Monthly E-Invoice Consolidate Guide

Important: After submission to LHDN, Consolidated Transactions Cannot be Edited or Deleted.

Reminder: User is advice to submit consolidate E-Invoice, within seven (7) calendar days after the month end.

33. What are the consequences for failure to issue e-Invoice?

Failure to issue e-Invoice is an offence under Section 120(1)(d) of the Income Tax Act 1967 and will result in a fine of not less than RM200 and not more than RM20,000 or imprisonment not exceeding 6 months or both, for each non-compliance.

Step 1: Go > System > Consolidate E-Invoice Submission

Utility Open Cash Drawer Systems Logout Systems Announcement Authorized User User Group Permission ▶ Company ▶ Consolidate E-Invoice Submission System Control Parameter User First Free Number Combination Pre-Setting for SO, DO & INV Prefix (Single) Combination Pre-Setting for SO, DO & INV Prefix (Multiple) Master Files Default Settings Default Maintain Stock In/Stock Out Module Control Parameters Management Setting And Reports

Step 2: Click Add New button

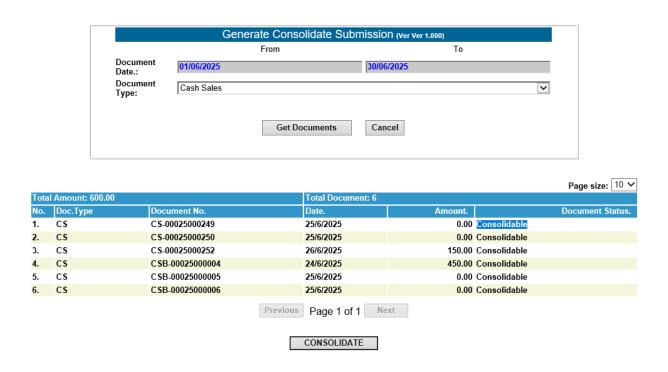


Step 3: Select Document Type



Step 4 : Click "Get Document "to list out all document that can be consolidate

Note: If there is no documents listed out. There is no need to do submission.



Step 5 : Click " CONSOLIDATE " to submit LHDN

Step 6 : Make Sure all Submitted Consolidated E-Invoice is valid status.

If E-Invoice Status is **pending, user may click update to get latest E-Invoice Status.**



Step 7 : Repeat Step 2 to Step 6 for All Document Type and All branches