

Sage 300 2025

eInvoicing for Malaysia Guide

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Using eInvoicing for Malaysia

Sage 300 eInvoicing for Malaysia allows you to send documents to the Inland Revenue Board of Malaysia (LHDN) via SESAMi as the Access Point Provider.

Install and Activate eInvoicing for Malaysia

The eInvoicing for Malaysia program is compatible with Sage 300 2024 PU4 and up, but you install it separately.

Note: You need to back up your database prior to installing and activating eInvoicing 7.1A.

Note: When setting up the DB in SQL Server, use the binary collation method, such as Latin1_General_BIN.

Install eInvoicing for Malaysia

To install eInvoicing for Malaysia:

1. Run the eInvoicing for Malaysia installation program as Administrator, and follow the steps in the installation wizard until installation is complete.

Note: eInvoicing for Malaysia requires MS .NET Framework 3.5 to be installed. If it detects that the Operating System does not have .NET Framework 3.5 installed yet, it will install this first before proceeding with the eInvoicing install.

2. After installation, go to your Sage 300 Programs folder's \sage300\EI71A\ENG and copy/paste the following:
 - a. ARDINVMY.RPT to AR71A\ENG folder
 - b. OEINV01MY.RPT, OEINV04MY.RPT and OEARN01MY.RPT to OE71A\ENG folder
3. Copy the EI71A.LIC file to your Sage 300 SharedData folder.

Activate eInvoicing for Malaysia

1. Log in to Sage 300 as ADMIN.
2. Go to **Administrative Services**, and double click **Data Activation**.

3. Select the check box to confirm that the company database has been backed up.
4. Click **Proceed** to open the Data Activation window.
5. Select the eInvoicing 7.1A check box and click **Next**.
6. Click **Activate**.

Activation creates an eInvoicing for Malaysia folder in the Sage 300 Desktop which contains shortcuts to its programs.

After activating eInvoicing for Malaysia, you can proceed to register your company with SESAMi in the Options screen. See Set Up eInvoicing section.

Workstation Setup

There is a separate installer for the eInvoicing Workstation Setup.

After running Sage 300 workstation setup on the client machine, install the EIWS71APU1.exe as Administrator.

Note: If you already have EIWS71APU1.exe installed, uninstall it first before installing EIWS71APU1.exe

Note: eInvoicing Workstation Setup requires MS .NET Framework 3.5 to be installed. If it detects that the Operating System does not have .NET Framework 3.5 installed, it will install this first before proceeding with the eInvoicing workstation setup install.

Note: You need to run EIWS71APU1.exe on each client machine that uses eInvoicing.

Set Up eInvoicing for Malaysia

Options

Use the EI Options screen to register your company with SESAMi and enter the company's Tax Information.

To register your company with SESAMi:

1. Go to **eInvoicing for Malaysia > E/I Setup > Options**.
2. In the Registration tab, the following fields will appear:
 - **Company Profile**, where the Company Name, Business Reg. No. and Address fields will be defaulted from the Common Services - Company Profile screen. If some of these fields are missing, go back to CS Company Profile screen and enter the missing fields.

Note: It is important to enter your complete address in the Company Profile accurately. This includes all address fields as well as the State, Country and Postal Code, as these fields are mandatory for your registration.

- **Country and Industry** drop-down lists, where you can select your Country and Industry.
 - **Contact information**, where you can enter the name of your contact person; their designation; contact number and email address.
 - **Registration status**, where your company's Peppol details and registration status will be populated upon being on boarded.
3. Click the Transactions tab, to enter your company's tax information.
 - Enter the mandatory Tax Identification Number (TIN).
 - Enter the Sales Service Tax Number (SST). If your company is not registered for SST, leave it as NA.
 - Enter the Malaysian Tourism Tax Number (TTx). If the company is not registered for TTx, leave it as NA.

- Select the mandatory Malaysia Standard Industrial Classification (MSIC) code from the finder. If you do not have MSIC, you can select 00000 (Not Applicable).
4. Set Default Distribution Codes for Item, Allowance and Charge for your Incoming Invoices.

These will be used by Accounts Payable when processing the incoming transactions.

