

# E-Invoice

## Introduction

E-invoicing provides a secure, effective, and eco-friendly substitute for conventional paper-based invoices by streamlining invoice handling digitally. LHDNM's MyInvois Portal is a specialised platform that offers free digital invoicing services for Malaysian companies, particularly MSMEs. This introduction highlights the possibilities and intuitive features of the portal, which was created especially to make the e-invoicing process easier. Users can effectively browse, create, and manage electronic invoices using VYROX VIP thanks to this comprehensive tutorial.

## 1. Set Up E-Invoice

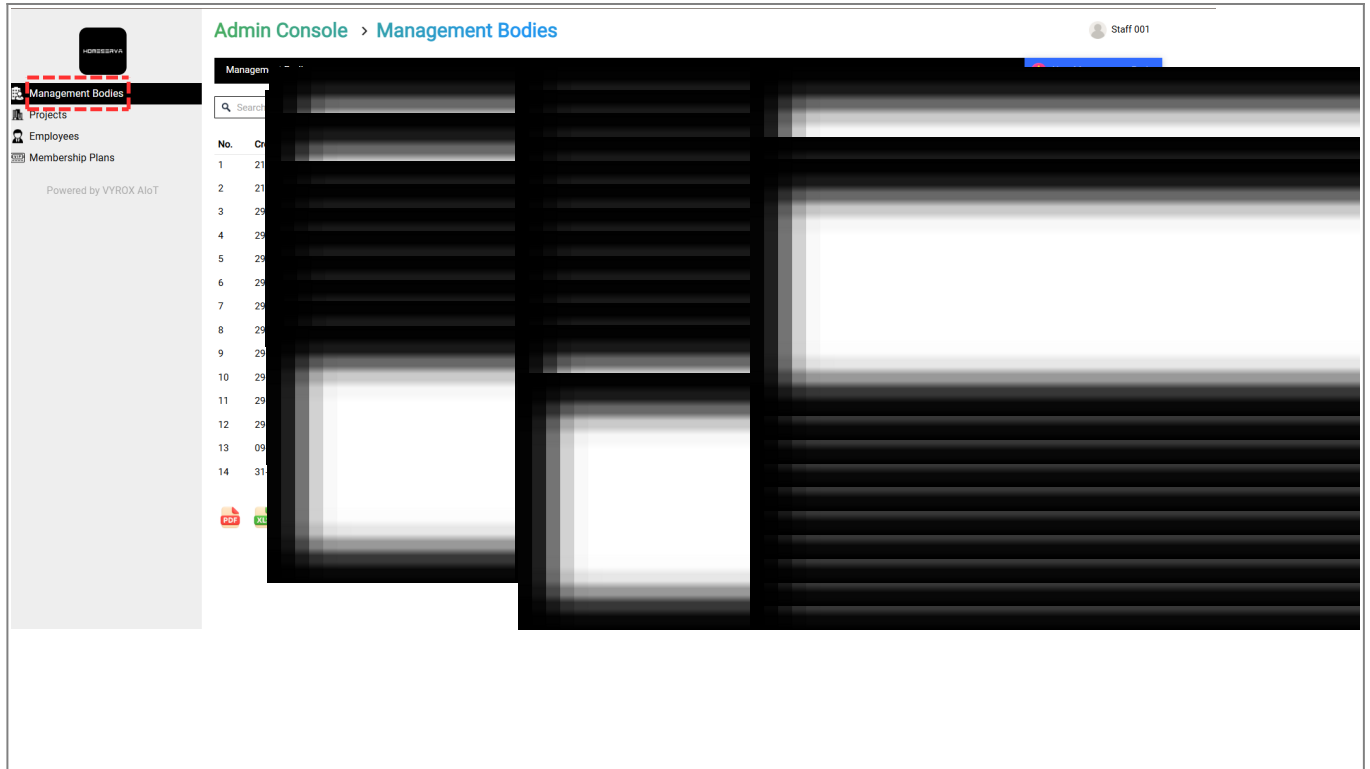
### 1.1 Sign In VYROX VIP

After you access the VYROX VIP > Admin Console,



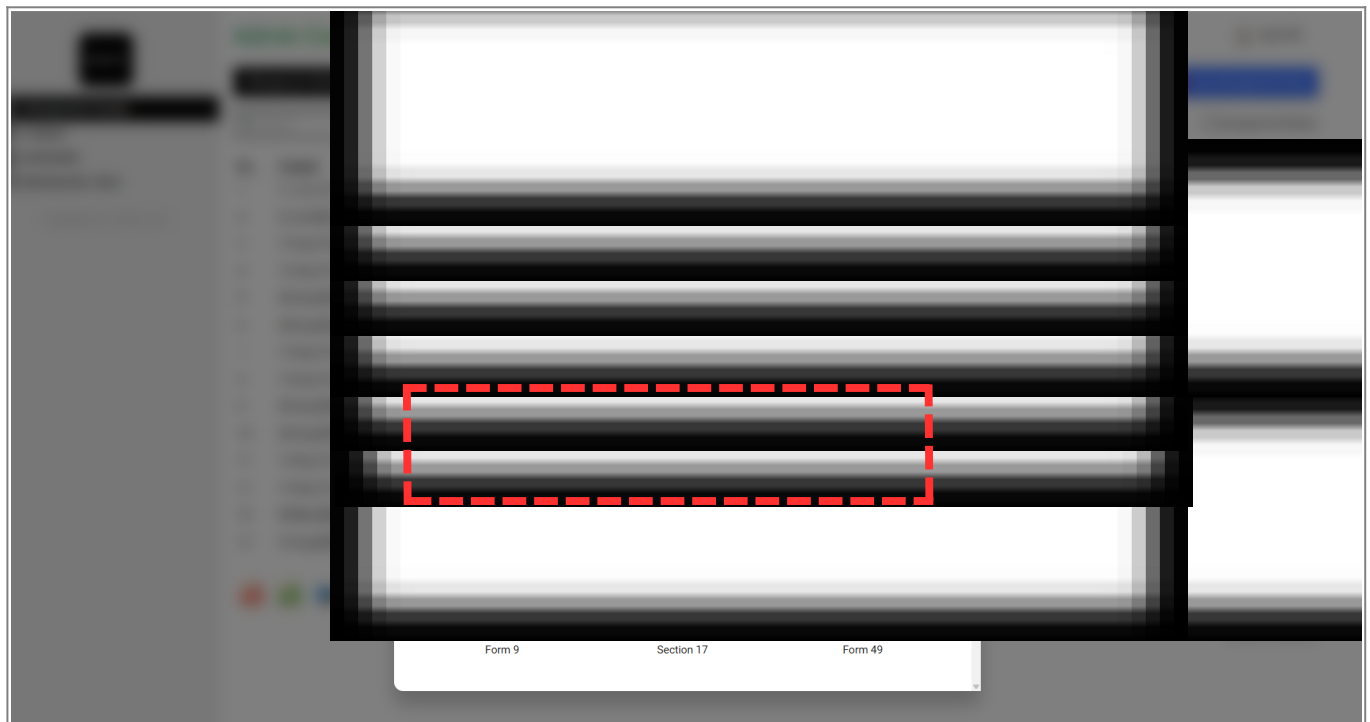
### 1.2 Locate Management

Click Management Bodies > Business Name



### 1.3 Enter Detail ID

Click Edit > Scroll Down until found ERP Name, Client ID, Client Secret 1 and Client Secret 2



## 2. Set VYROX VIP as Your E-Invoice ERP

### 3.1 Browse the site

Visit <https://mytax.hasil.gov.my/> and click on MyInvois.



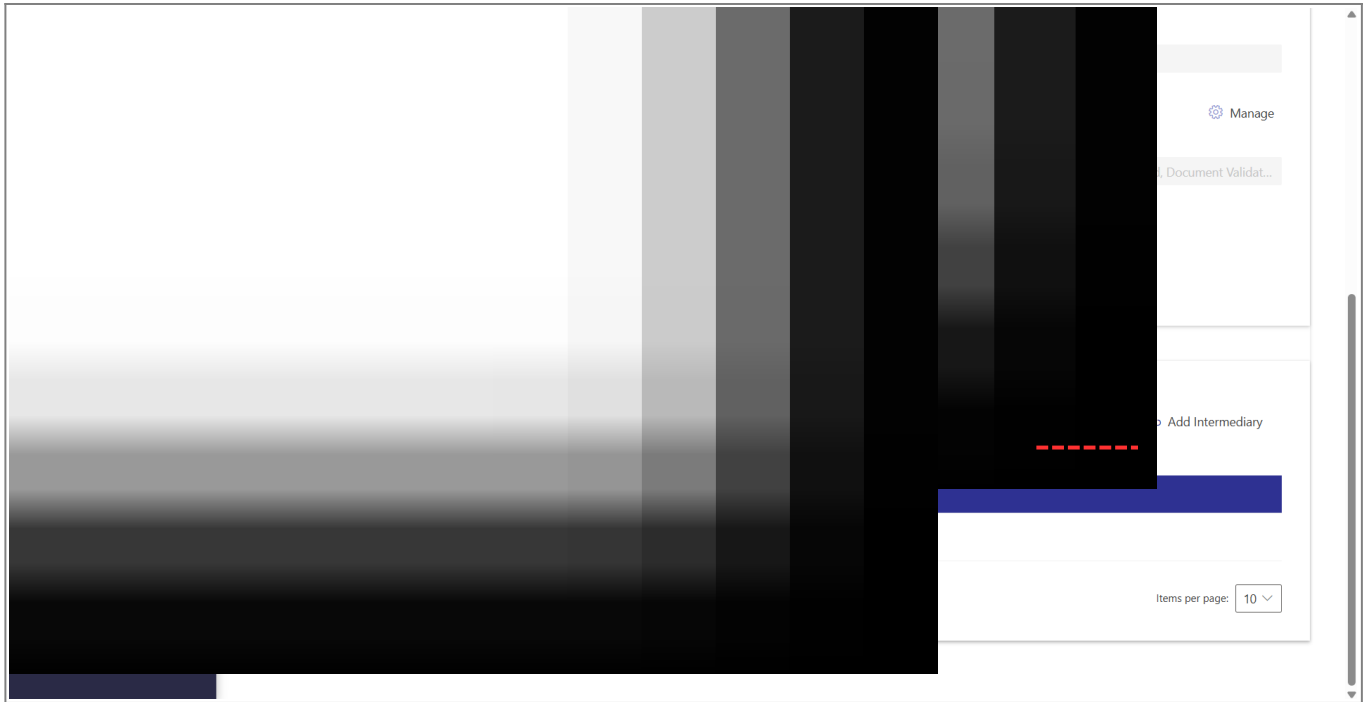
## 2.2 Homepage MyTax

Click on the profile icon located at the top right, then select “View Taxpayer Profile”.

