E-Invoicing Strategic Implementation - Course Outline & Schedule

Course Overview:

The Fundamentals of E-Invoicing training in Malaysia is designed to provide participants with a comprehensive understanding of e-invoicing principles, implementation strategies, and compliance requirements. Through interactive sessions and practical activities, participants will explore the essentials of e-invoicing, analyze different scenarios and types of e-invoices, and learn how to select and integrate an e-invoicing system with existing processes. The training will also cover steps for ensuring compliance with regulatory requirements, including invoice generation, submission processes, and addressing credit/debit adjustments. Additionally, participants will gain insights into implementing e-invoicing strategies effectively, including onboarding strategies for suppliers and handling cross-border transactions.

Course Objectives:

By the conclusion of the one-day E-Invoicing training, participants will be able to:

- Articulate the significance of e-invoicing within the Malaysian tax framework and its role in compliance and reporting.
- Recognize the operational and strategic benefits that e-invoicing brings to businesses, including increased accuracy, speed, and costefficiency.
- Distinguish between various types of e-invoices and understand their appropriate applications in different business contexts.
- Outline a clear timeline and set actionable steps for transitioning from traditional to electronic invoicing systems.
- Evaluate and select an e-invoicing system that aligns with their business's specific needs, taking into account scalability and integration capabilities.

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Course Content

Time	Subjects
9.00 -10.30 am	**Session 1: Fundamentals of E-Invoicing in Malaysia** • Overview of the tax reporting system in Malaysia and the essentials of e-invoicing. • Discussion on the objectives and advantages of e-invoicing • Analyzing the scenarios and types of e-invoices with implementation and timeline • Activity: Matching exercises with scenarios to invoice types
10.30 -12.30 pm	**Session 2: Getting Ready & Compliance Strategy** • Selection process for an E-Invoicing system and synchronizing with current systems • Training and ongoing support for customers with on-boarding strategy for suppliers • Activity: On-boarding strategy session.
12.30 - 1.30 pm	Lunch
1.30 - 3.00 pm	**Session 3: Strategy for E-Invoice Implementation** • Steps before invoice submission and the process of E-Invoice generation and submission • Addressing Credit/Debit Adjustments and Refunds, Invoice Validation, Alerts, and Nullification Procedures • Activity: Quiz on e-invoice submission processes
3.00 – 5.00 pm	**Session 4: Creation / Issuance of e-Invoice Relating to Various Scenarios** • Expenses Incurred by Employees on Behalf of the Employer • Self-billed e-Invoices and Payments to Agents, Dealers, or Distributors • Cross-border Transactions • Activity: Discussion and analysis of self-invoicing and payments to external parties.

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