5. Set the eInvoicing Implementation Date. The default date is August 1, 2024, but you can update it at any time.
6. Click **Save**.
7. Go back to the Registration tab.

Note: You may be required to submit certain business documents before you can successfully register.

8. Click **Register**. This may take up to 1 - 2 business days if you have furnished the required documents for registration.
9. Click **Close** to exit the form.
10. Confirm with your Access Point Provider that your registration was successful. This can take 1 - 2 business days.
11. Open the EI Options screen.
12. Click **Verify** and confirm the Peppol ID is populated.
13. Confirm the Status field shows Success, and the Verified field shows Verified.
14. Click **Close** to exit the form.

You can then proceed to setup your mapping for Product Classification, Customers, Currencies, Units of Measure, Miscellaneous Charges and more, as described below.

Customer Mapping

The EI Customers screen allows you to set up the Peppol ID and tax information for every customer for which you are sending invoices.

To setup a Customer in E/I Customers:

1. Go to **eInvoicing for Malaysia > E/I Setup > Customer Mapping**.
2. You can first limit the number of Customers displayed in the grid by entering or selecting customer numbers in the **From/To** fields at the top of the screen, and then clicking the **Go** button.
3. Select the row of the customer for whom you want to enter the Customer Peppol ID:
 - Verify the Customer has a Business Registration Number (BRN). If the customer does not have a BRN, double click on the BRN field for the customer and it will drill down to the A/R Customers screen where you can enter the BRN and save it.
 - While in the AR Customers screen, verify that the customer's data in the Address tab is complete.
 - Ensure the Address, City, Country, Zip/Postal Code and Telephone are filled in.
 - Go to Contact tab and enter the Contact, Telephone and Email fields, if they are not already filled.
 - Enter the customer's Peppol ID.
 - Enter the customer's Tax Identification Number (TIN). TIN is required for the document to be sent successfully.
 - Enter the customer's SST number. If the customer is not registered for SST, leave the field as NA.
 - Select the customer's country from the Country drop down list. Country defaults to Malaysia.
4. Click **Close** to exit the form.

Note: The Peppol ID field is mandatory for eInvoicing submissions. You will have to obtain these IDs from your customers and manually update them here. The customer's Peppol ID should be in the format XXXX: YYYYYY.... format. "XXXX" represents SchemeID (ie 0230 for Malaysia) and YYYYYY.... is the Endpoint ID.

Note: If you want to change the other fields like Customer Name or Business Reg. No., you can double click on that row, and it will bring up that specific customer in the A/R Customers screen.

Currency Code Mapping

Your currency codes for outgoing documents must comply with the Peppol standard currency codes.

Refer to the Peppol website for the currency code list.

You must map every currency that you use in your Sage 300 invoices to the associated Peppol currency; even if they appear to be the same currency.

Example: If you use MYR in your Sage 300 invoices, you must map your Sage 300 currency 'MYR' to the Peppol currency 'MYR'.

To map your currency codes, follow these steps:

1. Go to **eInvoicing for Malaysia > E/I Setup > Currency Code Mapping**.
2. When mapping for the first time, click the Currency Code column and select the Sage 300 currency code from the Currency Code finder.
3. Click the Peppol Currency Code column and select the corresponding Peppol currency code from the Peppol Currency Code finder.
4. Use the Insert key to add more mapping rows.
5. Use the Delete key to remove incorrectly mapped rows.
6. Click **Close** to exit the form.

Unit of Measure Mapping

You must map every Unit of Measure (UOM) that you use in your Sage 300 invoices to an associated Peppol UOM, even if they appear the same.

To map your UOM, follow these steps:

1. Go to **eInvoicing for Malaysia > E/I Setup > Unit of Measure Mapping**.
2. If you are mapping for the first time, click on a new row or click Insert, to create subsequent new mapping row.
3. Click the finder icon and select a Sage 300 UOM from the finder list, or manually type the Unit of Measure. If you are using AR Items, enter the Unit of Measure for all the AR Items as well.

4. Click the finder icon in the Peppol Unit of Measure column and select a UOM from the list of UOMs.
5. Use the Insert key to add more mapping rows.
6. Click **Delete** to remove incorrectly mapped rows.
7. Click **Close** to exit the form.

