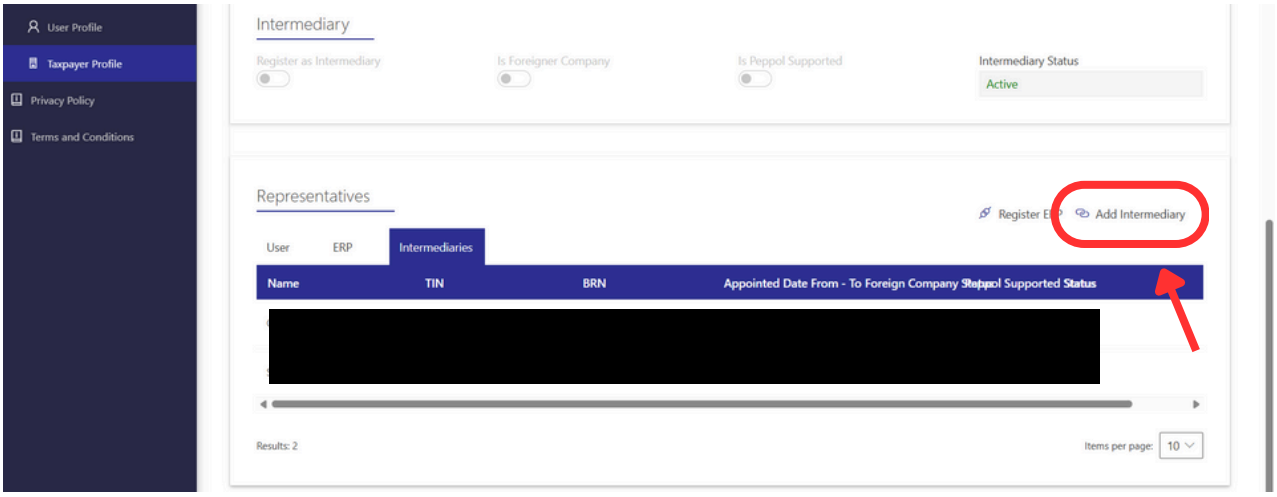
02 Click 'MyInvois' at the top menu, and you will be redirect to MyInvois Portal



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

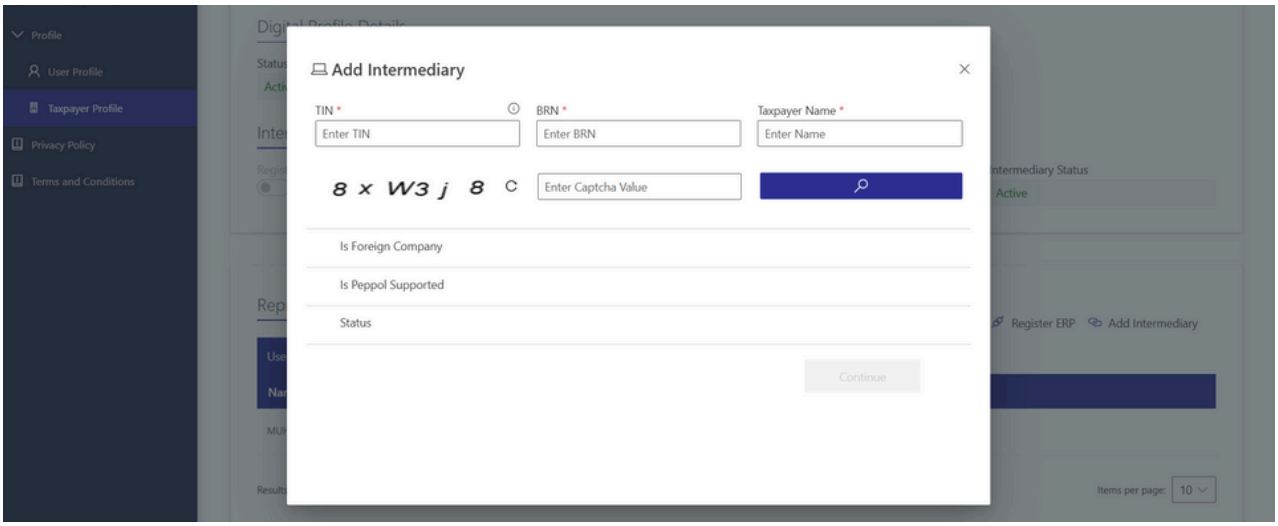


04 On the **Taxpayer Profile** page, scroll down to the **Representatives** section, select the **'Intermediaries'** tab and click **'Add Intermediary'** to proceed.



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**



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

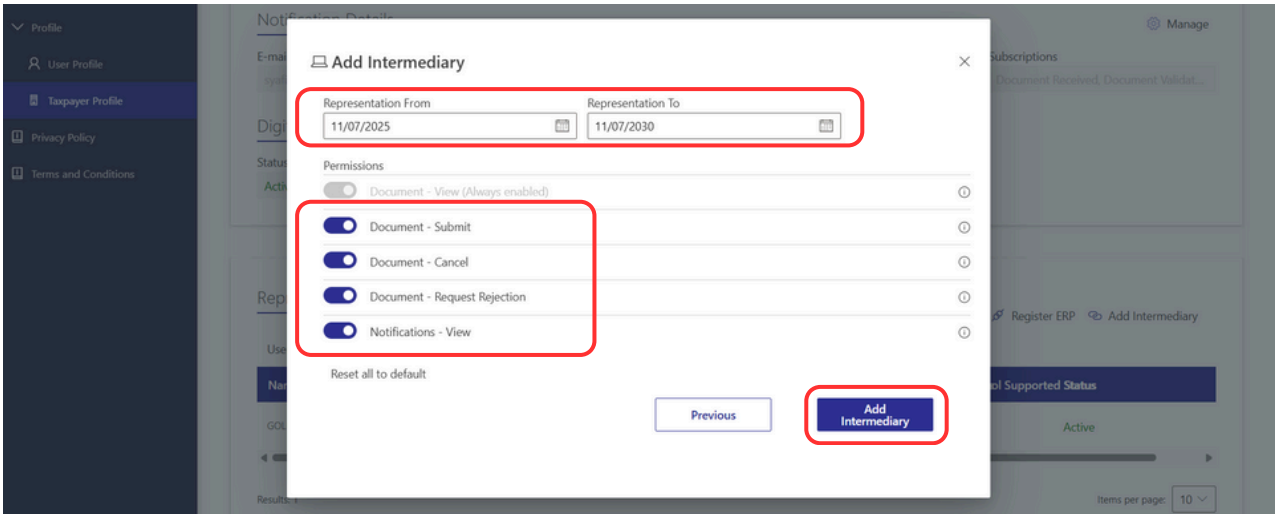
06 Adjust the **"Representation From"** and **"Representation To"** fields to specify the time frame during which Senang Akaun is authorized to act as your intermediary.

> 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 a orange checkmark — these indicate that the required information need to be filled for LHDN e-Invoicing.