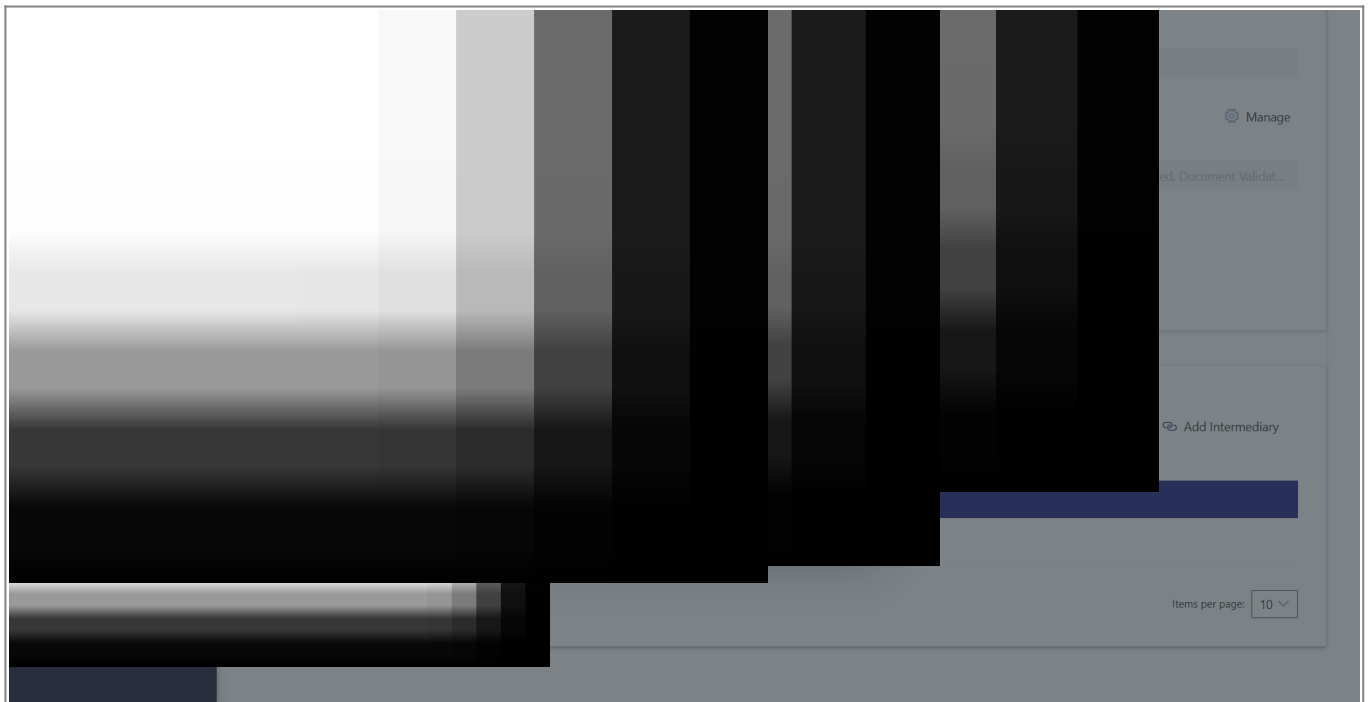


## 2.3 Registration Method

Scroll down to the “Register ERP” section and click on the “Register ERP” button.



Enter an ERP name, like "VYROX Account ERP", and choose a secret expiration period, ideally three years. Set it as the primary ERP system and complete the registration.



## 2.4 Get the ID

Please copy the Client ID, Secret 1, and Secret 2 individually and paste them at the step. Continue the step by inserting an e-invoice into VYROX VIP.