Miscellaneous Charges Code Mapping

If you have miscellaneous charges that are included in the Order Entry transactions, map them to a valid Peppol Allowance or Charge Code.

To map your miscellaneous charges, follow these steps:

1. Go to **eInvoicing for Malaysia > E/I Setup > Miscellaneous Charges Code Mapping**.
2. If you are mapping for the first time, click on a new row or click Insert, to create subsequent new mapping row.
3. Click the Sage 300 Miscellaneous Charge Code finder and select the Miscellaneous Code that you want to map.
4. Select **Allowance** or **Charge Code** type.
5. Click the Peppol Miscellaneous Charge Code finder and select the Peppol Allowance or Charge Code from the list.

Note: If Allowance Code Type is selected, the finder shows Peppol Allowance codes.

Note: If Charge Code Type is selected, the finder shows Peppol Charge codes.

6. Use the Insert key to add more mapping rows.
7. Use the Delete key to remove incorrectly mapped rows.
8. Click **Close** to exit the form.

Product Classification Code Mapping

This screen allows you to assign classification codes to items and distribution codes.

To map a classification code:

1. Go to **eInvoicing for Malaysia > E/I Setup > Product Classification Code Mapping**.

In the **Item From** column, select the item source from the following options:

- Inventory Control
 - Accounts Receivable
 - Accounts Payable
2. If Accounts Receivable is selected, select if it's for an Item or Distribution Code type.
 3. Select the Product from the Product finder.
 4. Select the Classification Code from the finder.

Note: If an item or distribution code is not mapped to a Classification Code, the program will default to using 022 (Others) for Inventory Control and Accounts Receivable, and 036 (Self-billed - Others) for Accounts Payable.

Vendor Mapping

The EI Vendors screen allows you to set up the Peppol ID and tax information for each vendor that you receive e-Invoices from.

For eInvoicing Vendors:

1. Go to **eInvoicing for Malaysia > E/I Setup > Vendor Mapping**.
2. You can first limit the number of Vendors displayed in the grid by entering or selecting Vendor numbers in the From and To fields at the top of the screen, and then clicking the **Go** button.
3. Select the row of the vendor for whom you want to enter the Vendor Peppol ID:
 - Verify the Vendor has a Business Registration Number (BRN). If the vendor does not have a BRN entered, double click on the BRN field for the vendor and it will drill down to the A/P Vendors screen where you can enter the BRN and save it.
 - Enter the vendor's Peppol ID.
 - Select the AP Vendor Type.
 - If AP Vendor is selected, we will allow import of transactions coming from SESAMi.

- If PO Vendor is selected, we will not allow import of transactions coming from SESAMi because PO would have already generated the corresponding AP invoices for orders, thus avoiding duplicates.
 - Select Yes or No for Self-Billing Vendor.
 - For self-billed eInvoices, set Self-Billing to Yes for the vendor. This will allow you to see the posted AP transactions for the self-billed vendor in the Outgoing Document Processing screen. You can then send the AP transactions to LHDN.
 - If Self-Billed is set to No for the vendor, then AP transactions posted for that vendor will not appear in the Outgoing Document Processing screen.
 - Enter the vendor's SST Number. Input **NA** , if not registered for SST.
 - Enter the vendor's TTx Number. Input **NA** , if not registered for TTx.
 - Enter the vendor's MSIC Code. Input **00000** is the code if not available/provided.
 - Enter the vendor's Tax Identification Number (TIN).
 - Select the vendor's country from the Country drop down list. Country defaults to Malaysia.
 - Enter the Default Item Distribution Code.
 - Enter the Default Allowance Distribution Code.
 - Enter the Default Charge Distribution Code.
4. Click **Close** to exit the form.

Distribution Code Mapping

Distribution Codes are used for Incoming transactions.

To map distribution codes, follow these steps:

1. Go to **eInvoicing for Malaysia > E/I Setup > Distribution Code Mapping**.
2. Select the Vendor Number by clicking on the arrows or selecting the vendor from the finder.
3. In the grid, select the Type: Item, Allowance or Charge.
 - If you select item type, enter the Item Identifier. Seller Item Numbers will appear in the finder, but you can also enter the Buyer Item Number and Seller Item

Description. The Allowance or Charge Code field will be disabled.