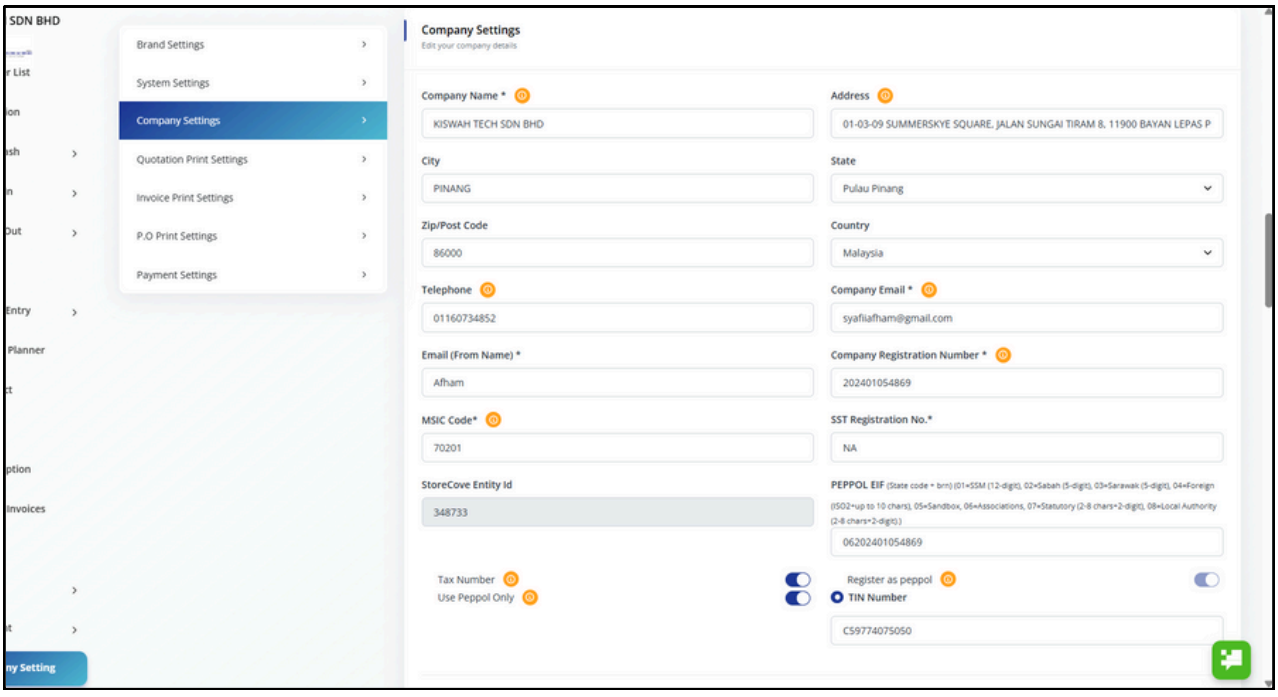
Let's begin by setting up your company profile with all the necessary details to comply with LHDN's e-Invoicing standards.

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	Put your **Tax Identification Number (TIN)** issued by LHDN. Example:- **Individual TIN:** IG115002000 IG4040080091 IG56003500070 **Non-Individual TIN:** C20880050010 **(Company TIN)** D4800990020 E91005500060 F10234567090
Company Registration Number / NRIC	• 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.



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

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

04 Update Customer Details

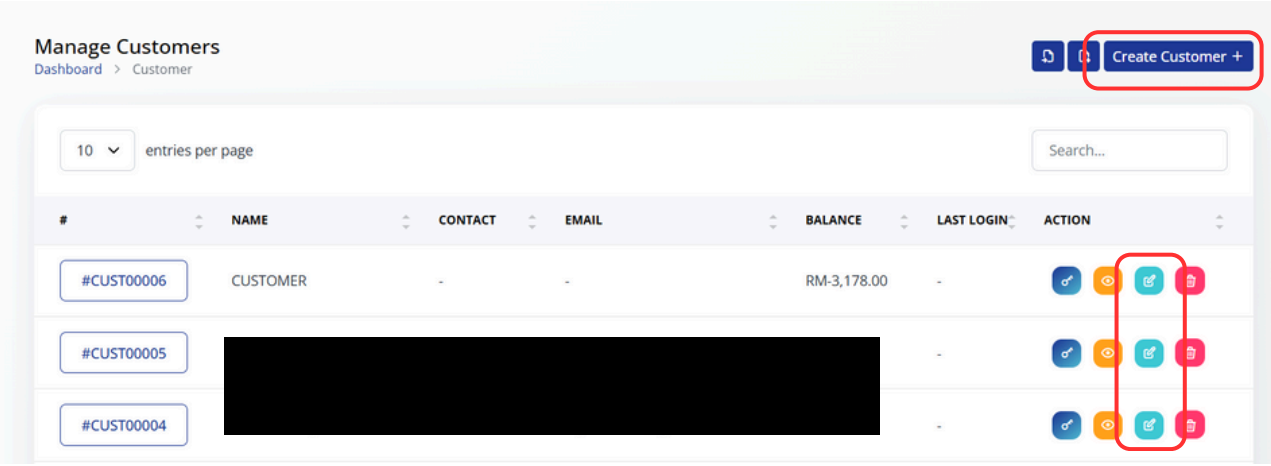
Introduction

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.

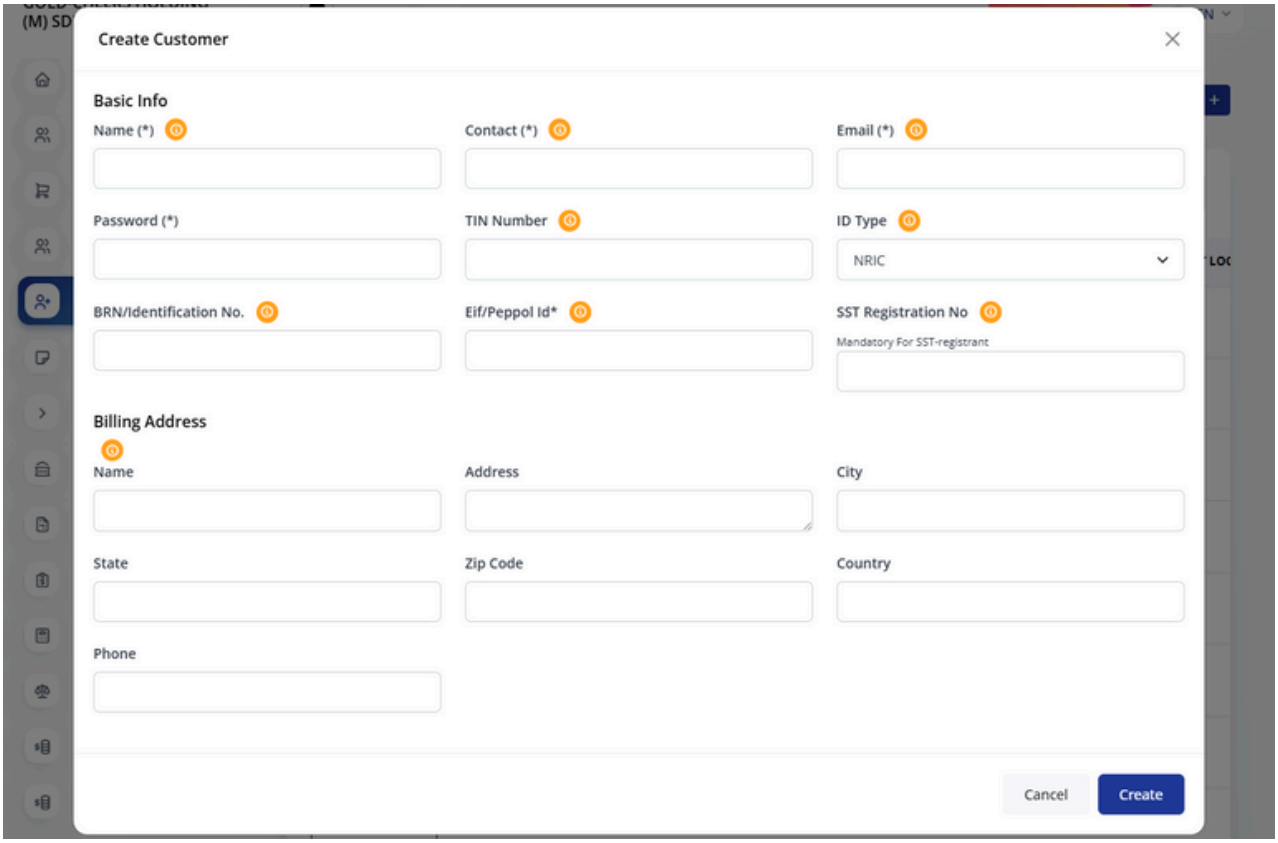
01 Redirect to **"Customer List".** Click **"Create Customer"** to create new customer or click to edit existing customer.



