

Getting Started: Adding Express365 as Intermediary at MyInvois

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Adding Express365 as Intermediary at Your MyInvois Portal

Below is the pre-requisite steps required to initiate LHDN E-invoice with Express365 as Intermediary. Kindly follow the steps once you have access to MyTax Portal from LHDN.

Please note that there are two environments for the MyTax Portal:

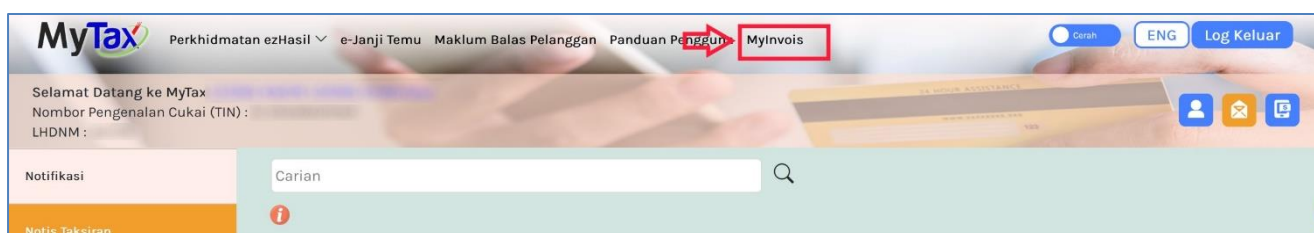
the "**Production**" environment and the "**Testing**" environment. The "**Production**" environment is intended for genuine transactions, while the "**Testing**" environment is designated for trial transactions.

If you wish to conduct testing, please access the "**Testing**" environment.

1) Login MyTax Portal as per below environment or register if tax number is not found.

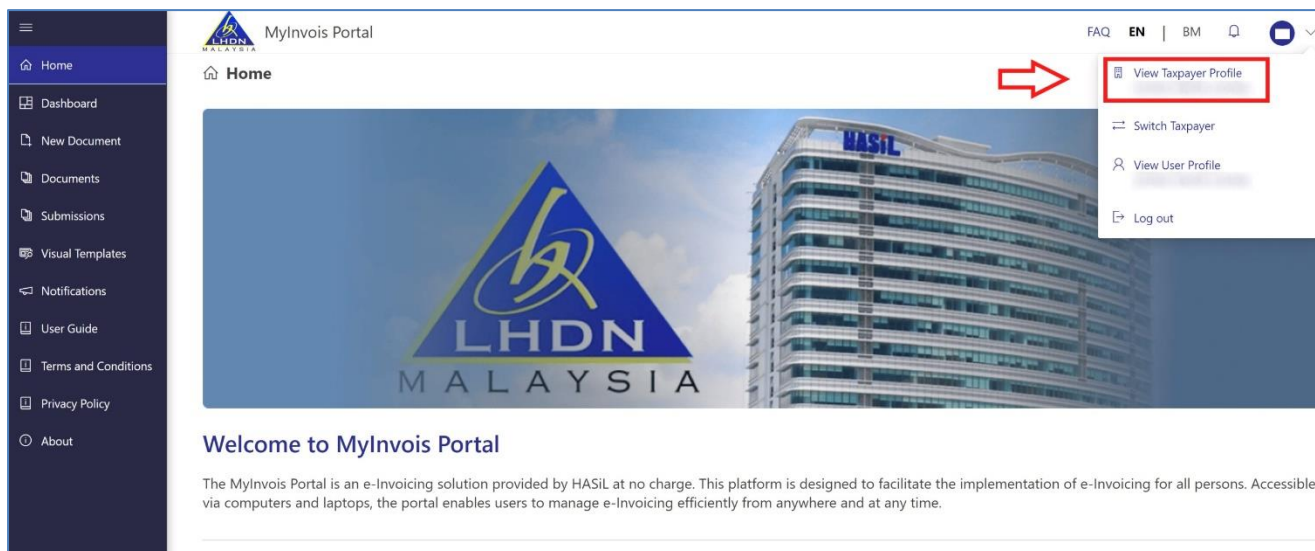
For " Production " environment	For " Testing " environment
Go to https://mytax.hasil.gov.my	Go to https://preprod-mytax.hasil.gov.my

2) After logging in, proceed to the "MyInvois" menu.

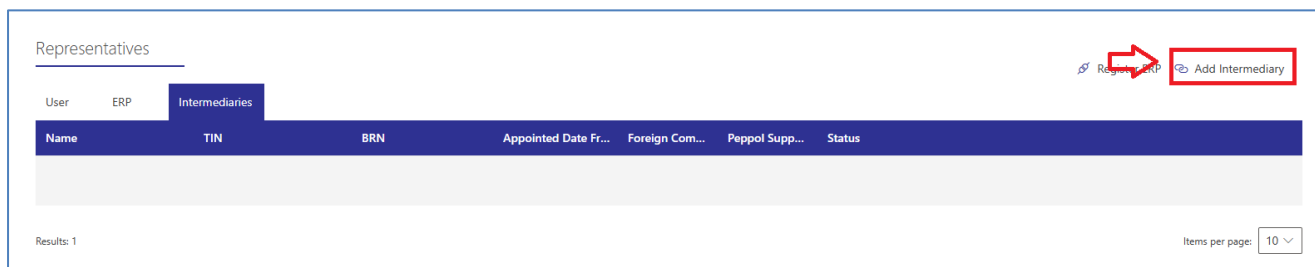


3) Accept the terms and conditions if any and update your profile if needed.

- 4) At the top right corner of the screen, click the profile dropdown and select View Taxpayer Profile.




- 5) On the TaxPayer Profile Screen, please select Intermediates after you have scrolled down to Representative section.



- 6) Click "Add Intermediary".

7) On the Add Intermediary screen, enter the following details and click Search. When the status displays as Active, click Continue to proceed.

For "Production" environment	For "Testing" environment
TIN: C10749159010 BRN: 200201006069 Name: AGILE MATRIX SOLUTIONS SDN BHD (BIZSOL SDN BHD)	TIN: C10749159010 BRN: 200201006069 Name: AXXX_XXXXD)


Add Intermediary

TIN *

Enter TIN

BRN *


Enter BRN

Name *

Enter Name

0 c C N Z E C

Enter Captcha Value



Is Foreign Company

Is Peppol Supported

Status

Continue

- 8) Set the representation date range and enable all permissions. Click "Add Intermediary" to save the record.

Representation From *

18/11/2024

Representation To


10/01/2040

Permissions

☐

Document - View (Always enabled)


①



☒

Document - Submit


①



☒

Document - Cancel


①



☒

Document - Request Rejection

①



☒

Notifications - View

①

Reset all to default

- 9) You have now successfully added us as Intermediary at MyInvois Portal.

Representatives							Register ERP	Add Intermediary
User	ERP	Intermediaries						
Name	TIN	BRN	Appointed Date Fr...	Foreign Company Status	Peppol Supported Status	Status		
AXXX_XXXXN BHD)	C10749159010	573732-K	5/9/2024-4/1/2040	No	No	Active		
Results: 1							Items per page: 10	