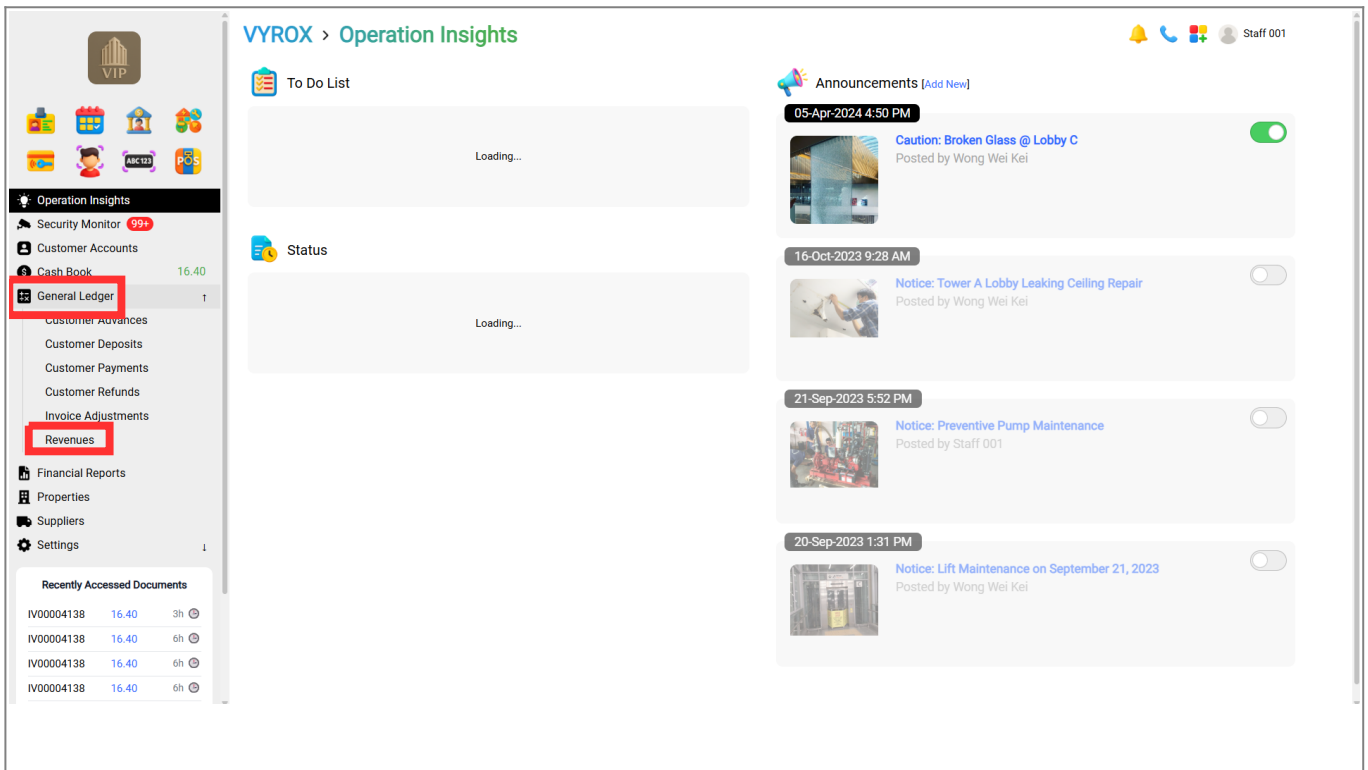


**Note: Company name, BRN, and TIN are required fields.**

### 3. Create and Validate Individual E-Invoice (by Staff)

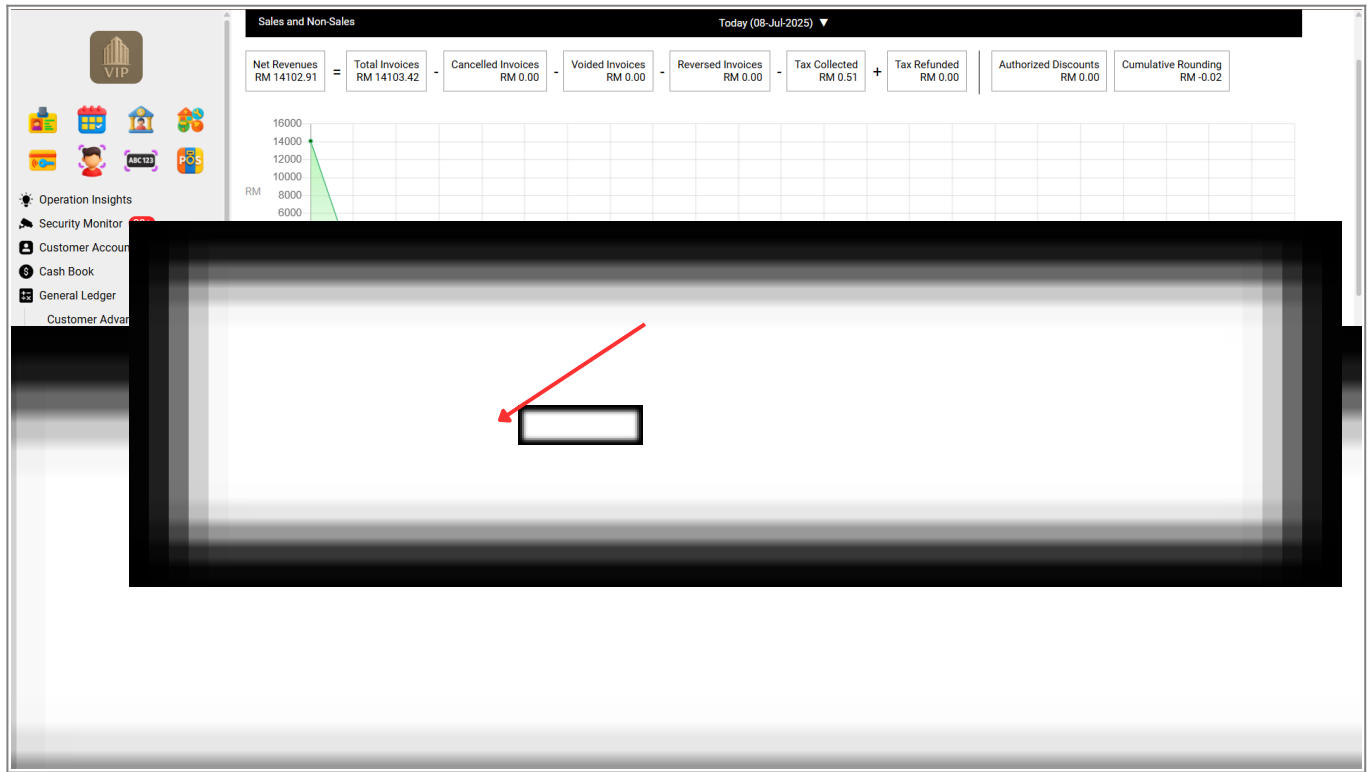
#### 3.1 Go To General Page

VYROX VIP > General Ledger > Revenues.



### 3.2 Go to Revenues

Click the tick icon.



### 3.3 Form and Response Submission

Complete the information and click on the “Confirm Submit e-invoice Validation” button.

**Billing Information** [X]

Bill To:

ID Type:

Mobile Phone Number

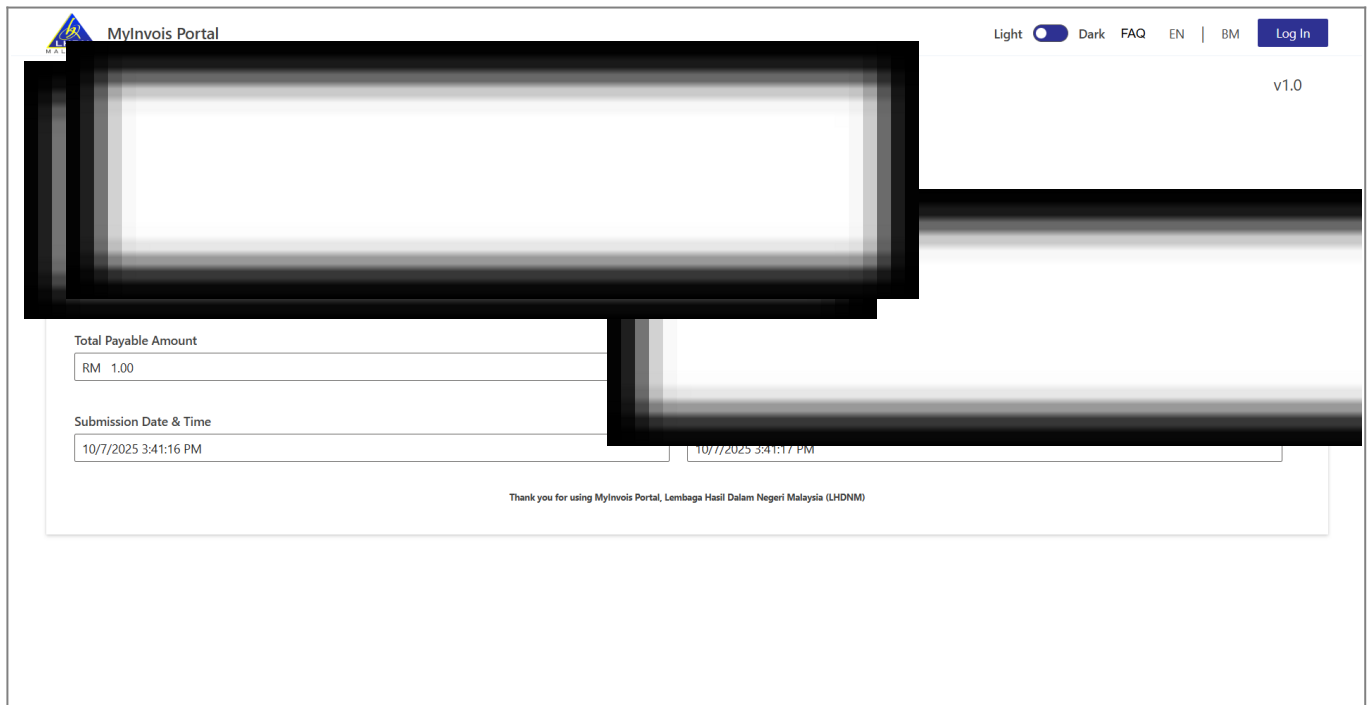
Address Line 3

Malaysia

\*Note: Grey checkmark: Not Submitted, green checkmark: Valid, Caution ⚠: invalid, Blue checkmark:

Pending for LHDN verification

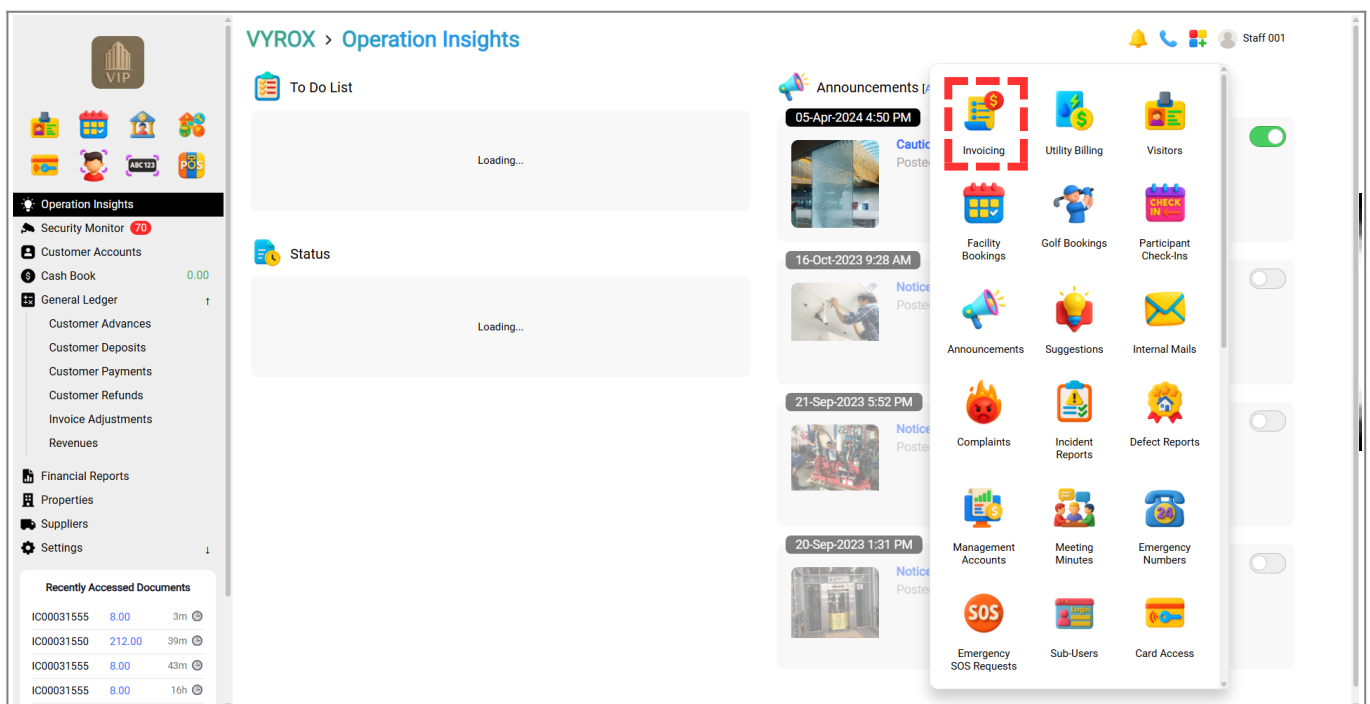
Upon completion of the submission process, select the green checkmark that will appear in the following manner.



## 4. Create and Validate Consolidated E-Invoice (by Staff)

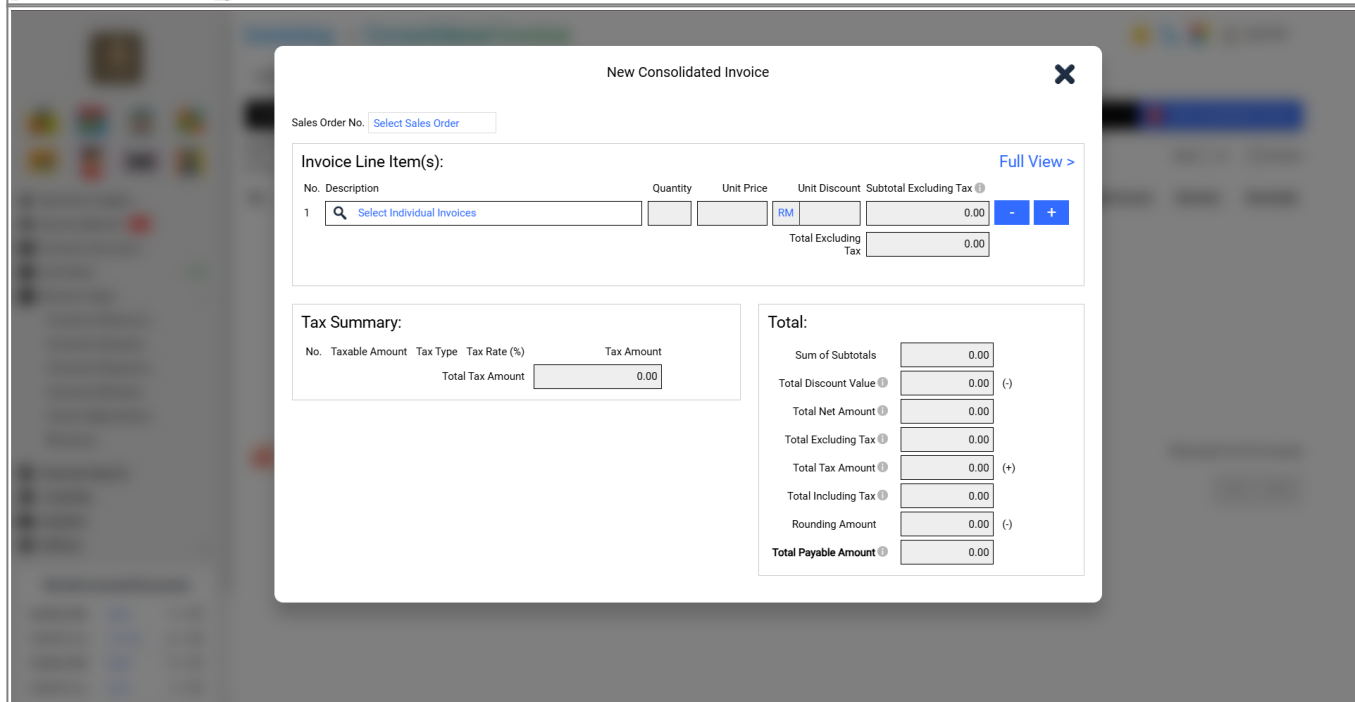
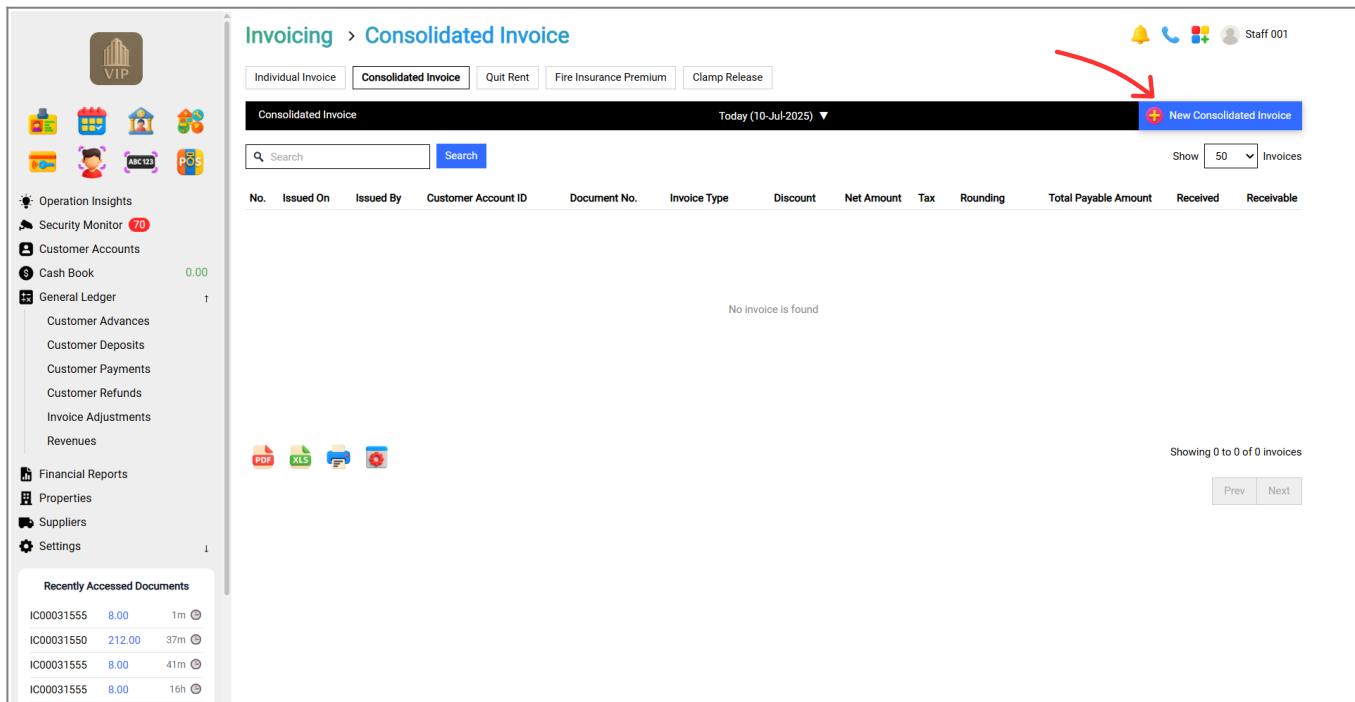
### 4.1 Set up e-invoicing