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.



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

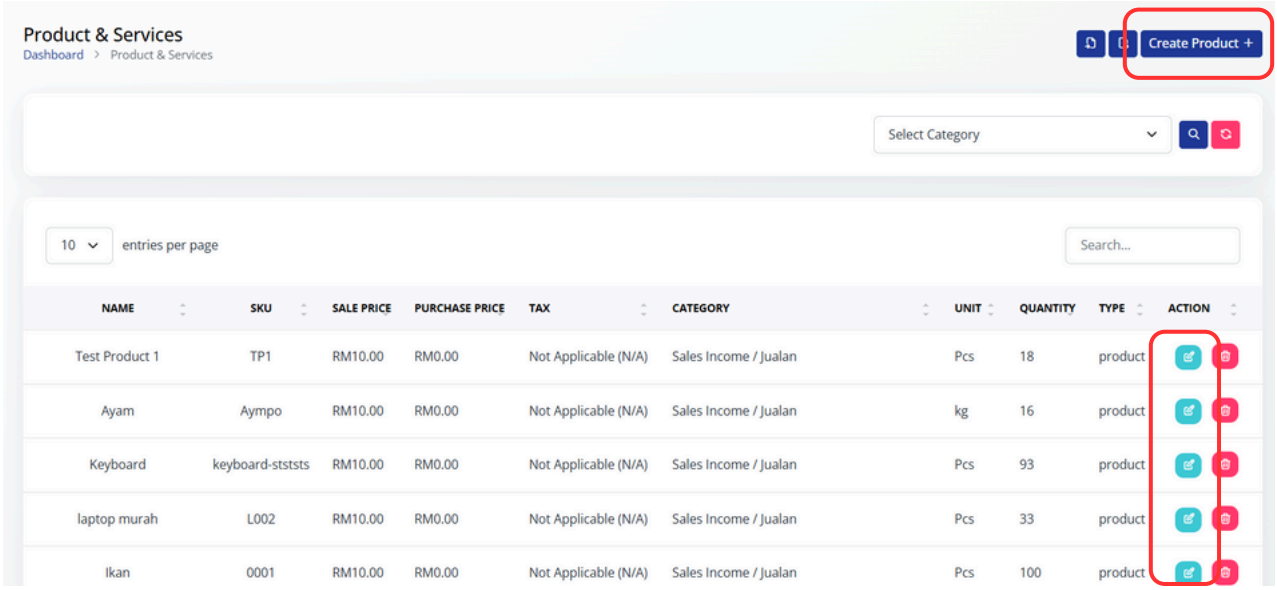
05 Update Products & Services Details

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.

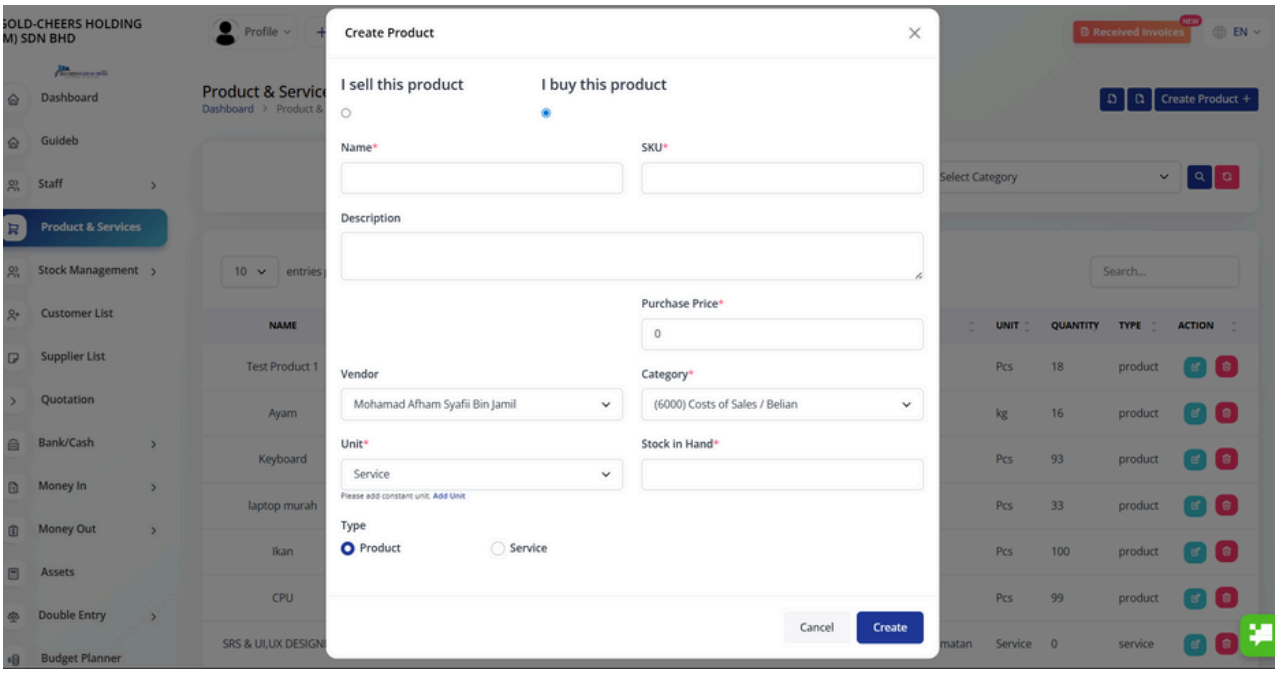


02 Fill all the fields, which is the required information needed for e-invoicing.

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). • 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.



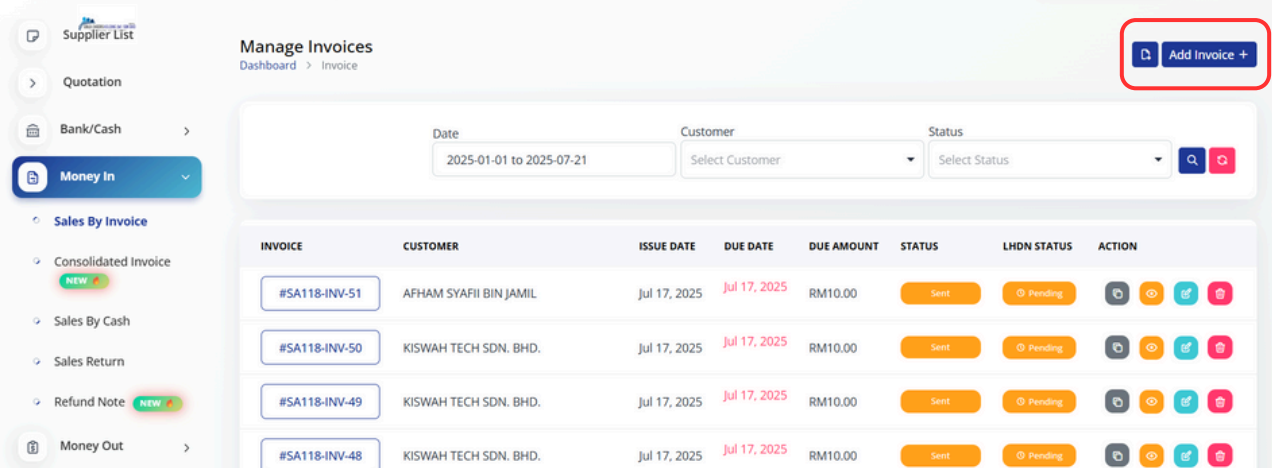
06 Submitting E-Invoice to LHDN using Senang Akaun

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.

