

E-Invoice Add-On (ADR)

Manual Guide



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Introduction

This document describes the E-Invoice Add-On (ADR) for SAP Business One. It contains Manual specification or guide that will help the user on the setups, configurations, pre-requisites and how to navigate in the add-on.

Add-on Overview

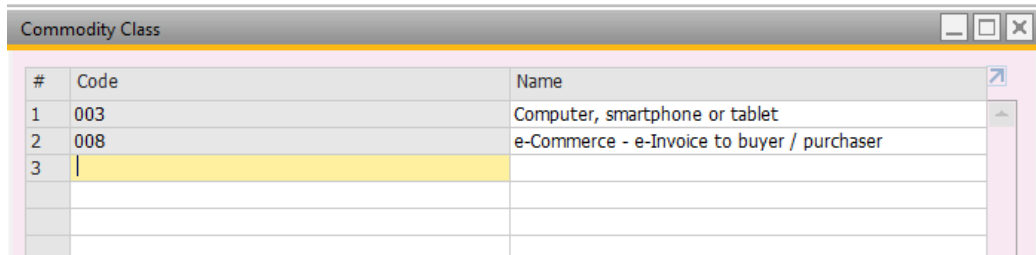
The E-Invoice (ADR) is an add-on developed to assign/record additional document reference which is a requirement from IRBM. Using this will help users to record such data.

SAP B1 Setups

A. Setups

- **Staging Database**
 - Deploy the Staging Database and tables (Web Portal Tables)
- **Stored Procedure**
 - This will remove all the existing stored procedure and allow the add-on to deploy again via Extension Manager (Create Utilities as YES)

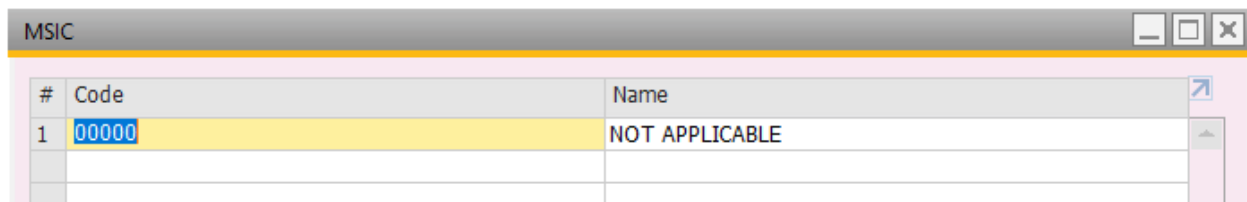
B. Commodity Classification –This can be located under SAP B1 > Tools > User-defined windows > Commodity Class



#	Code	Name
1	003	Computer, smartphone or tablet
2	008	e-Commerce - e-Invoice to buyer / purchaser
3		

- <https://sdk.myinvois.hasil.gov.my/codes/classification-codes/>
- **Code** – Mandatory. This will contain the **Code** from IRBM
- **Name** – Mandatory. This will contain the **Description** from IRBM


C. MSIC – Malaysia Standard Industrial Classification Codes. This can be located under SAP B1 > Tools > User-defined windows > MSIC



#	Code	Name
1	00000	NOT APPLICABLE

- <https://sdk.myinvois.hasil.gov.my/codes/msic-codes/>
- **Code** – Mandatory. This will contain the **Code** from IRBM
- **Name** - Mandatory. This will contain the **Description** from IRBM

D. Payment Modes –This can be located under SAP B1 > Tools > User-defined windows > Payment Mode



#	Code	Name
1	01	Cash
2	02	Cheque
3	03	Bank Transfer
4	04	Credit Card
5	05	Debit Card
6	06	e-Wallet / Digital Wallet
7	07	Digital Bank
8	08	Others
9		

- <https://sdk.myinvois.hasil.gov.my/codes/payment-methods/>
- **Code** – Mandatory. This will contain the **Code** from IRBM
- **Name** - Mandatory. This will contain the **Description** from IRBM

E. Tax Scheme – Used to map SAP B1 Tax Code to IRBM Tax Types. This can be located under SAP B1 > Tools > User-defined windows > Tax Scheme

#	Code	Name	Scheme ID	Scheme Agency ID	Tax Exemption Reason	Tax Scheme Code	Tax Code
1	01	01					01
2	01-I	01-I					01
3	02	02					02
4	02-I	02-I					02
5	E	E	UN/ECE 5155	6	Others	OTH	E
6	E-I	E-I	UN/ECE 5155	6	Others	OTH	E

