E-Invoice

User Manual – V1

MINDSPRINT

This document designed for end users to use a product or service properly or to find solutions to problems that arise through use.

Prepared By,

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Version History

Document Release Note					
VERSION	REVISION DATE	NAME	DESCRIPTION	AUTHOR	REVIEWER
V1	8 Aug'24	E-Invoice User Manual	User manual – Version 1	Dinesh	

Revision Details					
ACTION TAKEN (Add/ Delete/ Change)	VERSION	REVISION DATE	REVISION DESCRIPTION	REVISED BY	REVIEWER

Table of Contents

1.1 Introduction

E-Invoice Application User Manual

E-Invoice Application is designed to streamline your invoicing process by integrating with your Enterprise Resource Planning (ERP) system and the MyInvois portal of the Inland Revenue Board of Malaysia (IRBM).

The E-Invoice Application performs the following key activities:

- **Receives Invoices:** The application receives e-invoices from your ERP system, acting as a bridge between your internal systems and external validation services.
- **Submits E-Invoices for Validation:** The application submits these e-invoices to the MyInvois portal for validation. This ensures that all invoices meet the necessary standards and requirements set by the IRBM.
- **Returns Validated Data:** After validation, the application sends the data back to your ERP system. This allows your ERP system to update its records with the validated invoice data.
- **Multiple Invoice Submission:** The application provides the provision to send multiple invoices from our application for validation to the Myinvois portal.
- **Invoice Cancellation:** The application allows for the cancellation of an invoice after submission in the Myinvois portal.

This user manual will guide you through each step of this process, ensuring you can effectively use the E-Invoice Application to manage your invoicing needs. Whether you're submitting invoices for validation or retrieving validated data, this manual will provide clear instructions and helpful tips.

1.2 Scope

The E-Invoice Application is a robust tool designed to manage and streamline your invoicing process.

The application's scope encompasses the following functionalities:

Invoice Reception: The application can receive various types of invoices from your ERP system. This includes standard invoices, credit notes, debit notes, self-billed invoices, and refund notes.

Invoice Submission: The application submits these invoices to the MyInvois portal for validation by the Inland Revenue Board of Malaysia (IRBM). This ensures that all invoices meet the necessary standards and requirements.

Data Return: After validation, the application sends the data back to your ERP system. This allows your ERP system to update its records with the validated invoice data.

Invoice Consolidation: The application can consolidate multiple invoices into a single submission. This feature simplifies the submission process and makes it more efficient.

Multiple Invoice Submission: The application supports the submission of multiple invoices at once. This feature is particularly useful for businesses that generate a large volume of invoices.

Invoice Cancellation: The application also allows for the cancellation of invoices within 72 hours after invoice validation. This feature provides flexibility in managing invoices post-validation.

By leveraging these functionalities, the E-Invoice Application can significantly improve the efficiency of your invoicing process, ensuring that all invoices are validated, returned to your ERP system, and managed effectively in a timely manner.

1.2 Out of Scope

- **ERP System Configuration:** The configuration, customization, or modification of the ERP system is not within the scope of the E-Invoice Application. The application is designed to receive invoices from an already configured ERP system.
- **MyInvois Portal Management:** The management or administration of the MyInvois portal, including user management, portal configuration, or any other administrative tasks, is not within the scope of the E-Invoice Application.
- **Invoice Creation or Modification:** The creation or modification of invoices is not within the scope of the E-Invoice Application. The application is designed to handle already created invoices from the ERP system.
- **Non-Standard Invoice Types:** Handling of non-standard invoice types, other than the ones specified (standard invoices, credit notes, debit notes, self-billed invoices, refund notes), is not within the scope of the E-Invoice Application.

- **Cancellation After 72 Hours:** The cancellation of invoices after 72 hours of validation is not within the scope of the E-Invoice Application.
- **Data Analysis or Reporting:** The E-Invoice Application is not designed to perform data analysis or generate reports based on the invoice data. Its primary function is to facilitate the validation of invoices.
- **Handling of Other Financial Documents:** The handling of other financial documents, such as purchase orders, receipts, or expense reports, is not within the scope of the E-Invoice Application.

1.3 User roles

- **Administrator:** An individual responsible for managing users within the E-invoice application.
- **Invoice Submitter:** An individual who carries out tasks such as invoice submission, consolidation, cancellation, and other activities, excluding user management.

1.4 Module wise guide

New User

- When the Admin adds a new user using an email address, the application sends an email to the registered user.
- This email contains the user's credentials, a default password, and a link to the application.
- The user can click on this link to view the login screen, where they can enter their credentials to log into the application.
- The admin has the ability to add both Admin users and Invoice submitters.

Login

There are two methods to log into our application:

- **Login by using Single Sign-On (SSO)**
- **Logging in with User Credentials**
  - Enter your registered email address in the username field.
  - Enter your password.

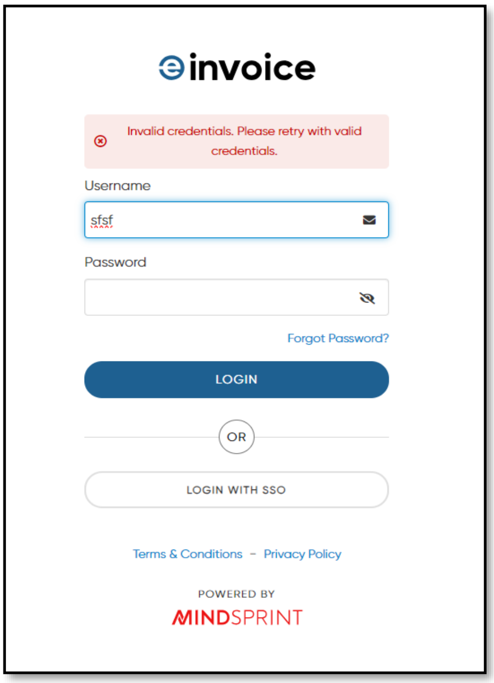
- Click on the ‘Login’ button to log in.

Please note, if you are not a registered user, you will receive an error message as shown in the

figure 2: Login >> Invalid user credentials.

Figure 1: Login screen

Figure 2: Login >> Invalid user credentials



Terms and Conditions

- Click on the ‘Terms and Conditions’ link to view the Terms and Conditions page.