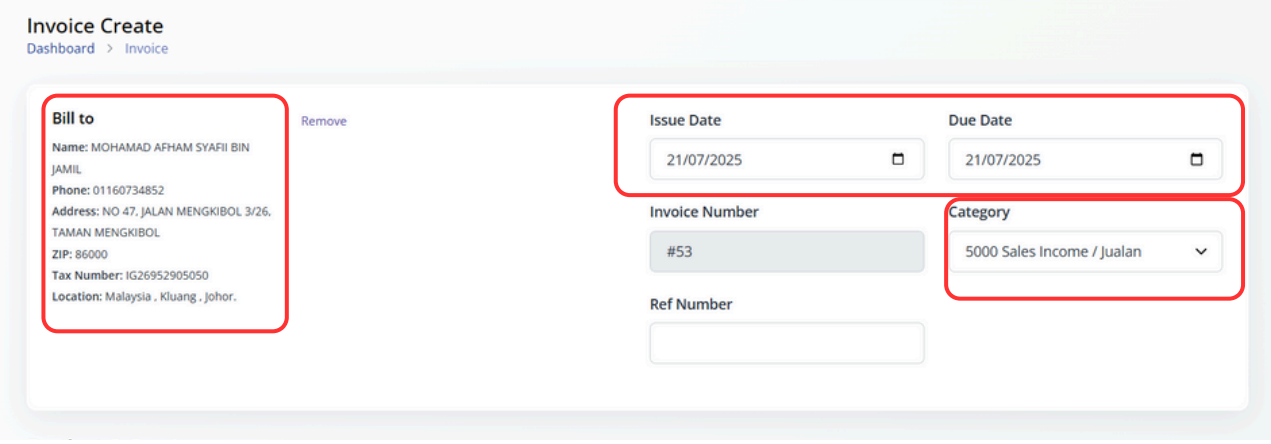
This step ensures your sales comply with Malaysia's mandatory e-Invoicing regulations.

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



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).



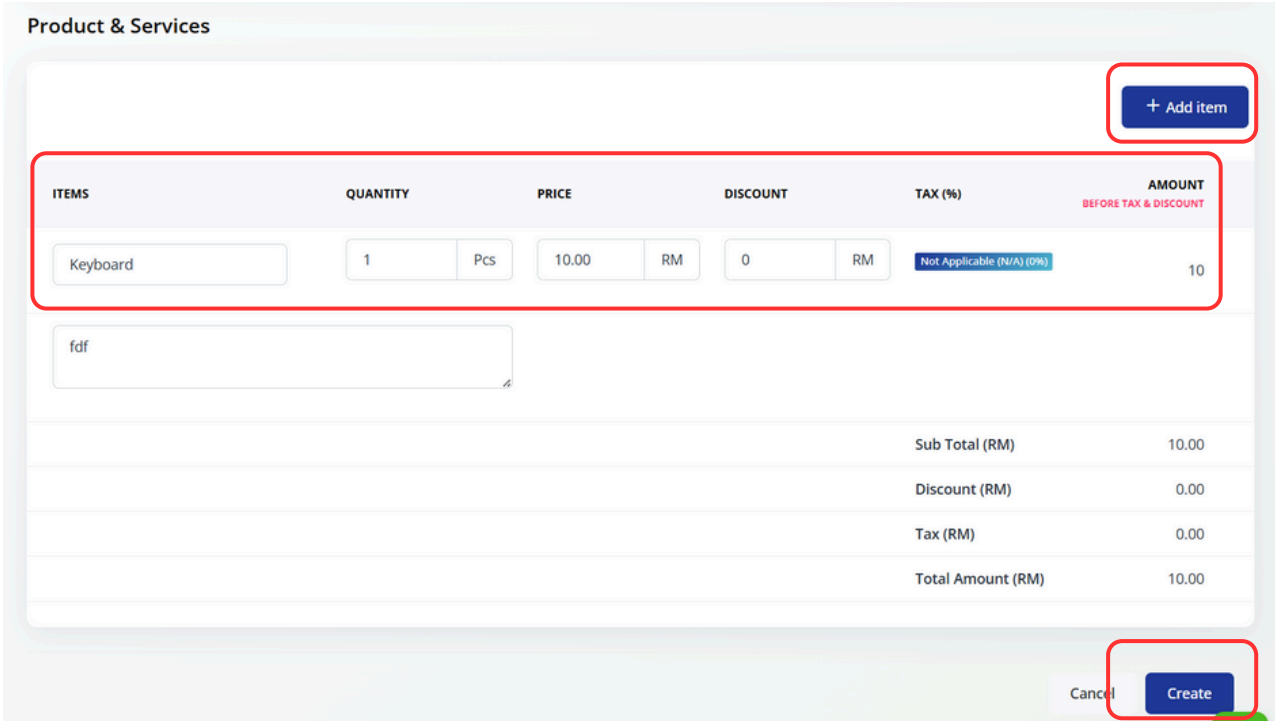
03 Fill in:

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

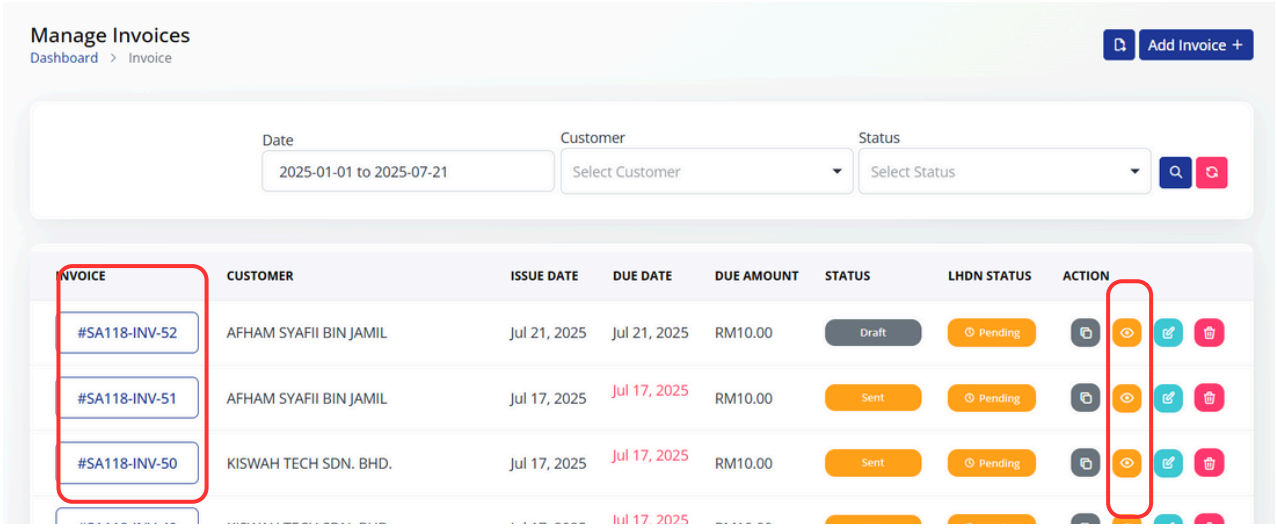
Click "**+ Add Item**" to add more product in the invoice.