- If you select Allowance or Charge type, select the Peppol Allowance or Charge Code from the finder. The Item Identifier field will be disabled.
4. Select the AP Distribution Code from the Distribution Code finder.
 5. Use the Delete key to remove rows and the Insert key to add more rows.
 6. Click **Close** to exit the form.

This is the order for assigning Distribution Codes when importing transactions:

1. Distribution Codes mapped to the item in EI Distribution Code Mapping.
2. Default Item Distribution Code mapped to the Vendor in EI Vendor Mapping.
3. Default Distribution Code for Item specified in EI Options.

You may now proceed to send your documents, as described in the next section.

Tax Categories

The Tax Categories screen allows you to add or manage tax categories as required by the Inland Revenue Board of Malaysia (LHDN).

To add a new tax category:

1. Go to **eInvoicing for Malaysia > E/I Setup > Tax Categories**.
2. Enter the Effective Date.
3. Enter the Tax Category.
4. Provide a Description.
5. Click Add to save the new category.
6. Click Close to exit the form.

Note: Starting from eInvoicing for Malaysia 7.1A Product Update 3, the required tax categories have been pre-populated. Unless there are new updates from LHDN, you do not need to add additional tax categories.

Pre-populated Tax Categories:

Code	Name/Description
E	Exempt from tax

HVG	High-Value Goods Tax
LGV	Sales Tax on Low-Value Goods
O	Outside scope of tax
SA	Sales Tax
SE	Service Tax
T	Applicable tax rate - OBSOLETE

eInvoicing Tax Code Mapping

The eInvoicing Tax Code Mapping screen allows you to assign tax codes to each combination of Item Tax Class and Customer/Vendor Tax Class.

This ensures that the correct tax code is automatically applied to transactions during eInvoicing.

To map your tax codes:

1. Go to **eInvoicing for Malaysia > E/I Setup > eInvoicing Tax Code Mapping**.
2. Select the Tax Authority.
3. Specify the Transaction Type - Sales or Purchases.
4. Select the Effective Date.
5. For each combination of Item Tax Class and Customer/Vendor Tax Class, select the appropriate Tax Code.
6. Repeat this process for all Tax Authorities in use.
7. Click Close to exit the form.

Important! You must complete your tax code mappings **before sending any eInvoicing transactions**.

Tip: Review all mappings regularly to ensure accuracy and compliance with current LHDN eInvoicing requirements.

eInvoicing for Malaysia Transactions

Outgoing Document Processing

Sage 300 supports sending documents posted in Accounts Receivable, Order Entry and Accounts Payable (self-billing).

For documents to appear in the EI Outgoing Document Processing screen,

- Accounts Receivable invoice, debit note, credit note and interest must be posted.
- Order Entry invoice, debit note, and credit note must be posted and Day End Processing done.
- Accounts Payable invoice, debit note, credit note and interest must be posted for self-billing purposes and the self-billing for the Vendor in Vendor Mapping must be set to Yes.

To send documents, follow these steps:

1. Go to **eInvoicing for Malaysia > E/I Transactions > EI Outgoing Document Processing**
2. You will see all the documents that have been posted and where day end processing was done.
3. You can enter different filters to limit the documents displayed.
 - Select By Document Date - enter the From and To document date
 - Select By Customer/Vendor Number - enter the From and To Customer/Vendor Number
 - Select by Document Number - enter the From and To Document Number
 - Check the different Peppol status that you want to be displayed. These are the Peppol statuses that you can filter.
 - a. Not Sent - document is not sent yet
 - b. In Process - document is sent and is pending response from LHDN.
 - c. Error - there is an error in sending the document. Usually, the Peppol Message will show the error.
 - d. Rejected by LHDN - document has been rejected by LHDN.