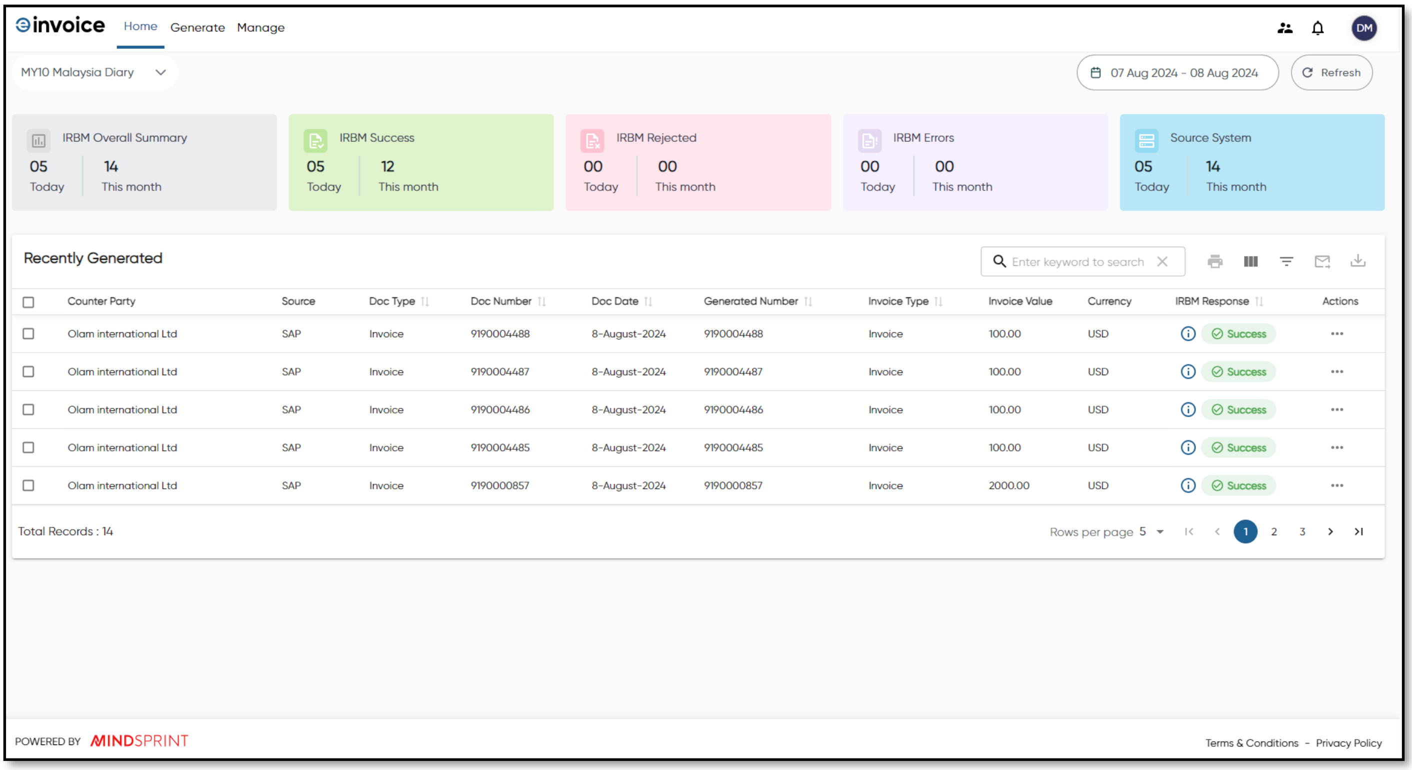
Privacy Policy

- Click on the ‘Privacy Policy’ link to view the Privacy policy page.

Home screen

- Once when the user successfully logged into the application, then the user will be displayed with Home screen. *(Fig 3: Home screen)*
- Home screen will be displayed as default.
- In the top-left screen, three modules will be displayed namely
    - Home
    - Generate
    - Manage

Figure 3: Home screen



- User can navigate into the modules based on the selection.
- Additional Options

Options to download, email, and print the invoice in table form are available in the Manage screen.

Date Picker

- Users can select a date range using the Date Picker.
- Based on the selection, invoices with specific dates will be displayed.

Refresh

- Clicking the "Refresh" button resets filters and the date picker.

Search Field

- Users can search any field using the Search Field.
- The application displays records based on the user's input.

Checkboxes

- Users can select invoices by clicking the checkbox next to each invoice.
- The "Select all" checkbox selects all records.
- It also works for filtered invoices.

Column Chooser

- Choose which columns to display on the Home page's Recently Generated screen.
- Customize the view to show relevant invoice values.

Pagination

- At the bottom of the screen, find the pagination bar.
- It shows the current page number and the total number of pages.
- Navigate to the next or previous page using the buttons.
- Jump to a specific page by selecting the page number.
- Adjust the number of invoice items per page using "Rows per page."

IRBM Title Cards

- View the number of invoices for today and the current month.
- Categories include IRBM Overall Summary, IRBM Success, IRBM Rejected, IRBM Errors, and Source Systems.

Print

- Print selected invoices in table format, provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Print icon in the top right corner of the Recently Generated table.

Download

- Download selected invoices in table format provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Download icon in the top right corner of the Recently Generated table.

Email

- Email selected invoices in table format to the respective recipients, provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Email icon in the top right corner of the Recently Generated table.
- Fill To, CC, Subject and Mail body and Click on Send button to send mail to the respective recipients.
- Click on Cancel button to cancel the mail flow.