04 Click "**Create**"

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

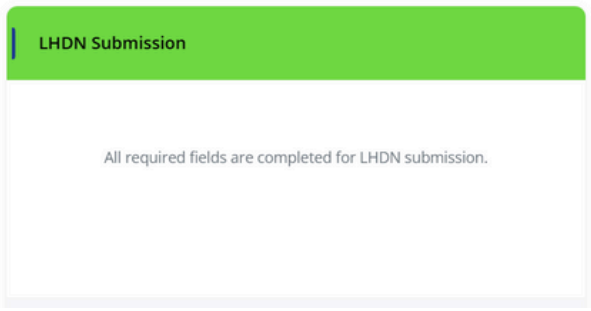


05 Click on the desired **Invoice Number** or to see the invoice details and to validate E-Invoice.

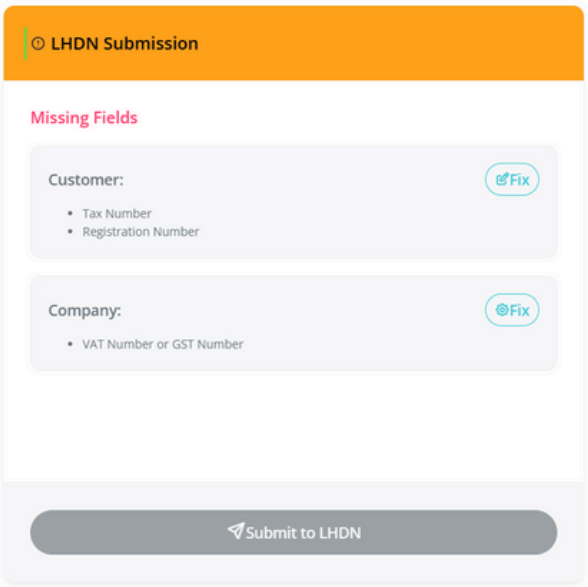


06 Notice on the **LHDN Submission** section where it show the completed required field information. Click "**Fix**" to add the information for submitting E-Invoice

