

A DLS Technology Guide

LHDN E-Invoice Readiness Checklist

A no-nonsense checklist to get your Malaysian SME ready for LHDN MyInvois — covering registration, master-data clean-up, sandbox testing, and go-live.

Tick each item off as you go. When all boxes are checked, you are E-Invoice ready. Stuck on any step? WhatsApp +6016-620 6990 — we walk Klang Valley businesses through this every week.

1. Company Registration with LHDN

- Confirm your Tax Identification Number (TIN) is registered and active in LHDN MyTax.
- Record your TIN somewhere safe — you'll enter it into SQL Account.
- Identify your business MSIC code (industry classification). SQL needs this on every e-invoice.
- Register your authorised signatory on MyInvois (the person who legally signs invoices).

2. SQL Account Setup

- SQL Account is on the latest version (Help → Check for updates).
- Company TIN entered in File → Company Profile → E-Invoice tab.
- MSIC code selected for your business.
- SST classification set correctly per stock/service item.
- E-Invoice module activated and Sandbox mode initially enabled.

3. Customer Master Data Clean-up

- Every B2B customer has a valid TIN entered in their master record.
- Customer addresses are complete (no missing postcodes or state names).
- SST status flagged correctly per customer (registered vs unregistered).
- For frequent walk-in / B2C customers, configure the consolidated invoice settings.

4. Supplier Master Data Clean-up

- Every supplier has a valid TIN (you need this to claim input tax and for E-Invoice reporting).
- Foreign suppliers flagged as non-resident — different e-invoice handling applies.

5. Sandbox Testing

LHDN provides a sandbox environment so you can submit test invoices that don't affect real tax filing. Use it. Submitting your first live invoice as a guess is asking for trouble.

- Run a single-customer sandbox test — pick one B2B customer, raise one test invoice.
- Verify SQL sends and receives the UUID from LHDN sandbox.
- Check the QR code prints correctly on the invoice PDF.
- Test a credit note / cancellation in the sandbox.
- Test a foreign-currency sale (if applicable to your business).
- Test consolidated B2C invoice submission (if you sell to walk-in customers).
- Email the sandbox PDF to yourself and confirm it opens correctly with QR.

6. Internal Training

- Accounts team trained on the new invoice flow.
- Sales team aware they must collect TIN from new B2B customers.
- Designated backup operator in case the primary user is on leave.
- Written process document for new staff to follow.

7. Go-Live

- Switch SQL from Sandbox to Production mode (one-click in E-Invoice settings).
- Issue your first live e-invoice — to a low-risk customer where rectifications are easy.
- Monitor the first week closely. Reject rate above 5% means data still needs cleaning.
- Cancel-and-resubmit window is 72 hours. Train staff to spot mistakes fast.

8. Post-Go-Live Discipline

- Daily: check the MyInvois dashboard for any failed submissions.
- Weekly: reconcile invoiced amounts vs MyInvois-submitted amounts.
- Monthly: pull the MyInvois summary report for filing reference.

Common Mistakes (and How to Avoid Them)

Wrong MSIC code

Many businesses guess at the MSIC code. LHDN may flag invoices later. Confirm with your accountant or check the official LHDN MSIC list.

Missing customer TIN

You cannot submit a B2B e-invoice without the customer's TIN. Start collecting TINs *now*, before you go live — not after, when invoices fail.

Treating B2C as B2B

For B2C transactions (cash sales, retail, walk-in), use consolidated e-invoices. Submitting individual B2C invoices clutters MyInvois and may cause customer complaints.

Ignoring the 72-hour window

You can cancel or reject within 72 hours of submission. After that, you must issue a credit note. Train staff to spot errors fast and fix them in the window.

Need a free E-Invoice readiness check? Book a 30-minute session with DLS Technology. We review your SQL setup, customer data, and go-live plan at no charge. Call +6016-620 6990 or visit www.dlstech.com.my.

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