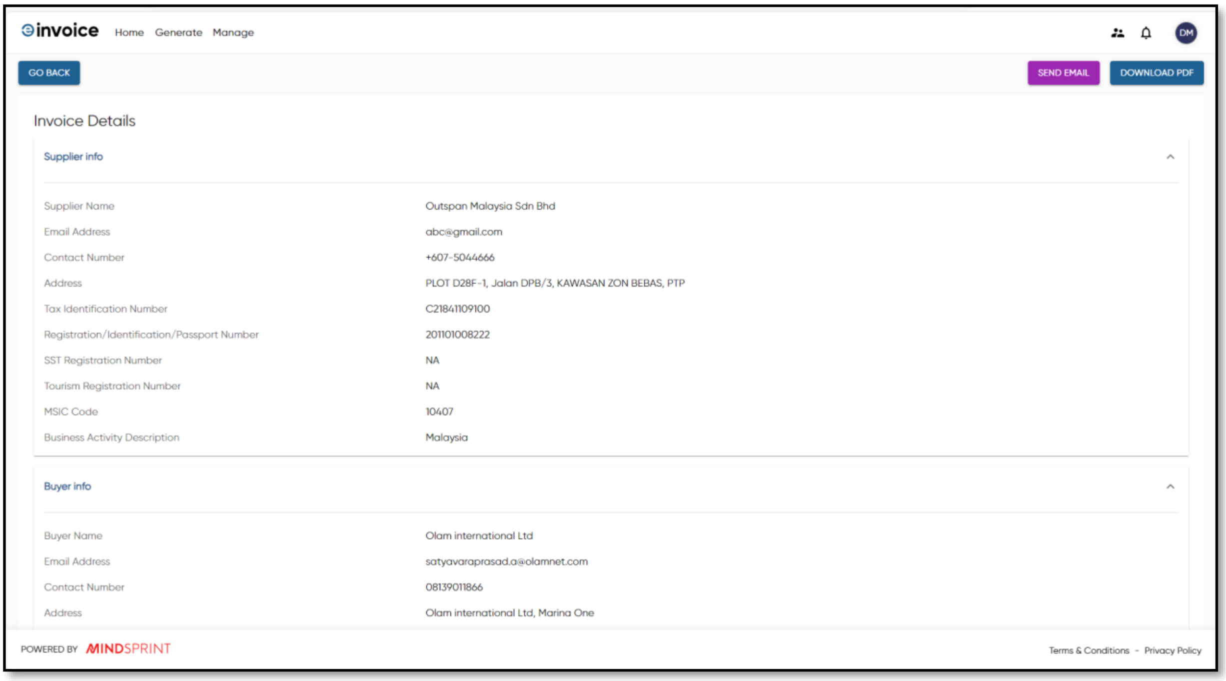
Filter

- Click the filter icon in the top right of the Recently Generated table.
- Under each column header, the application displays filter fields.
- Based on user input, the application provides the required data.

Actions Button

- View invoice details by clicking "View details" under the Action column.
- Click the "More" option in the Action column to access additional actions.
- A new page displays detailed invoice information *(Fig 4: View Details screen).*

Figure 4: View details screen



View Invoice screen has three buttons which are provided below,

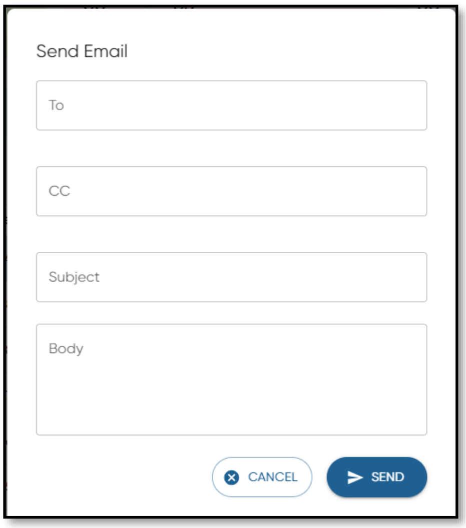
Download

- Clicking the "Download" button downloads invoice details in PDF format.
- The application generates a PDF file containing the relevant invoice information.

Email

- Clicking the "Email" button opens an email prompt *(Fig 5: Email pop-up).*
- Users must provide the following details:
- To address: Enter the recipient's email address.
- CC address: Optionally, enter any additional recipients.
- Subject: Specify the email subject related to the invoice.
- Mail body: Compose the email content, including the invoice details.

Figure 5: Email pop-up



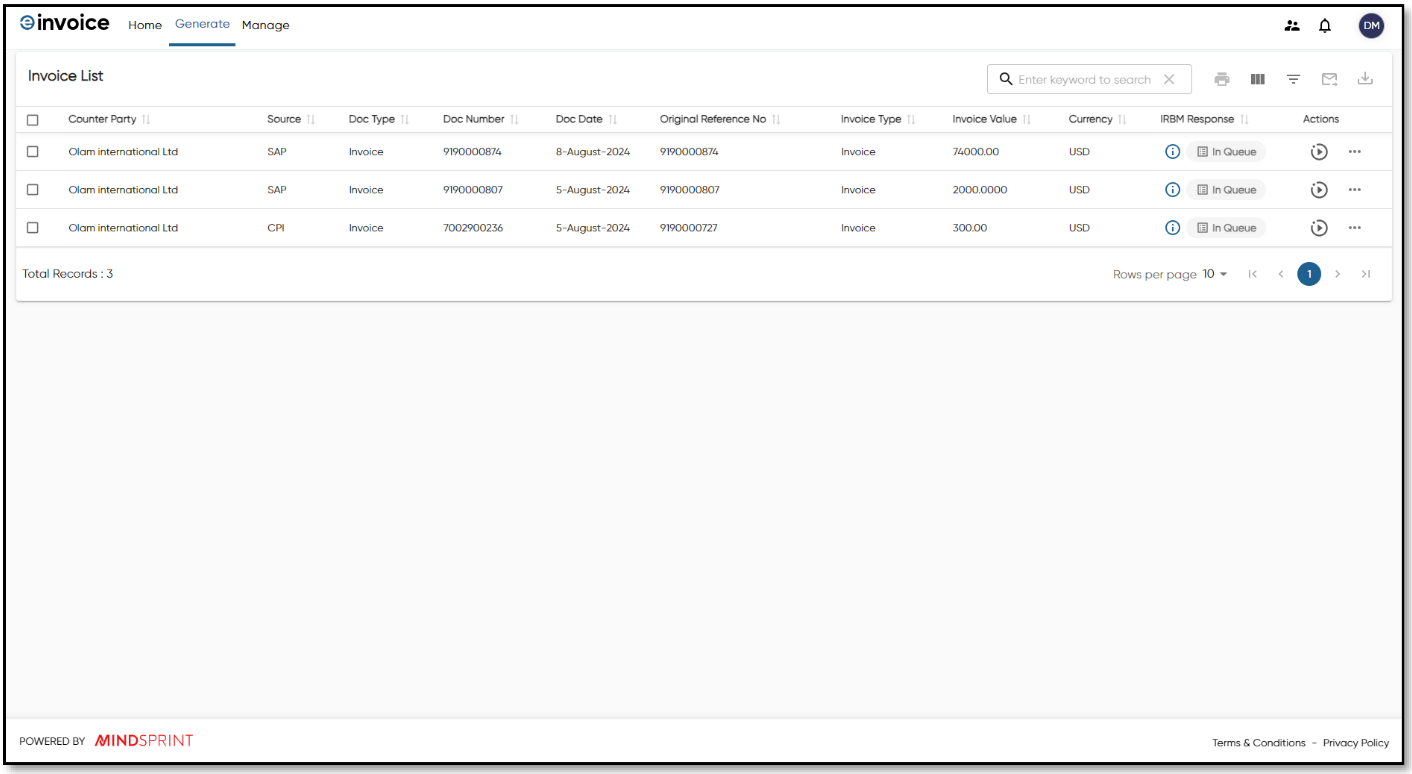
Back

- Back button provided on the top left of the View Details screen to view the details of the Invoice. Click on the Back button to go back to home screen.