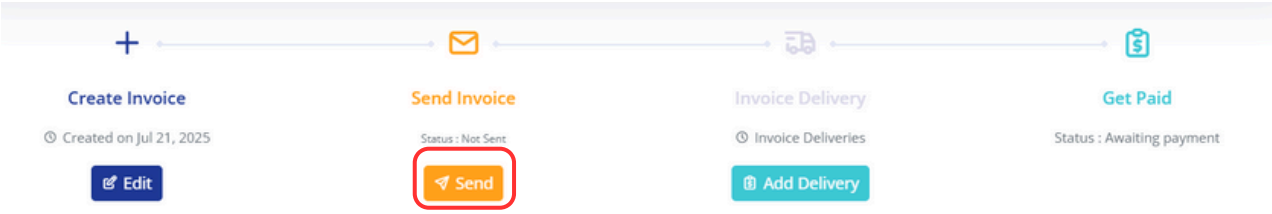
Completed All Required Field



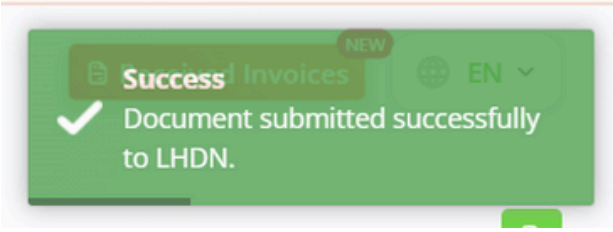
Incomplete



07 If all the required field is completed, scrolled down, Click "Send" the invoice first

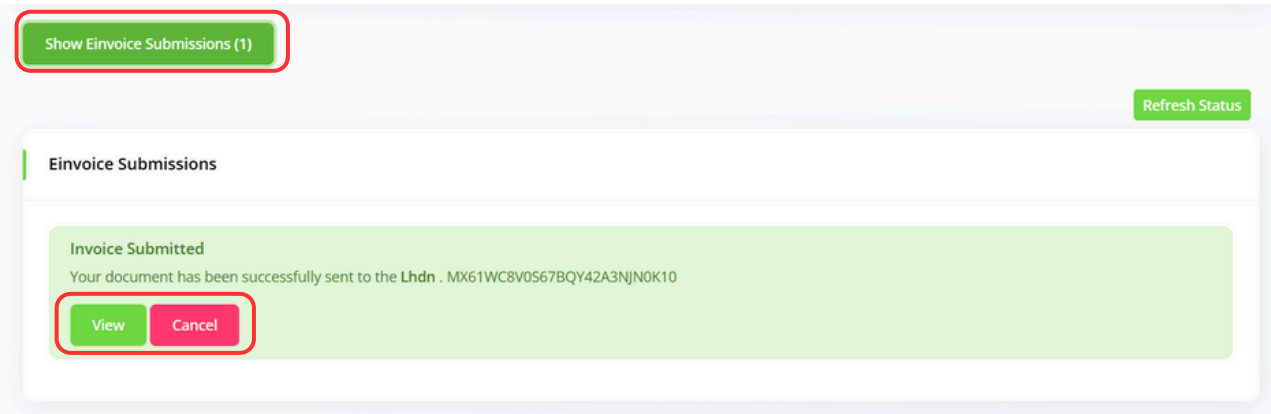


08 The button "**Submit to LHDN**" will be enable, Click it to validate the e-invoice. A pop-up success message appear.

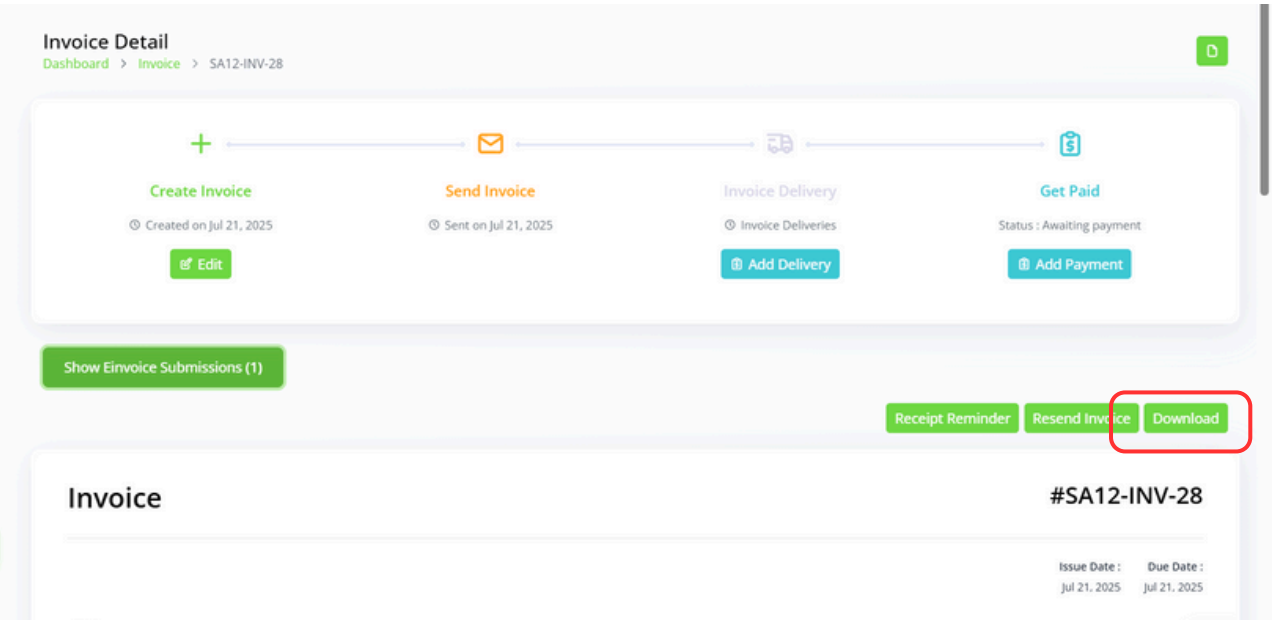


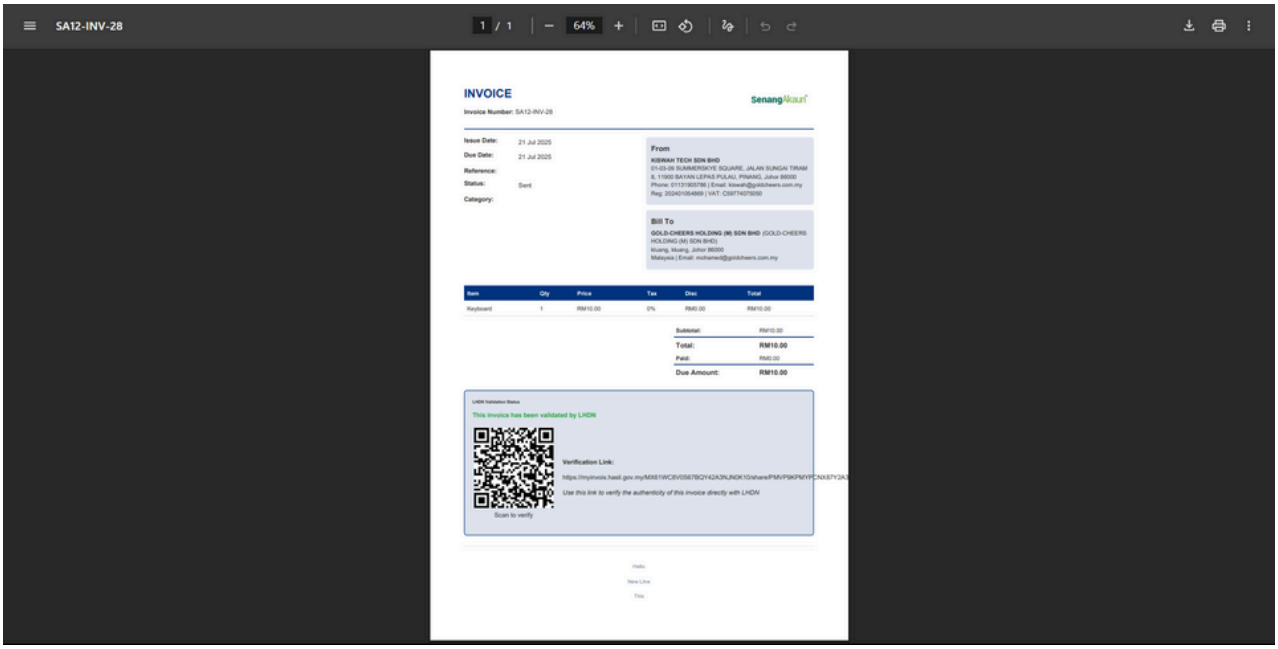
09 Scrolled down and click "**Show Einvoice Submission**" to see the submission status,

- 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 submited the E-Invoice to LHDN

07 Consolidated E-Invoices

Introduction

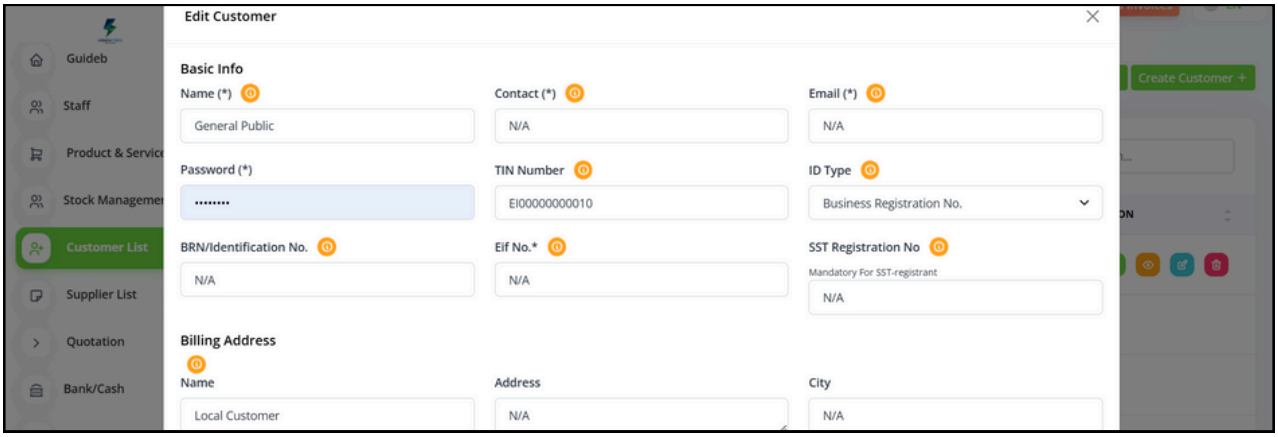
What is "Consolidated E-Invoice"?

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

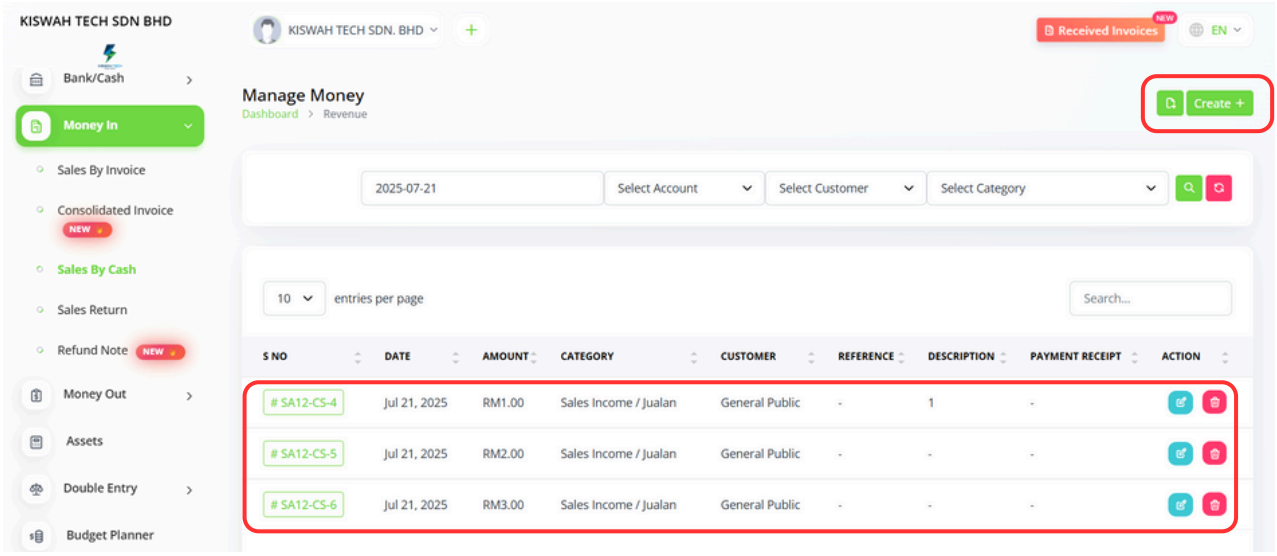
- You issue multiple simplified invoices (for cash sales, walk-ins, etc.) over a period (e.g. daily, weekly).
- Then, you consolidate them into one single invoice at the end of the period for submission to LHDN.