- e. Failed to transmit - Peppol failed due to some issues.
 - f. Transmitted - document has been successfully transmitted to LHDN.
- Check the relevant Source Application from the following options:
 - a. Accounts Receivable
 - b. Order Entry
 - c. Accounts Payable
 - Check the different Document Types that you want to be displayed. Document Types are:
 - a. Invoice
 - b. Debit Note
 - c. Credit Note
 - d. Interest
4. Check the 'Only show documents created by the current user' if you only want documents you have created to be displayed.
- If this option is not selected, all documents will be displayed.
5. Click the **Go** button to see the filtered results.
6. Documents which are set to Yes in the Selected column will be sent when you click the Send button:
- You can check Select/Deselect All to set the Selected to Yes for all the documents displayed, and uncheck Select/Deselect All to set the Selected to No for all the documents displayed.
 - You can also manually toggle Selected to Yes for the document/s you want to send.
- Tip:** You can double click on the Selected cell, or press the spacebar to toggle between Yes and No.
7. Click **Send Selected**. Sending will take a few minutes.
8. To update the Status of your documents, click **Refresh Statuses**.
- Documents will take a few minutes to be fully transmitted from Sage 300 and then processed through SESAMi and then LHDN.

- You may refresh as many times as you wish to see an updated Status.
 - Once the document is fully sent, it will have a status of Transmitted.
9. You can drill down to the document by clicking on the **Details...** button.
 10. Click **Close** to exit the form.

Incoming Document Processing

This screen displays documents retrieved from LHDN that were sent to your company's Peppol ID, so you can then import them to Sage 300 Accounts Payable.

To retrieve documents from LHDN:

- Click the **Retrieve from LHDN** button. This action will download all the documents from LHDN.

Note: Retrieving a large number of documents may result in a longer download time.

- Once the documents are retrieved, select the documents you want to import to the Sage 300 Accounts Payable module.
- To filter the retrieved documents:
 - a. Enter **From/To Document Date**
 - b. Enter **From/To Document Number**
 - c. Select the **Import Status**
 - d. Select the **Document Type**

To import the selected documents to Sage 300's Accounts Payable:

- Toggle the selected documents from **No** to **Yes**.

Tip: You can use the spacebar key to toggle between **Yes/No**.

Tip: You can use the **Select/Deselect All** box to select multiple documents.

- Click **Import Selected**. Once the transaction is successfully imported, the Import Status will show **Imported**.
 - a. If there is an error in the import, the Import Status will show **Failed** with the Import Message. You can then correct the error and import it again.

- b. If the Vendor in Vendors Mapping is set to PO Vendor type, the Import Status will show **Not Applicable**. Ensure that the document has not yet been recorded yet in Sage 300 to avoid duplicates.
 - c. If the document is Self-Billed, the Import Status will show Not Applicable and will not be imported.
 - d. Billing Type will show Standard or Self-Billed. If it's Standard, then it can be imported into AP. If it's Self-Billed, it cannot be imported to AP anymore, and will show an Import Status of Not Applicable.
- Click on the **Details...** button to drill down to the imported transaction in Accounts Payable Invoice Entry.

Printing Reports for eInvoicing Transactions

There are two screens which display printable reports for eInvoicing Transaction Processing screens.

- Outgoing Document List
- Incoming Document List

Outgoing Document List

To print reports for Outgoing Document Processing transactions:

1. Go to the **eInvoicing for Malaysia > E/I Reports > Outgoing Document List**.
2. Add the **From/To** Document Dates.
3. Search and choose **Customer/Vendor Numbers**.
4. From the following options, select the **Peppol Status** you want to see in your report:
 - Not Sent
 - In Process
 - Error
 - Rejected by LHDN
 - Failed to Transmit
 - Transmitted
5. From the following options, select the **Source Application** you want to see in your report:
 - AR
 - OE
 - AP
6. From the following options, select the **Document Type** you want to see in your report:
 - Invoices

- Debit Notes
- Credit Notes
- Interests

Note: You can select more than one document type or Peppol status at a time.

7. Click **Print** and a report based on the filters you selected will be displayed.

Incoming Document List

To print reports for Incoming Document Processing transactions:

1. Go to the **eInvoicing for Malaysia > E/I Reports > Incoming Document List**.
2. Add the **From/To Document Dates**.
3. Search and choose **Vendor Numbers**.
4. Select the **Document Type** you want to see in your report, from the following options:
 - Invoices
 - Debit Notes
 - Credit Notes
5. Select the **Import Status** you want to see in your report, from the following options:
 - Imported
 - Not Imported
 - Failed
 - Not Applicable

Note: You can select more than one document type or import status at a time.