Generate Module

- Navigate to the “Generate” module *(Fig 6: Generate Module).*
- In the “Action” column, locate the invoice you want to validate.
- Click the “Generate” button to submit the invoice to the IRBM portal.
- For multiple invoices, select the checkboxes next to each invoice.
- Click the “Generate invoice” button at the top left of the Invoice list table to submit all selected invoices to the Myinvois portal and receive a response.
- After submission from the Myinvois portal, the record will move to the “Manage” screen.
- Note that the “Generate” module only displays invoices pending submission to the Myinvois portal.
- The total number of records will be shown in the bottom left corner.

Figure 5: Generate Module



- User can navigate into the modules based on the selection.
- Additional Options
    - Options to download, email, and print the invoice in table form are available in the Manage screen.

Search Field

- Users can search any field using the Search Field.
- The application displays records based on the user's input.

Checkboxes

- Users can select invoices by clicking the checkbox next to each invoice.
- The "Select all" checkbox selects all records.
- It also works for filtered invoices.

Column Chooser

- Choose which columns to display on the Generate screen's Invoice List table.
- Customize the view to show relevant invoice values.

Pagination

- At the bottom of the screen, find the pagination bar.
- It shows the current page number and the total number of pages.
- Navigate to the next or previous page using the buttons.
- Jump to a specific page by selecting the page number.
- Adjust the number of invoice items per page using "Rows per page."

Print

- Print selected invoices in table format, provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Print icon in the top right corner of the Invoice List table.

Download

- Download selected invoices in table format provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Download icon in the top right corner of the Invoice List table.

Email

- Email selected invoices in table format to the respective recipients, provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Email icon in the top right corner of the Invoice List table.
- Fill To, CC, Subject and Mail body and Click on Send button to send mail to the respective recipients.
- Click on Cancel button to cancel the mail flow.

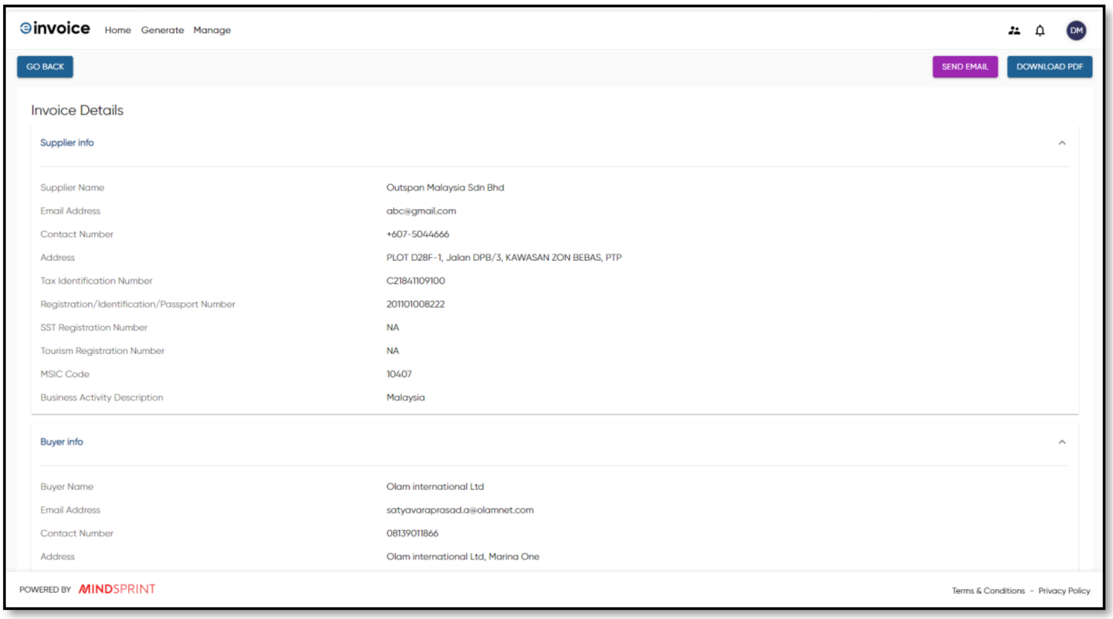
Filter

- Click the filter icon in the top right of the Invoice List table.
- Under each column header, the application displays filter fields.
- Based on user input, the application provides the required data.

Actions Button

- View invoice details by clicking "View details" under the Action column.
- Click the "More" option in the Action column to access additional actions.
- A new page displays detailed invoice information *(Fig 7: View Details screen).*

Figure 7: View details screen



View Invoice screen has three buttons which are provided below,

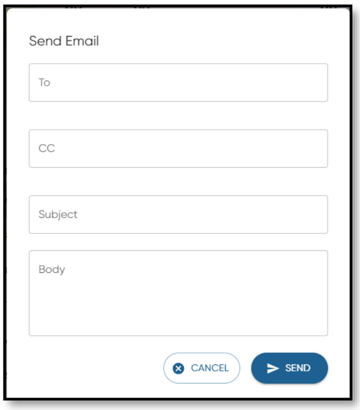
Download

- Clicking the “Download” button downloads invoice details in PDF format.
- The application generates a PDF file containing the relevant invoice information.

Email

- Clicking the “Email” button opens an email prompt *(Fig 8: Email pop-up).*
- Users must provide the following details:
- To address: Enter the recipient’s email address.
- CC address: Optionally, enter any additional recipients.
- Subject: Specify the email subject related to the invoice.
- Mail body: Compose the email content, including the invoice details.