- <https://sdk.myinvois.hasil.gov.my/codes/tax-types/>
- **Code** – Mandatory. This will contain the **Tax Code** from SAP B1 Tax Groups
- **Name** – Mandatory. Same value from the **Code**
- **Scheme ID** – Optional This will contain the **Tax Scheme ID**
- **Scheme Agency ID** – Optional. This will contain the **Tax Scheme Agency ID**
- **Tax Exemption Reason** – Mandatory, if exempt. This will contain the **Tax Exemption Reason**
- **Tax Scheme Code** – Mandatory. This will contain **Tax Scheme Code**
- **Tax Code** – Mandatory. This will contain the **Code** from IRBM

F. Invoice Type Code –This can be located under SAP B1 > Tools > User-defined Windows > Invoice Type Code

#	Code	Name
1	01	Invoice
2	02	Credit Note
3	03	Debit Note
4	04	Refund Note
5	11	Self-billed Invoice
6	12	Self-billed Credit Note
7	13	Self-billed Debit Note
8	14	Self-billed Refund Note
9		

- <https://sdk.myinvois.hasil.gov.my/codes/e-invoice-types/>
- **Code** – Mandatory. This will contain the **Code** from IRBM
- **Name** – Mandatory. This will contain the **Description** from IRBM

G. Business Partner Master Data –This can be located under CRM > Business Partner Master Data

- **TIN** – Mandatory. Supplier (Company TIN) or Buyer TIN
 - If there is **NO TIN**, please follow below input formats
 1. **Malaysian Vendor/ Customer** - EI000000000010
 2. **Non-Malaysian Customer** - EI000000000020
 3. **Non-Malaysian Supplier** - EI000000000030
 4. **Government** - EI000000000040

TIN

➤ **Contact Info**

- **Tel1** – Mandatory. Mobile or phone number
- **E-Mail** – Mandatory. Email address

Tel 1

E-Mail

➤ **Address**

- **Address ID** – Mandatory. Address Line 1
- **Address Name 2** – Optional. Address Line 2
- **Address Name 3** – Optional. Address Line 3
- **City** - Mandatory
- **Zip Code** - Mandatory
- **State** –Mandatory. Used to map SAP B1 State Code to IRBM State Code. This can be located under BPMD > State > Define New
 1. **Code** – Mandatory. State Code
 2. **Name** – Mandatory. State Name
 3. **State Code** – Mandatory. This will contain the **Code** from IRBM
 4. <https://sdk.myinvois.hasil.gov.my/codes/state-codes/>

States - Setup			
#	Code	Name	State Code
1	JHR	Johor	01

- **Country/ Region** – This can be located under Administration > Setup > Business Partner > Countries/Regions
 1. **Country Code ID** - Optional
 2. **Country Code Agency ID** – Optional

Countries/Regions - Setup					
#	igits for Tax ID	No. of Digits for Bank Cde	ISO Numeric	Country Code ID	Country Code Agency ID
136				ISO-123	54
137					

- **Country** – Used to map SAP B1 Country Code to IRBM Country Code. This can be located under SAP B1 > Tools > User-defined windows > Country
 1. <https://sdk.myinvois.hasil.gov.my/codes/countries/>
 2. **Code** – Mandatory. This will contain the **Code** under **SAP B1 Countries/ Region**
 3. **Name** – Mandatory. This will contain the **Code** from IRBM

Country		
#	Code	Name
1	MY	MYS
2	SG	SGP

Pay To

Address ID

Address Name 2

Address Name 3

Street / PO Box

Block

City

Zip Code

County

State

Country/Region

Street No.

Building/Floor/Room

GLN

Main Address

➤ IRBM Records

- **Registration Name** – Mandatory. Applicable to Supplier/ Buyer
- **MSIC Code** - Applicable to Supplier, input **00000** if there is none
- **Certified Exporter ID** - Optional. Applicable to Supplier
- **Scheme Agency Name** - Optional. Applicable to Supplier
- **Payee Financial Acct.** – Optional. Applicable to Supplier
- **Payment Code** – Optional. Payment Mode (Cash, Digital Bank, and etc.)
- **NRIC** – Optional. National Registration Identification Card
- **Business Reg. Number**– Input **NA** if there is none
- **Passport** - Optional
- **ARMY** - Optional
- **SST Reg. Number** – Input **NA** if there is none
- **Tourism Tax Reg. Number** – Input **NA** if there is none
- **Supplier/Buyer** – Mandatory. This will be SAP Company setup and should have record for both **Customer** and **Vendor** and tag it as **Yes** and will show on the UDF list in the Marketing Documents
- **Shipping Recipient** – Mandatory. Will be declared as **SHIPPING RECIPIENT** in **IRBM** and will show on the UDF list in the Marketing Documents

Registration Name

MSIC Code

Certified Exporter ID

Scheme Agency Name

Payee Financial Acct.