Note: Only Imported transactions are associated with vendor numbers. If the Imported Status is not selected, the Vendor Number From/To fields will be disabled.

6. Click **Print** and a report based on the filters you selected will be displayed.

Printing Sage 300 Forms with a QR Code

After installing, go to your Sage 300 Programs folder's \sage300\EI71A\ENG and copy/paste the following:

- ARDINVMY.RPT to AR71A\ENG folder
- OEINV01MY.RPT, OEINV04MY.RPT and OECRN01MY.RPT to OE71A\ENG folder

Once the document has been successfully transmitted, you can print the Sage 300 forms with a QR Code.

Accounts Receivable Invoices, Debit Notes, Credit Notes, and Interests

1. Go to **AR Transaction Reports > Invoices**.
2. Select form **ARDINVMY.RPT** from your Sage 300 Programs folder:
 \Sage300\AR71A\ENG folder.
3. Select either by Batch/Entry No., or by Customer/Document No., and enter the From/To range for the invoice that you want to print.
4. Click **Print**. The invoice will show a QR code if it has been successfully transmitted to LHDN.
5. When your customer receives the invoice, they can use the QR code to view the invoice in the LHDN portal.
6. You use the same form when printing Accounts Receivable debit notes, credit notes, and interests.

Order Entry Invoices, Debit Notes, Credit Notes

Printing Order Entry Invoices

1. Go to **OE Forms > Invoices**.
2. Select the OEINV01MY.RPT form your Sage 300 Programs folder:
\\Sage300\OE71A\ENG . If you want to print a non-datapiped report, select form OEINV04MY.RPT from the same folder.
3. Select the invoice that you want to print.
4. Click **Print**. The invoice will show a QR code if it has been successfully transmitted to LHDN.
5. When your customer receives the invoice, they can use the QR code to view the invoice in the LHDN portal.

Printing Order Entry Debit Notes, Credit Notes

1. Go to **OE Forms > Credit/Debit Notes**.
2. Select the Document Type you want to print (Credit Note or Debit Note).
3. Select form OECRN01MY.RPT from your Sage 300 Programs folder:
\\Sage300\OE71A\ENG.
4. Select the credit/debit note that you want to print.
5. Click **Print**. The credit/debit note will show a QR code if it has been successfully transmitted to LHDN.
6. When your customer receives the credit/debit note, they can use the QR code to view it in the LHDN portal.

Additional Information

- Opening the Options, Currency Code Mapping, Unit of Measure Mapping, Product Classification Code Mapping, or Misc. Charges Code Mapping screens for the first time will generate the Peppol records and will take a longer time. On some machines, the screen may not open completely and you just see the icon in the taskbar. In this case, close the icon in the taskbar and reopen the screen.
- Db Dumping and Db Loading to a different installation which has different shared data will not work due to encrypted IDs. Instead, you should use SQL backup and restore for all your SQL databases.
- Sage 300 can only support one non-zero tax amount per line (e.g. either Sales Tax or Service Tax, but not both).
- LHDN does not accept exempt tax where the Tax Base Amount is zero. Therefore, when the tax is exempt, use 0% tax rate instead of setting 'Yes' to the Exempt field in Sage 300 Tax Classes.

Note: To comply with LHDN requirements, you must provide a tax exemption reason. Enter the reason in this format: TECN(XXXXX), where XXXXX is the tax exemption reason, usually the Tax Exemption Certificate Number. For each tax-exempt line, include the TECN(XXXXX) in the detail "Comments" field. If a tax-exempt line does not have this entry, the program will default to "TAX EXEMPTION - UNKNOWN REASON".

- Sage 300 eInvoicing 7.1A PU1 only supports Report Tax on Retainage Document 'At time of Retainage Document'. To set this up, go to Tax Authorities and retrieve the tax authority that will have retainage. For the Report Tax on Retainage Document, select 'At Time of Retainage Document'. Then, go to AR Options - Retainage tab. Set Report Tax to 'As Per Tax Authority'
- To customize a report by adding a QR code, see the instructions in KB article [240719211447057](#).