Figure 8: Email pop-up



Back

- Back button provided on the top left of the View Details screen to view the details of the Invoice. Click on the Back button to go back to Generate screen.

View UBL

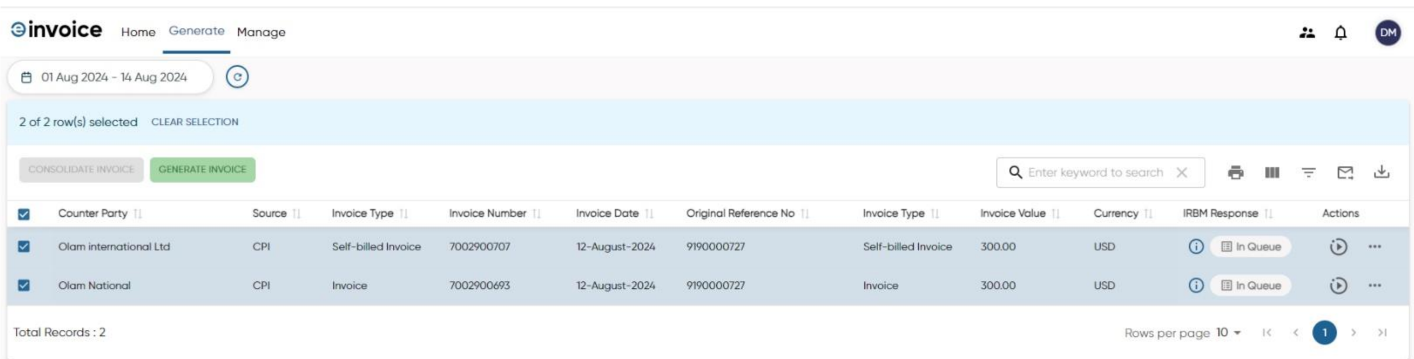
- Action Button has one more option as View UBL to view the UBL structure of the Invoice. The structure will be the one which is being sent to the Myinvois portal for submission *(Fig 9: View UBL pop-up)*
- The User will only be able to view the UBL structure and must not be allowed to edit it.
- Click on Close button to close the Pop-up

Figure 9: View UBL Pop-up

Generate button:

- In the “Action” column, locate the invoice you want to validate.
- Click the “Generate” button to submit the invoice to the IRBM portal.
- *Generate button is available only in Generate module.*

Figure 6: Generate module >> Generate button and Consolidate button



Generate button for Multiple invoice:

- For multiple invoices, select the checkboxes next to each invoice. *(Figure 6: Generate module >> Generate button and Consolidate button)*
- Click the "Generate invoice" button at the top left of the Invoice list table to submit all selected invoices to the Myinvois portal and receive a response.
- After submission from the Myinvois portal, the record will move to the "Manage" screen.
- *Generate button (For multiple invoices) is available only in Generate module.*

Consolidation button:

Our application assists users in consolidating invoices. This is done based on specific criteria such as the buyer's name and invoice type. After consolidation, the invoices are sent for validation.

- **Invoice Selection:** To begin, select the invoices you wish to consolidate. The 'Consolidate' button becomes active when more than one invoice is selected.
- **Consolidation Criteria:** The 'Consolidate' button will only be enabled if the selected invoices belong to the same buyer and are of the same invoice type. *(Figure 6: Generate module >> Generate button and Consolidate button)*.
- **Invalid Selections:** The 'Consolidate' button will not be enabled if the selected invoices have different invoice types, buyer names, currency values, or if only one invoice is selected.
- **Consolidation Process:** Once the 'Consolidate' button is enabled, click on it to consolidate the selected invoices. A 'Submit Successfully' message will be displayed upon successful consolidation.
- **Post-Consolidation:** After consolidation, the invoice details are moved to the 'Manage' module. The application will provide the status of the invoice in this module.
- **Consolidation Name:** Each consolidated invoice is provided with a consolidation name. This name can be used to check which invoices have been consolidated.

Manage Module

The Manage Module is designed to facilitate the viewing of submitted invoices. It provides a comprehensive display of all invoices, except for those in the queue status, which are available in the Generate Module.

Invoice Display

- The Manage screen presents a detailed view of each invoice, including the IRBM response, URL, QR code, UUID, and the status from the IRBM.

Invoice Statuses

- Invoices with the statuses of Success, Cancelled, and Rejected are displayed in the Manage screen.
- Counts for each status, such as **Success**, **Error**, and **Rejected**, are conveniently located at the top left of the Invoice List table.

- Users can easily filter the invoices based on their status. To do this, simply click on the count corresponding to a particular status. This will update the Invoice List table to display only the invoices with the selected status.

Detailed View

- Users can view the invoice in detail, examine the UBL structure, and log time using the Action column provided in the Manage screen.
- IRBM Response
- In the IRBM response, an “i” button is available to view the rejection reason from the IRBM response.