Payment Code

NRIC

Business Reg. Number

Passport

ARMY

SST Reg. Number

Tourism Tax Reg. Number

Shipping Recipient

Company Supplier or Buyer

H. Item Master Data – This can be located under Inventory > Item Master Data

- **Goods Origin Country Code** – Optional. Setup from countries/regions
- **Commodity Classification Code** – Mandatory. Commodity classification of the item
- **Product Tariff Code** – Optional
- **Sales UoM Name** – Mandatory. This will contain the **UoM Code** from **SAP B1 Unit of Measure - Setup**, applicable for sales item
- **Purchasing UoM Name** – Mandatory. This will contain **UoM Code** from **SAP B1 Unit of Measure - Setup**, applicable for purchase item

Goods Origin Country Code
Comm. Class Code
Product Tariff Code

Sales UoM Name

Purchasing UoM Name

I. Tax Groups – This can be located under Administration > Setup > Financials > Tax > Tax Groups

- **Code** – This will be used to reference Tax Scheme details using **Code** under SAP B1 > Tools > User-defined Windows > Tax Scheme for mapping purposes to standard

Tax Groups - Setup						
#	Code	Name	Rate %	Category	Tax Account	Deferred Tax Account
1	01-I	Sales Tax	6	Input Tax	➡ 127100	
2	02-I	Service Tax	6	Input Tax	➡ 127100	

J. AR Invoice/ Credit Memo/ AP Invoice/ Credit Memo – Process input will still follow SAP B1 Standard plus additional fields from IRBM and additional document reference (customized, refer to the button)

- **Invoice Header**
 - **Invoice Type Code** - Mandatory
 - **Period Start Date** - Optional
 - **Period End Date** - Optional
 - **Period Description** - Optional
 - **Supplier/Buyer** – Mandatory. SAP Company Supplier in BPMD if AR, SAP Company Buyer in BPMD if AP. If your SAP company is ABC, create customer and vendor record in BPMD for ABC. If more than one, you will have to pick and identify else it will capture the top one. Then if one only, it will be captured automatically
 - **Shipping Recipient** – Mandatory. All Customers in BPMD
 - **Prepaid Payment ID** - Optional
 - **Prepaid Paid Amount** - Optional
 - **Prepaid Paid Date** - Optional
 - **Prepaid Paid Time** – Follow Military Time format (Example: 10:00 or 15:00), Optional
 - **Payment Terms** - Optional

- **Shipment ID** - Optional
- **Additional Document Reference Button** - Add additional document, if any

Inv. Type Code	Prepaid Paid Amount	ADD, DOC, REF.
Period Start Date	Prepaid Paid Date	
Period End Date	Prepaid Paid Time	
Period Description	Payment Terms	
Company Supplier		
Shipping Recipient		
Prepaid Payment ID	Payable Rounding Amount	
	Shipment ID	

➤ **Invoice Lines (Charge and Discount)**

- **Item No.** - Mandatory
- **Quantity** - Mandatory
- **Unit Price** - Mandatory
- **Tax Code** – Mandatory. Make sure to have the correct setup
- **Freight 1** – Additional charge description 1, if applicable
- **Freight 1 (LC)** – Additional charge 1, if applicable
- **Freight 2** – Additional charge description 2, if applicable
- **Freight 2 (LC)** – Additional charge 2, if applicable
- **Freight 3** – Additional charge description 3, if applicable
- **Freight 3 (LC)** – Additional charge 3, if applicable
- **Discount %** - Discount per line, if applicable
- **Discount Reason** – Description of the discount, if applicable

Item No.	Item Description	Quantity	Unit Price	Tax Code			
Freight 1	Freight 1 (LC)	Freight 2	Freight 2 (LC)	Freight 3	Freight 3 (LC)	Discount %	Discount Reason

K. **UOM** – Used to map SAP B1 UoM to IRBM Unit Code. This can be located under SAP B1 > Tools > User-defined windows > Unit of Measure

- <https://sdk.myinvois.hasil.gov.my/codes/unit-types/>
- **Code** – Mandatory. This will contain the **SAP B1 Code** from SAP B1 **Unit of Measure**
- **Name** – Mandatory. This will contain the same value from **Code**
- **UoM Code** – Mandatory. This will contain the same **value from Code**
- **Unit Code** – Mandatory. This will contain **Code** from **IRBM**
- **Unit Name** – Mandatory. This will contain **Name** from **IRBM**
- **Unit Description** – Optional. Free Text

Unit of Measure						
#	Code	Name	UoM Code	Unit Code	Unit Name	Unit Description
1	foot	foot	foot	FOT	Footer	
2	inch	inch	inch	INH	Inches	

L. **Additional Document Reference List** – setup for the valid values for the drop down in additional document reference screen. This should follow the IRBM requirement. This can be located under SAP B1 > Tools > User-defined windows > Add. Doc. Reference List