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



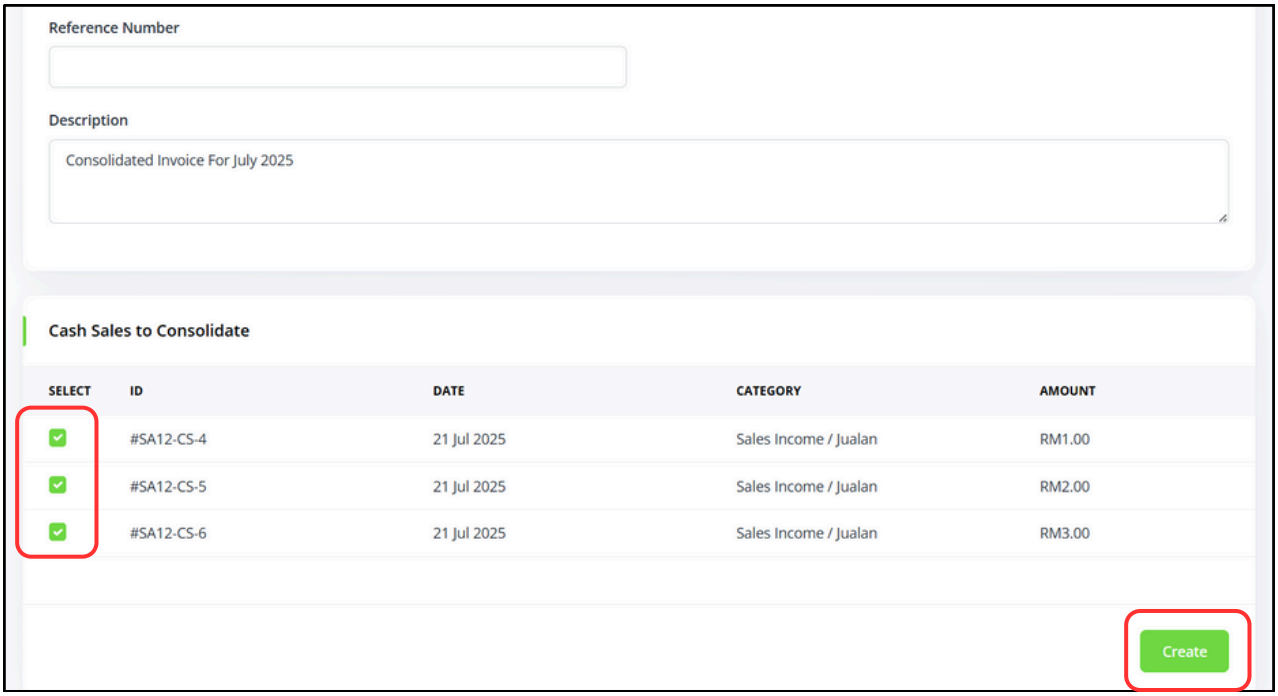
01 Start by recording your daily, weekly, or monthly cash sales under "**Money In** > **Sales By Cash**". Click "**Create**" to record cash sales. The created cash sales is recorded as shown.



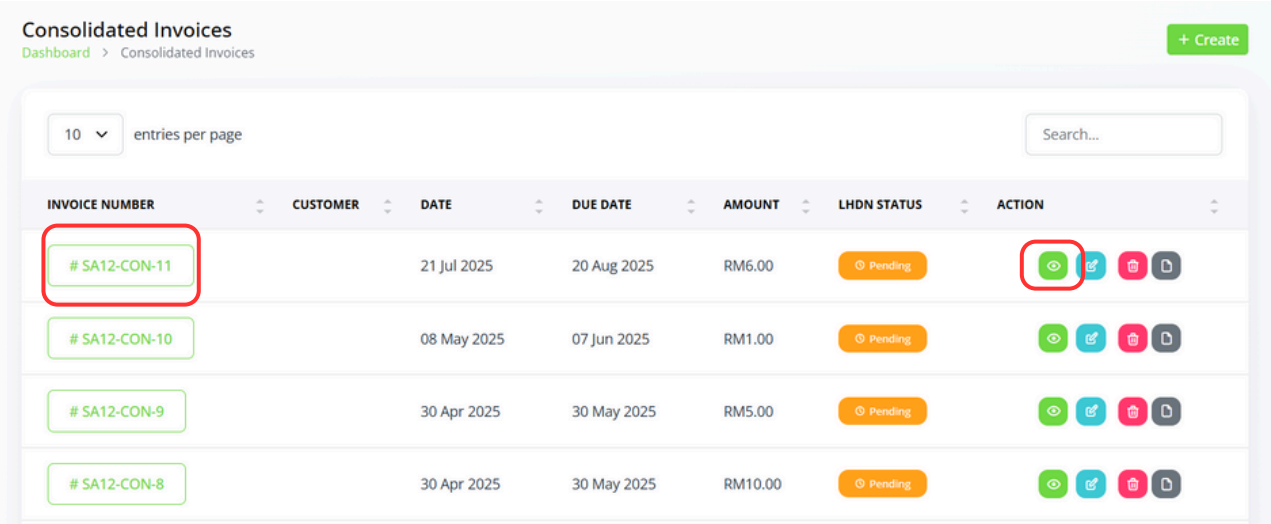
02 Go to "**Consolidated Invoice**" and click "Create"

03 Fill in all necessary consolidated invoice details:

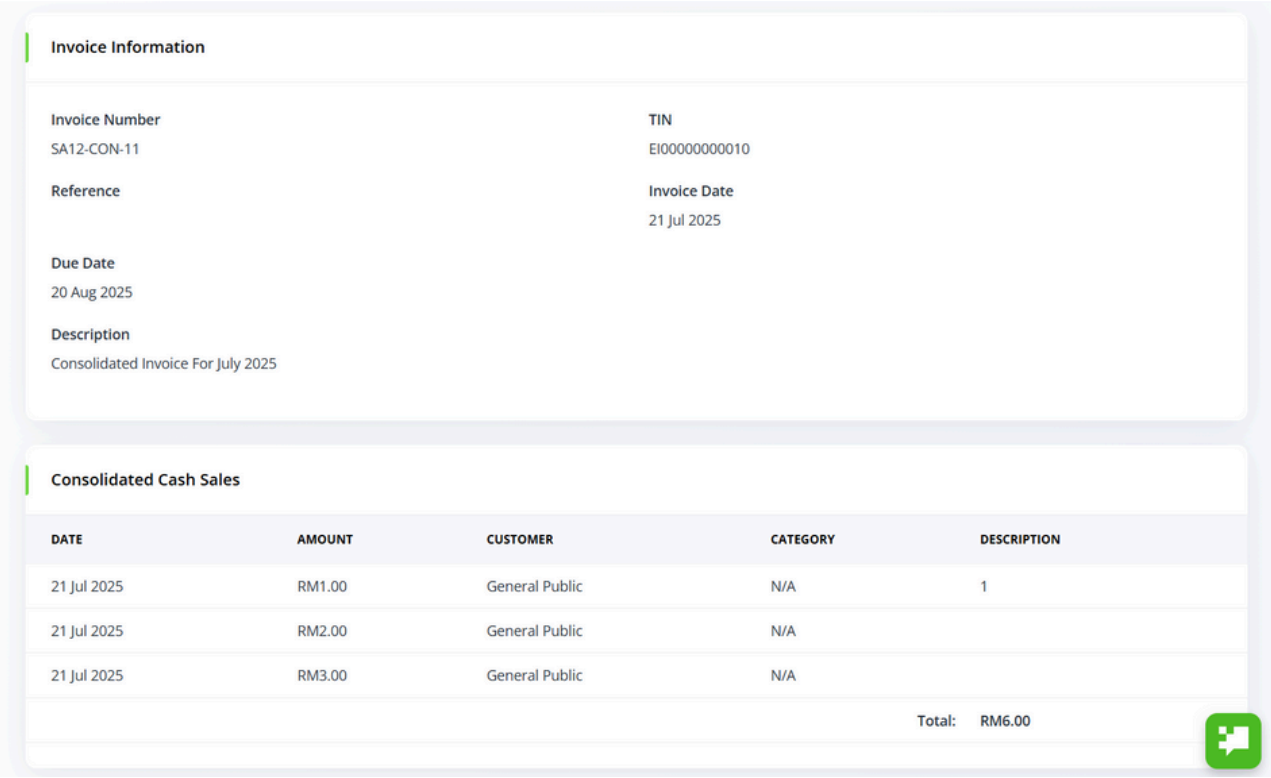
- Consolidated Date: Choose the dates.
- Select the cash sales that need to consolidated
- Click "**Create**"

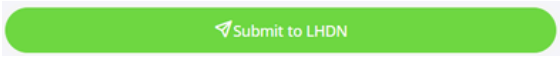


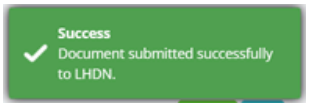
04 Click on the desired Consolidated Invoice or to see the invoice details and to validate Consolidated E-Invoice.