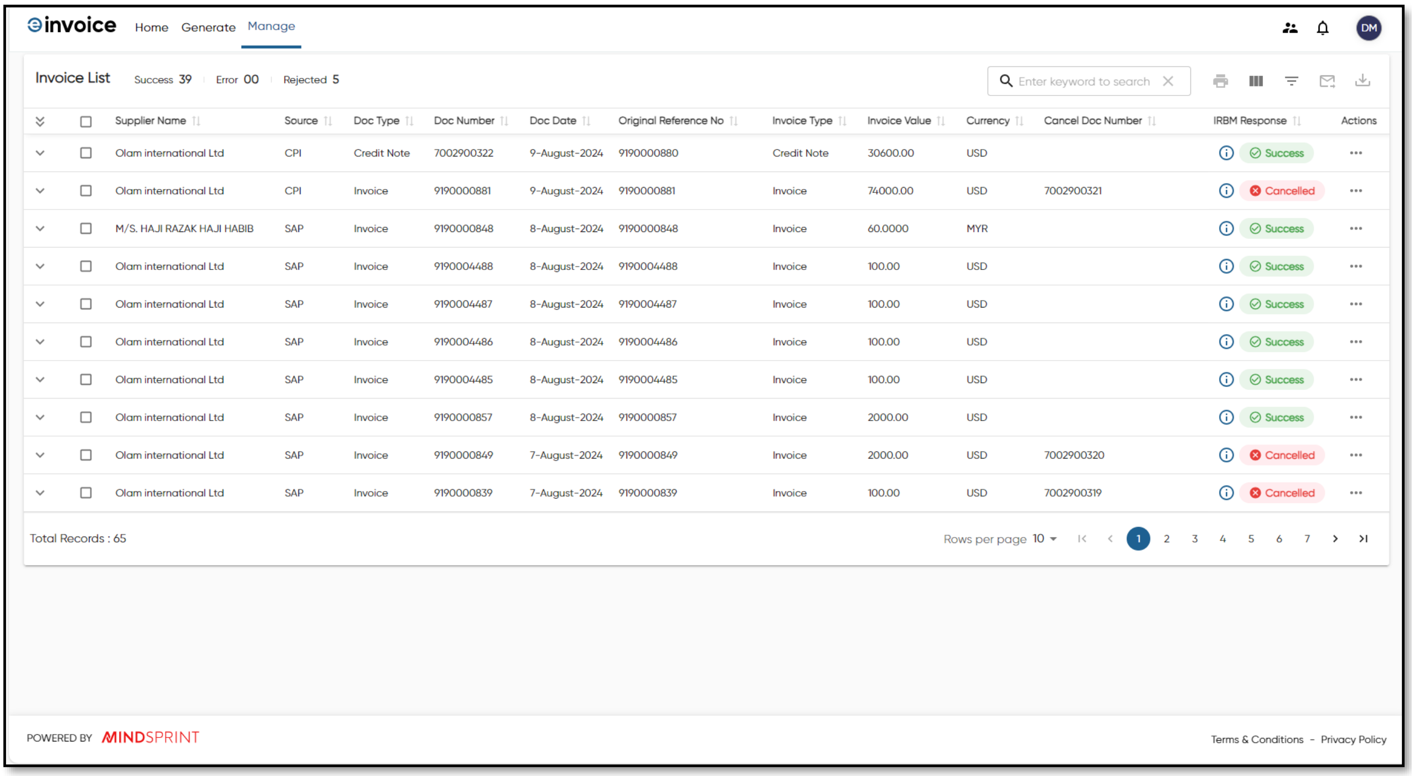
Quick Expand View

- By clicking on the down arrow provided near the Invoice, users can access the Quick Expand view. This feature allows users to view the UUID, IRBM status, IRBM Validation status, Cancellation status, cancel process error, QR code, and URL link.

Additional Options

- Options to download, email, and print the invoice in table form are available in the Manage screen.

Figure 10: Manage Screen



Supplier Name	Source	Doc Type	Doc Number	Doc Date	Original Reference No	Invoice Type	Invoice Value	Currency	Cancel Doc Number	IRBM Response	Actions
Olam international Ltd	CPI	Credit Note	7002900322	9-August-2024	9190000880	Credit Note	30600.00	USD		Success	•••
Olam international Ltd	CPI	Invoice	9190000881	9-August-2024	9190000881	Invoice	74000.00	USD	7002900321	Cancelled	•••
M/S. HAJI RAZAK HAJI HABIB	SAP	Invoice	9190000848	8-August-2024	9190000848	Invoice	60.0000	MYR		Success	•••
Olam international Ltd	SAP	Invoice	9190004488	8-August-2024	9190004488	Invoice	100.00	USD		Success	•••
Olam international Ltd	SAP	Invoice	9190004487	8-August-2024	9190004487	Invoice	100.00	USD		Success	•••
Olam international Ltd	SAP	Invoice	9190004486	8-August-2024	9190004486	Invoice	100.00	USD		Success	•••
Olam international Ltd	SAP	Invoice	9190004485	8-August-2024	9190004485	Invoice	100.00	USD		Success	•••
Olam international Ltd	SAP	Invoice	9190000857	8-August-2024	9190000857	Invoice	2000.00	USD		Success	•••
Olam international Ltd	SAP	Invoice	9190000849	7-August-2024	9190000849	Invoice	2000.00	USD	7002900320	Cancelled	•••
Olam international Ltd	SAP	Invoice	9190000839	7-August-2024	9190000839	Invoice	100.00	USD	7002900319	Cancelled	•••

- User can navigate into the modules based on the selection.

Search Field

- Users can search any field using the Search Field.

- The application displays records based on the user's input.

Checkboxes

- Users can select invoices by clicking the checkbox next to each invoice.
- The "Select all" checkbox selects all records.
- It also works for filtered invoices.

Column Chooser

- Choose which columns to display on the Manage screen's Invoice List table.
- Customize the view to show relevant invoice values.

Pagination

- At the bottom of the screen, find the pagination bar.
- It shows the current page number and the total number of pages.
- Navigate to the next or previous page using the buttons.
- Jump to a specific page by selecting the page number.
- Adjust the number of invoice items per page using "Rows per page."

Print

- Print selected invoices in table format, provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Print icon in the top right corner of the Invoice List table.

Download

- Download selected invoices in table format provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Download icon in the top right corner of the Invoice List table.

Email

- Email selected invoices in table format to the respective recipients, provided the fields can be increased or decreased using Column chooser option.
- Use checkboxes to select single or multiple invoices.
- Click the Email icon in the top right corner of the Invoice List table.
- Fill To, CC, Subject and Mail body and Click on Send button to send mail to the respective recipients.
- Click on Cancel button to cancel the mail flow.