Configure your e-invoicing settings, including your company's tax information for MyInvois portal integration, according to VYROX VIP documentation > Click invoicing



## 4.2 Consolidate invoices

- In the browse screen, select the “New Consolidated E-invoice” function.



- Choose the relevant invoices for consolidation. Review the aggregated invoice details and click “submit”.

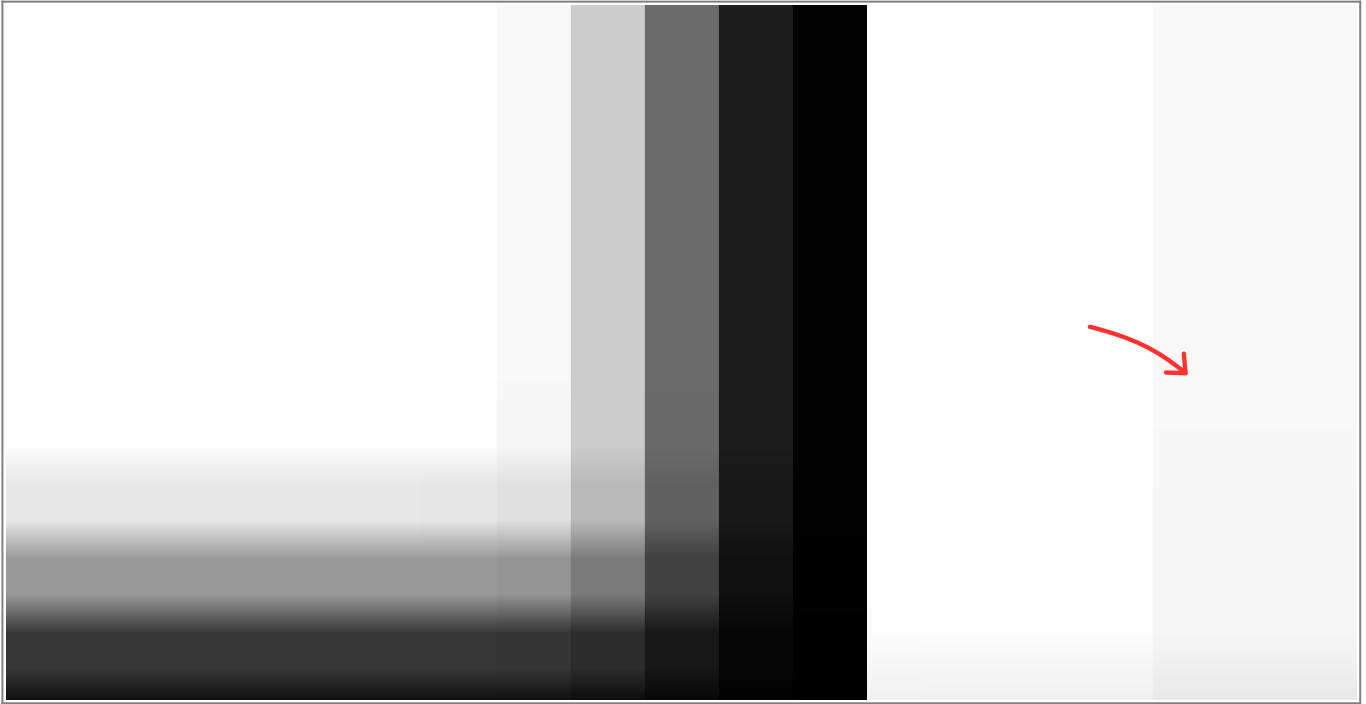
Upon submission, the system will proceed to validate the consolidated e-invoice. The status of your e-invoices can be monitored within the VYROX VIP Account, indicating whether they are submitted, validated, invalid, or cancelled.