05 Check all the information on the Consolidated,

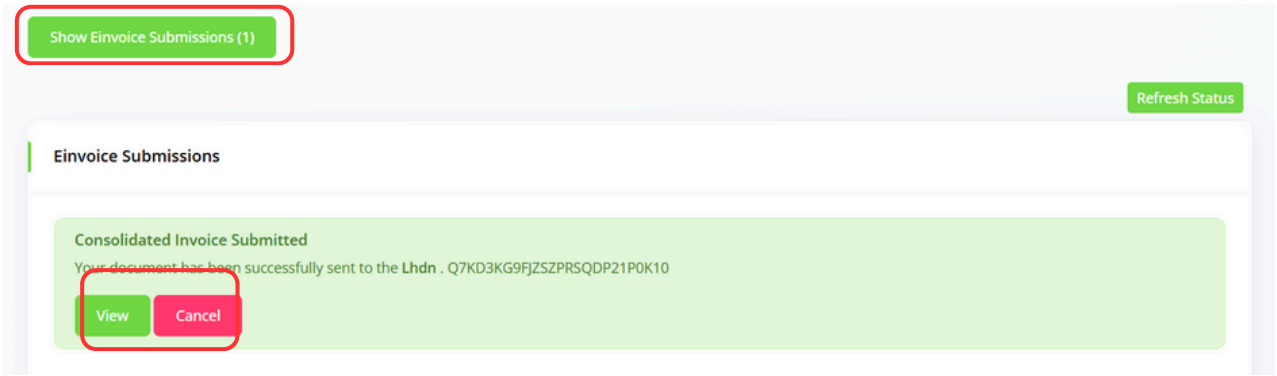


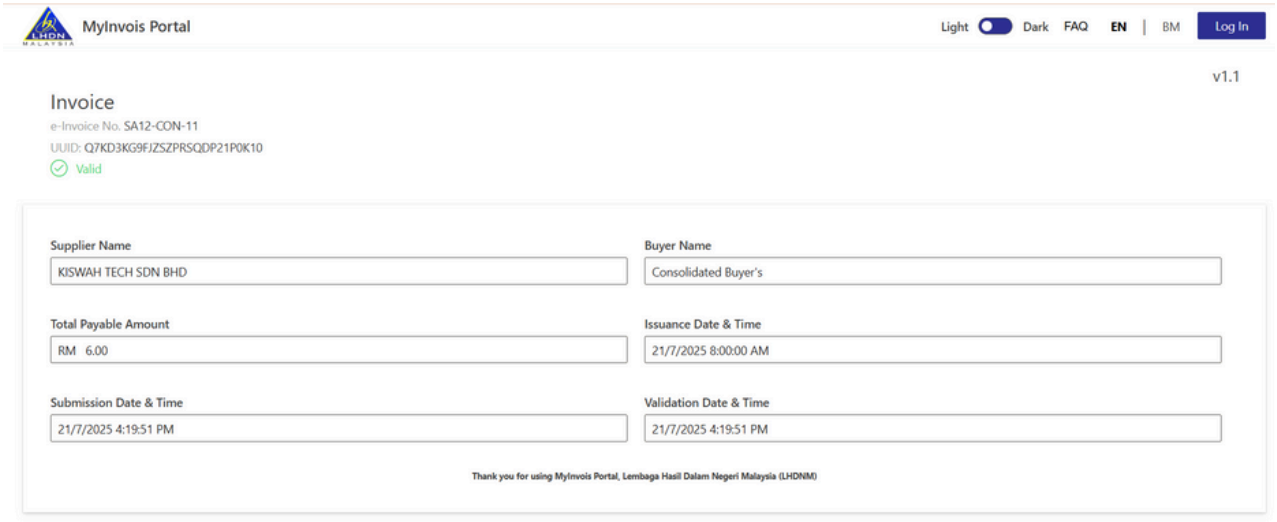
06 Click 

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

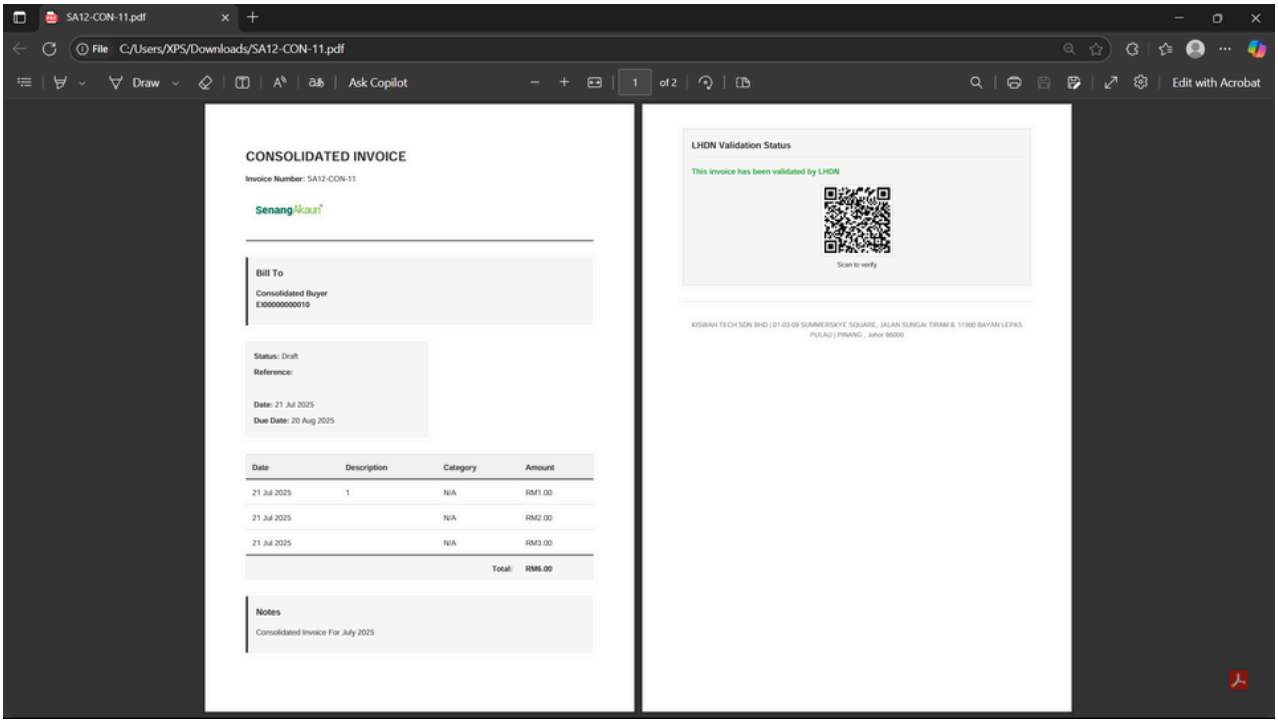
07 click "**Show Einvoice Submission**" to see the submission status,

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





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



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