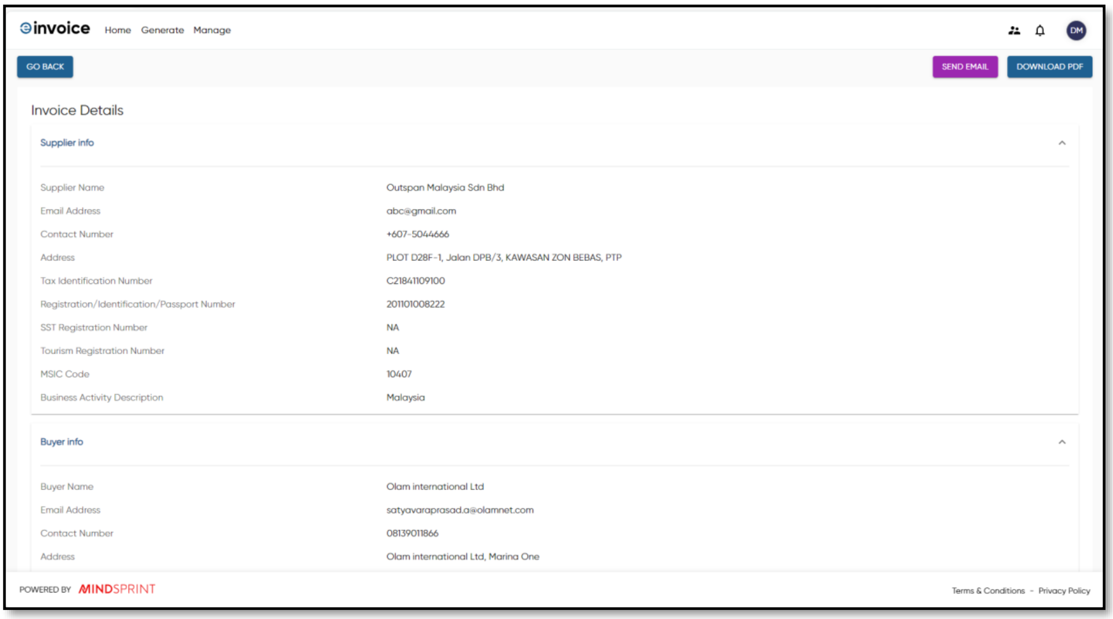
Filter

- Click the filter icon in the top right of the Invoice List table.
- Under each column header, the application displays filter fields.
- Based on user input, the application provides the required data.

Actions Button

- View invoice details by clicking "View details" under the Action column.
- Click the "More" option in the Action column to access additional actions.
- A new page displays detailed invoice information *(Fig 4: View Details screen).*

Figure 11: View details screen



View Invoice screen has three buttons which are provided below,

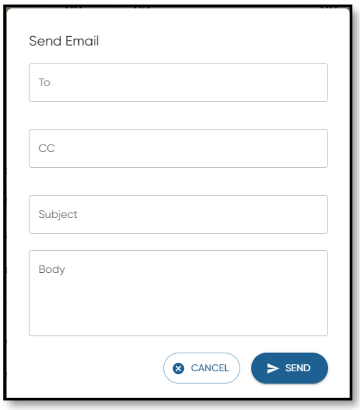
Download

- Clicking the “Download” button downloads invoice details in PDF format.
- The application generates a PDF file containing the relevant invoice information.

Email

- Clicking the “Email” button opens an email prompt *(Fig 12: Email pop-up).*
- Users must provide the following details:
- To address: Enter the recipient’s email address.
- CC address: Optionally, enter any additional recipients.
- Subject: Specify the email subject related to the invoice.
- Mail body: Compose the email content, including the invoice details.

Figure 12: Email pop-up



Back

- Back button provided on the top left of the View Details screen to view the details of the Invoice. Click on the Back button to go back to Generate screen.

View UBL

- Action Button has one more option as View UBL to view the UBL structure of the Invoice. The structure will be the one which is being sent to the Myinvois portal for submission *(Fig 13: View UBL pop-up)*
- The User will only be able to view the UBL structure and must not be allowed to edit it.
- Click on Close button to close the Pop-up

Figure 13: View UBL Pop-up

Invoice Cancellation

Access the Myinvois Portal: Log in to the Myinvois portal using your user credentials.

Select the Invoice: Choose the invoice you wish to cancel. Note that you can cancel any type of invoices within 72 hours after they have been validated by the Myinvois portal.

Initiate Cancellation: Click on the 'Cancel' option to start the cancellation process.

Provide Cancellation Reason: A pop-up will appear asking for the reason for cancellation. Enter the reason and click on 'Submit' to proceed with the cancellation.

Confirmation of Cancellation: Once the invoice is cancelled, a cancellation document is generated from the ERP system. The details of this document will be displayed in the Quick Expand view.

Error Handling: If there is an error in the cancellation process, an error message will be displayed to the user.

Figure 14: Cancel invoice pop-up

Quick Expand View

Access Quick Expand View: Click on the down arrow near the invoice to display the Quick Expand view.

View Invoice Details: In the Quick Expand view, you can see the following details:

- URL
- QR code
- UUID
- IRBM Submit and Validation status
- Cancel document no *(Available when the invoice is cancelled)*
- Error *(Available when the invoice is cancelled)*

Redirect to Myinvois Portal: Clicking on the URL link will redirect you to the Myinvois portal.

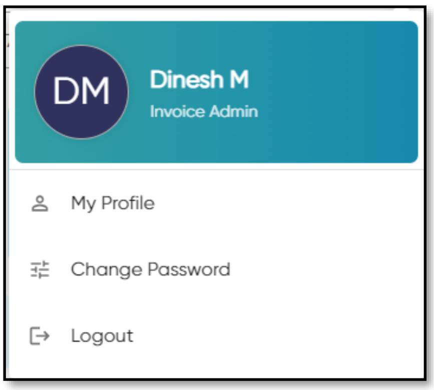
Profile Settings

Profile settings will be available in all the three modules.

In the top-right corner, Profile settings will be available clicking on which the user will get the below fields, *(Fig 15: Edit Profile drop down)*

- My Profile
- Change Password
- Log out

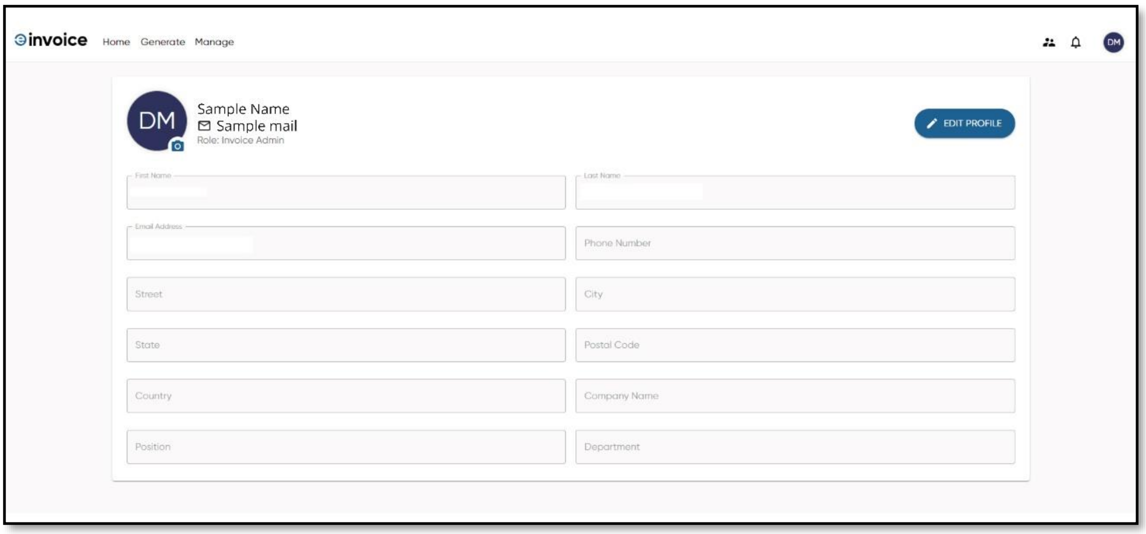
Figure 15: Edit Profile drop down



My Profile

My Profile is available where the user can update the changes mentioned in the screen. User clicks on Edit profile button to edit the profile. *(Fig 16: My profile >> Edit profile)*