Add. Doc. Reference List		
#	Code	Name
1	BR	Billing Reference
2	CustomsImportForm	Customs Import Form
3	FreeTradeAgreement	Free Trade Agreement
4	K2	Customs Export Form

Note: This will populate the Document Type in the Additional Document Reference Screen

Document Type:

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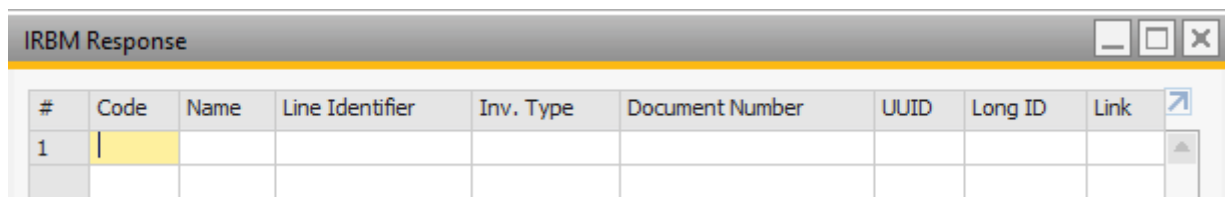
A. **Additional Document Reference** – screen to add additional document or supporting document to the document. This can be located under *AR/AP Invoice or Credit Memo > Add. Doc. Ref (after clicking this button)*

[illegible]

- **Document Number** – Based on the SAP B1 Document (this will be blank prior to adding the SAP B1 document)
- **ID** – Reference Document ID
- **Document Type** – Type of document (will contain value based on the setup from Additional Document Reference List)
- **Document Description** – Free Text
- **Delete Row** – Right-click select specific row and choose 'delete row' to delete the line
- **Add button** – This will add the inputs from left side on the list
- **Save Button** – This will save all records under the list

General Notes:

- **NEWLY** created document such as AR Invoice/ Credit Memo/ AP Invoice/ Credit Memo must be submitted/re-submitted if needed or you can bulk send using the Submission under SAP B1 Menu
- **ANY** change on the Master Data or Marketing Document does not update any historical records unless re-submitted (User intervention required)
- Make sure to select the **CORRECT** values on the **DATA LINK/ REFERENCE** below (Failed to do so, will result to data inconsistencies or blank data/record):
 - Country/ Region's Country Code to User-defined Window's Country's Code
 - Item Master Data's Sales/Purchase Unit of Measure to User-defined Window's UOM's UoM Code
 - Item Master Data's Commodity Classification to User-defined Window's Commodity Classification's Code
 - Tax Groups' Code to User-defined Window's Tax Scheme's Code
 - BP's MSIC Code to User-defined Window's MSIC
 - BP's Payment Code to User-defined Window's Payment Code's Code
 - AR Invoice/ Credit Memo/ AP Invoice/ Credit Memo's Invoice Type Code to User-defined Window's Invoice Type Code
- Make sure to input the correct value to its necessary fields especially Master Data and Marketing Document related fields
- If you want to **MANUALLY** input a value, make sure that the inputted value and spelling are correct to avoid any error or blank values
- Make sure the Series and Document Number are both unique and properly configured for all transactions. Example: AR240924090001, where AR2409 is the series name and 24090001 is the Document Number
- **IRBM Response** – Used to map QR Codes in SAP B1 reports. This can be located under SAP B1 > Tools > User-defined windows > IRBM Response.



#	Code	Name	Line Identifier	Inv. Type	Document Number	UUID	Long ID	Link
1								

- **Code** – Auto increment
- **Name** – Date and Time Validation
- **Line Identifier** – Row Count if more than 1 (1 as default)
- **Inv. Type** – Invoice, Credit Memo, and etc
- **Document Number**
- **UUID** – Provided by IRBM
- **Long ID** – Provided by IRBM
- **Link** – Valid Link (Optional)

DTW Template – Developer will share some files for client's population. Once received, developer will validate and create the DTW Templates

Things to follow:

- Avoid using Special characters
- Remove all spaces or indents
 - TIN with space like C 00000001 should be C00000001 removing the space
- Follow the correct value formats
 - Characters with leading zeroes like 001 should be in text
 - Amounts/Quantities should be in number
 - TIN with dash like C-00000001 should be C00000001 removing the dash
- Samples are provided for reference
- Links in the header column are provided for values that will be captured from the IRBM guideline
- Mandatory or optional is indicated
- Do not change the font-size or font-style in the excel for better viewing
- Do not add background/cell color on the data
- Advise either the data came from Test or Live Database
- Make sure to remove/replace the sample data
- Do ensure that the data are complete and final