Upon validation, the supplier is required to provide the e-invoice to the buyer, typically incorporating a QR code. The buyer is able to use the QR code for invoice validation on the MyInvois portal.

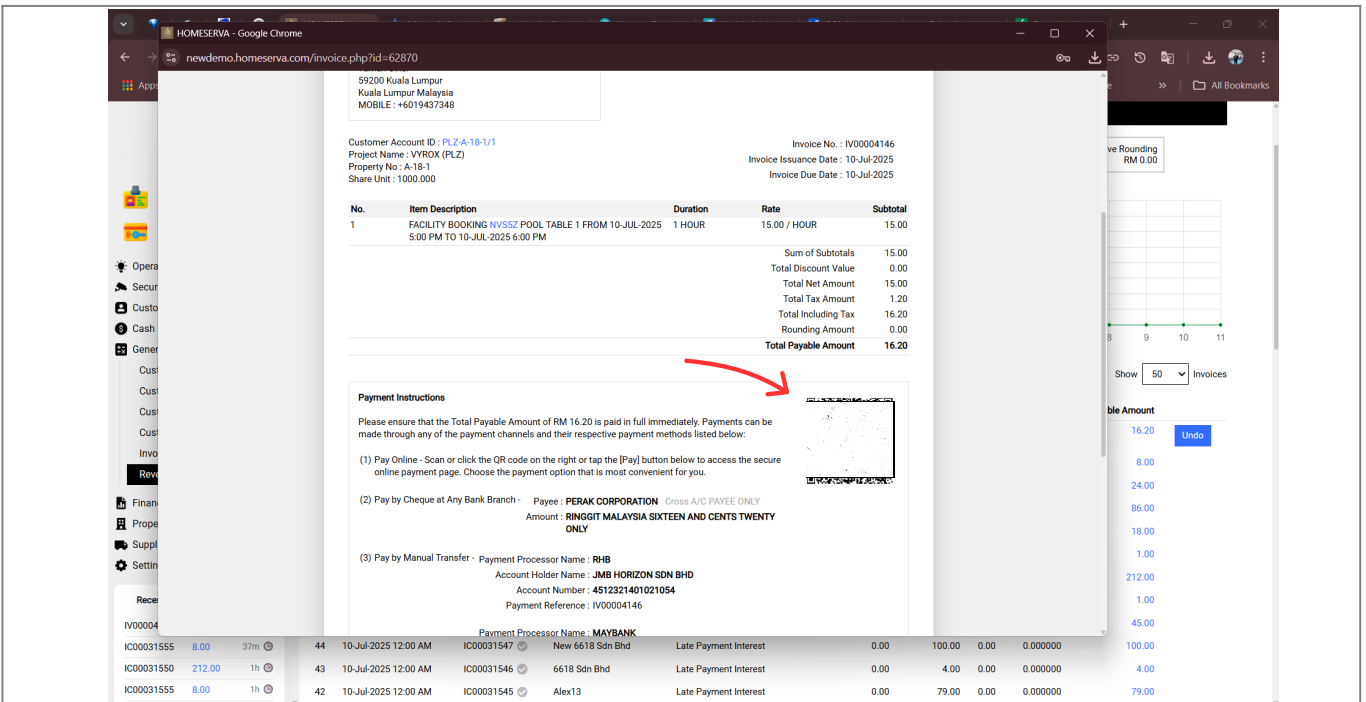
# 5. Validate Individual E-Invoice (by Customer)

## 5.1 Go to Revenues

Click on Payable Amount > Customers can use their phones for scanning the QR code.