Figure 16: My Profile >> Edit Profile

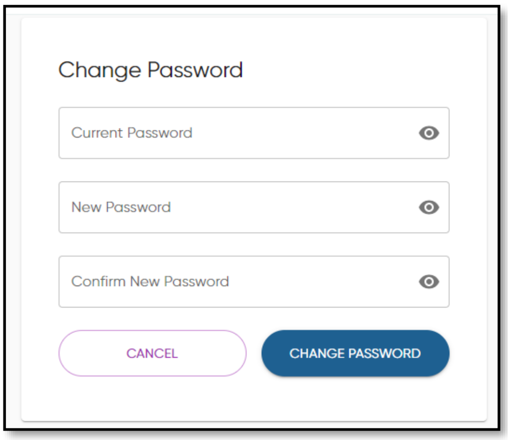


Change Password

User can change the password by clicking on the change password in the profile settings screen.

User require to enter the current password and update it with new password using the below screen *(Fig 17: Change password screen)*

Figure 17: Change password screen



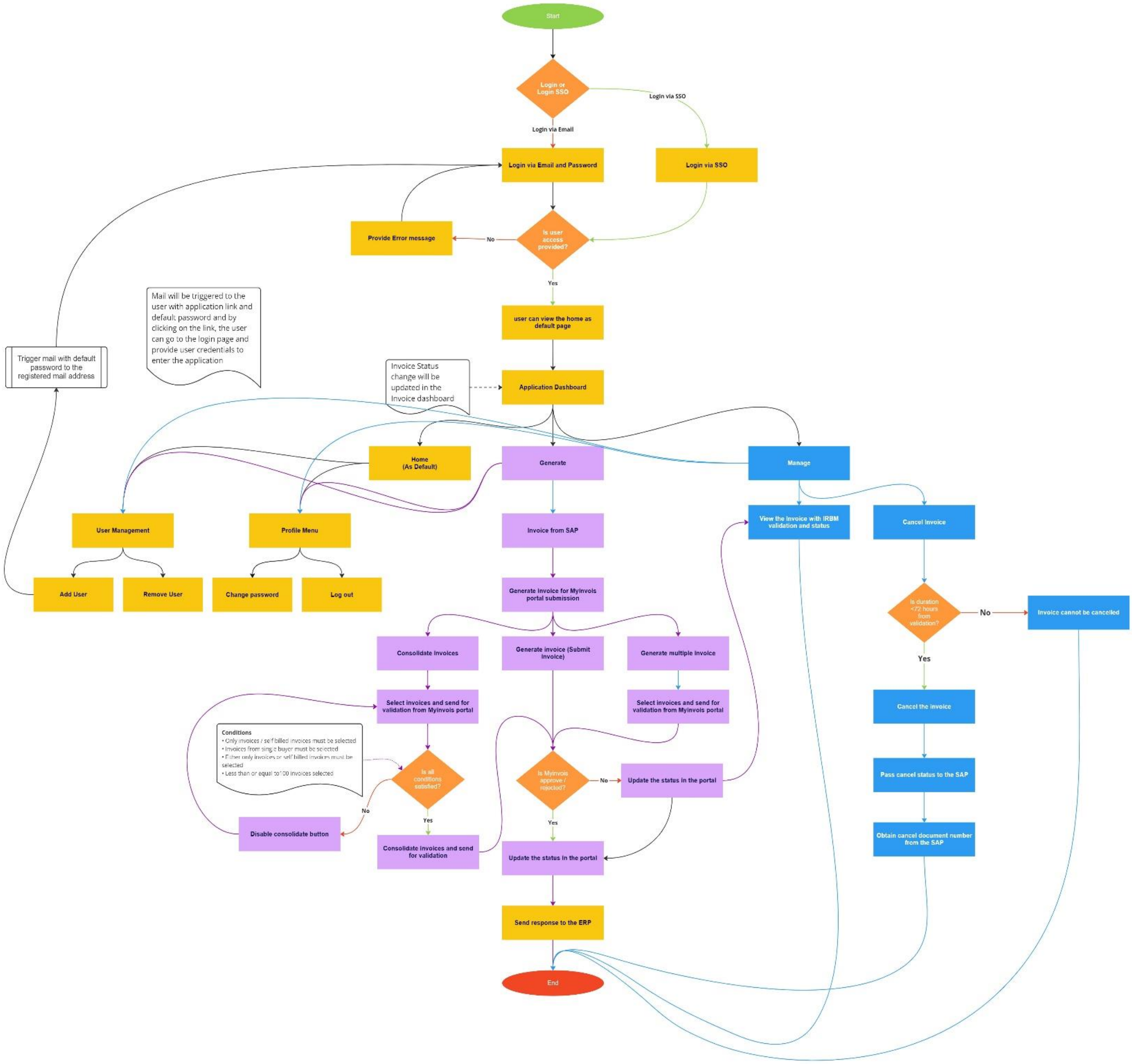
Log out

Access Profile Settings: Locate the Profile Settings option in the application. This is typically found in the top right corner or within a menu, depending on the design of the application.

Select Log Out: Within the Profile Settings options, find and click on the ‘Log Out’ button.

Confirmation: Upon clicking ‘Log Out’, you will be logged out of the application immediately. Please note that you can do this at any time while using the application.

1.5 Application Workflow



1.5 Contact

- Suresh Krishnamoorthy / **Project Manager** / suresh.krishna@mindsprint.org
- Dinesh. M / **Senior Business Analyst** / dinesh.m@mindsprint.org