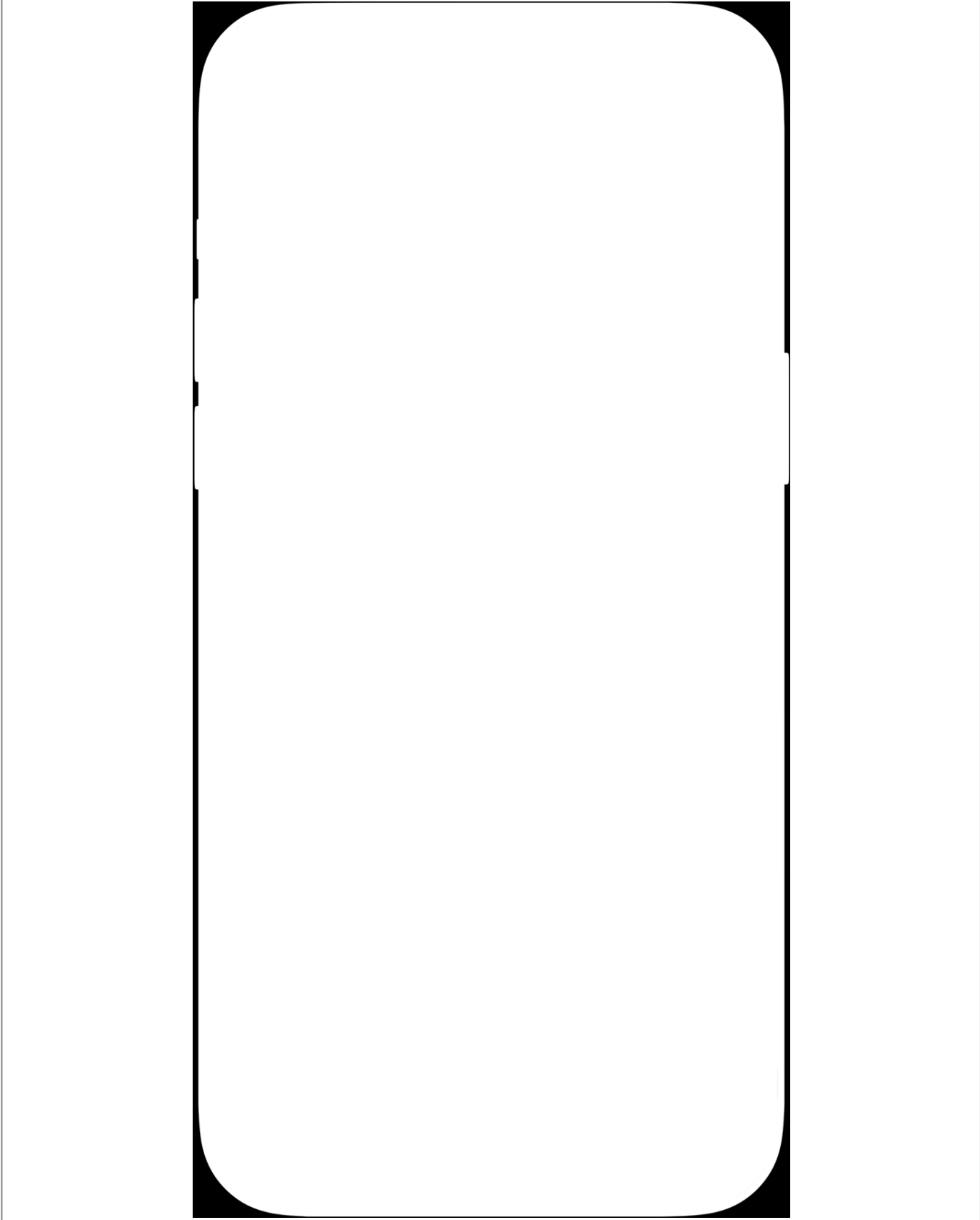


Customers scan the QR code.

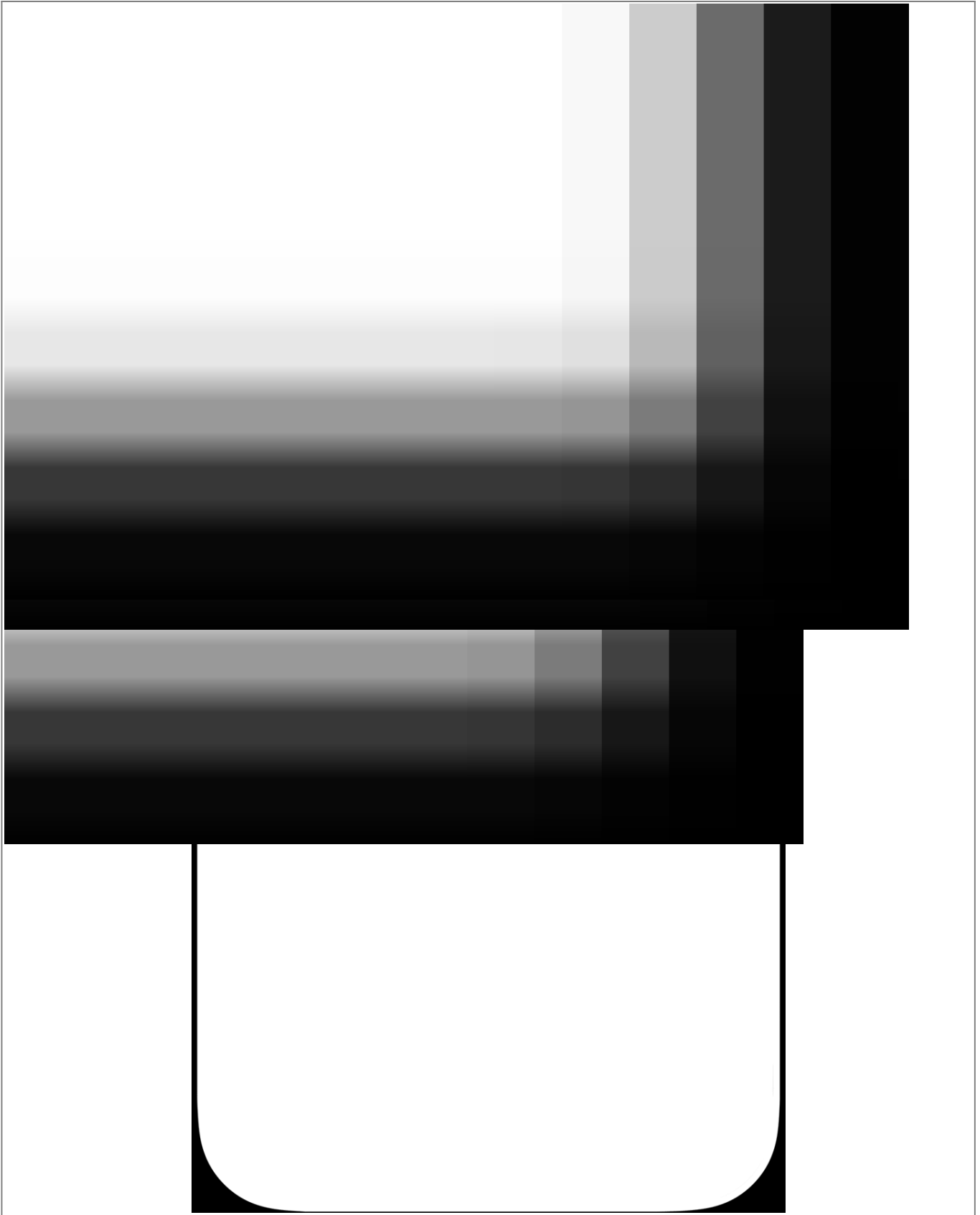


## 5.2 Form and Response Submission

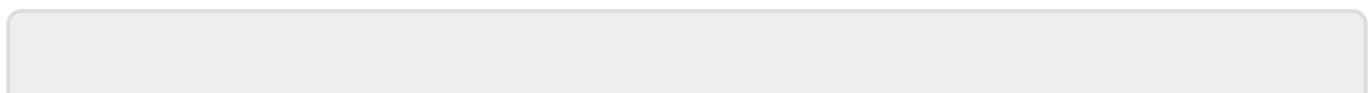
Complete the information and click on the "Confirm Submit e-invoice Validation" button.



Upon completion of the submission process, you'll notice a blue checkmark pop up in the system, and you'll need to type in the symbol. Next, you'll spot the letter Invoice, and a green checkmark will pop up.



\*Note: Grey checkmark: Not Submitted, green checkmark: Valid, Caution  $\triangle$ : invalid, Blue checkmark: Pending for LHDN verification



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Last update: **2025/07/11 02:27**

