

Add and Manage Intermediary at MyInvois Portal

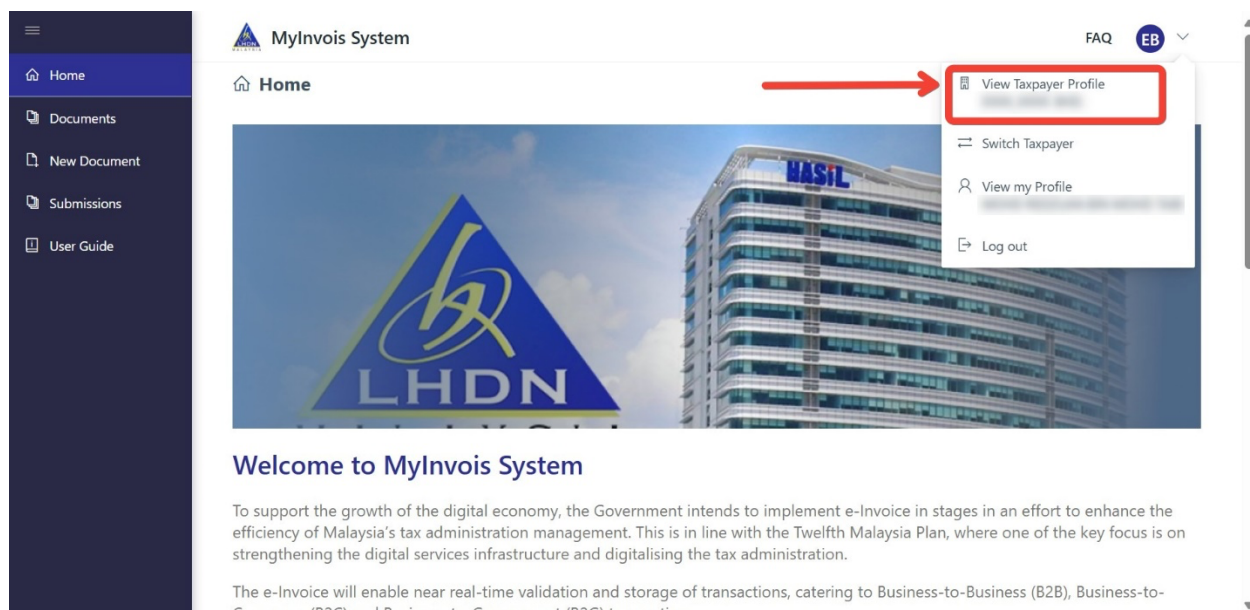
This guide provides end user the step-by-step process of accessing, reviewing, and updating the information of intermediary: Storecove Malaysia Sdn Bhd at MyInvois Portal. End users can manage the details of appointed intermediary, such as contact information, representation permissions, and the duration of representation.

To access the Myinvois Portal: <https://mytax.hasil.gov.my>

Step By Step Guide

Step 1: Access the Taxpayer Profile

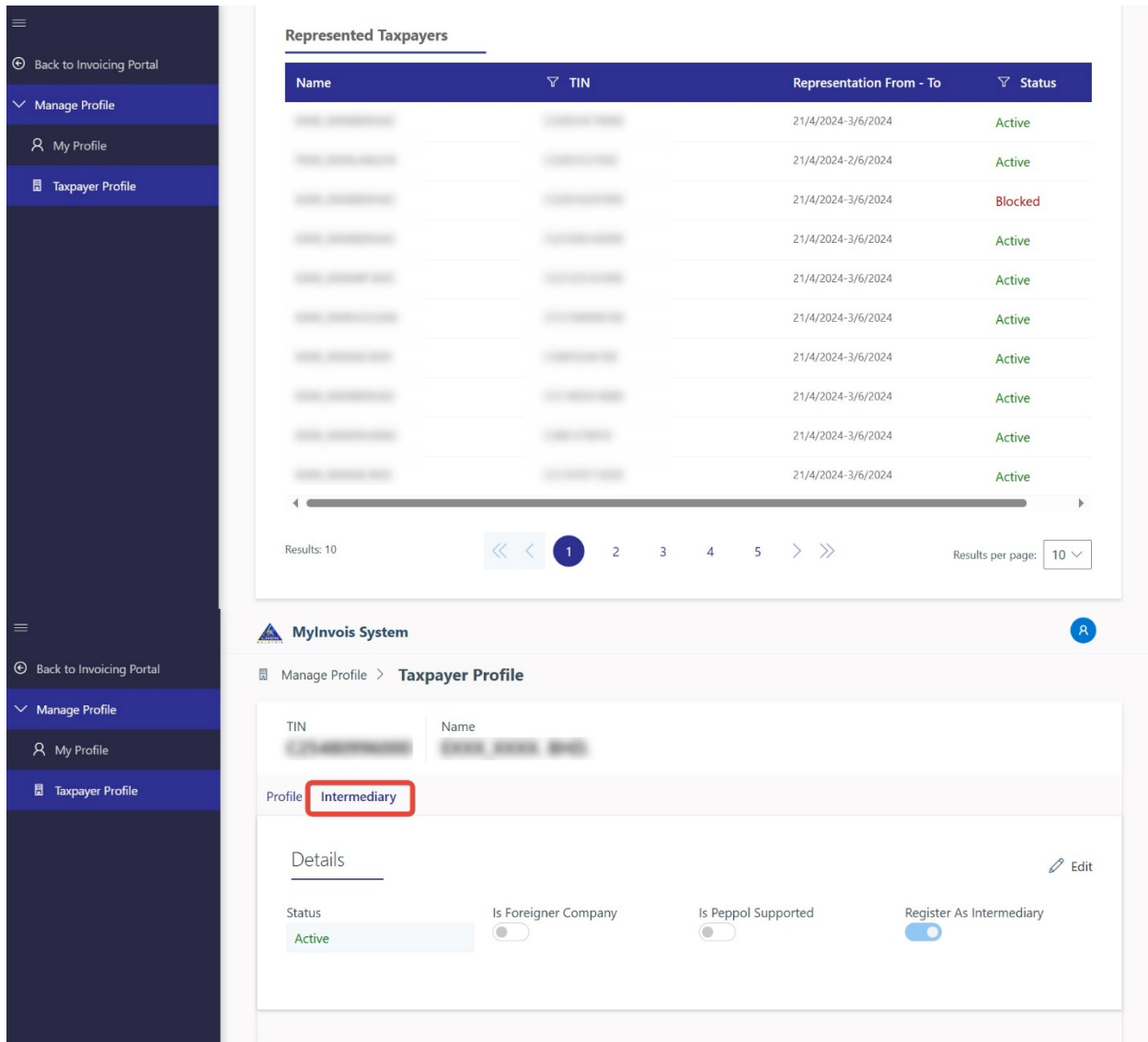
- On the top-right hand side of the MyInvois Portal, select the profile dropdown, then select **View Taxpayer profile**.



This step grants you access to view the taxpayer's profile information.

Step 2: View Intermediary Information

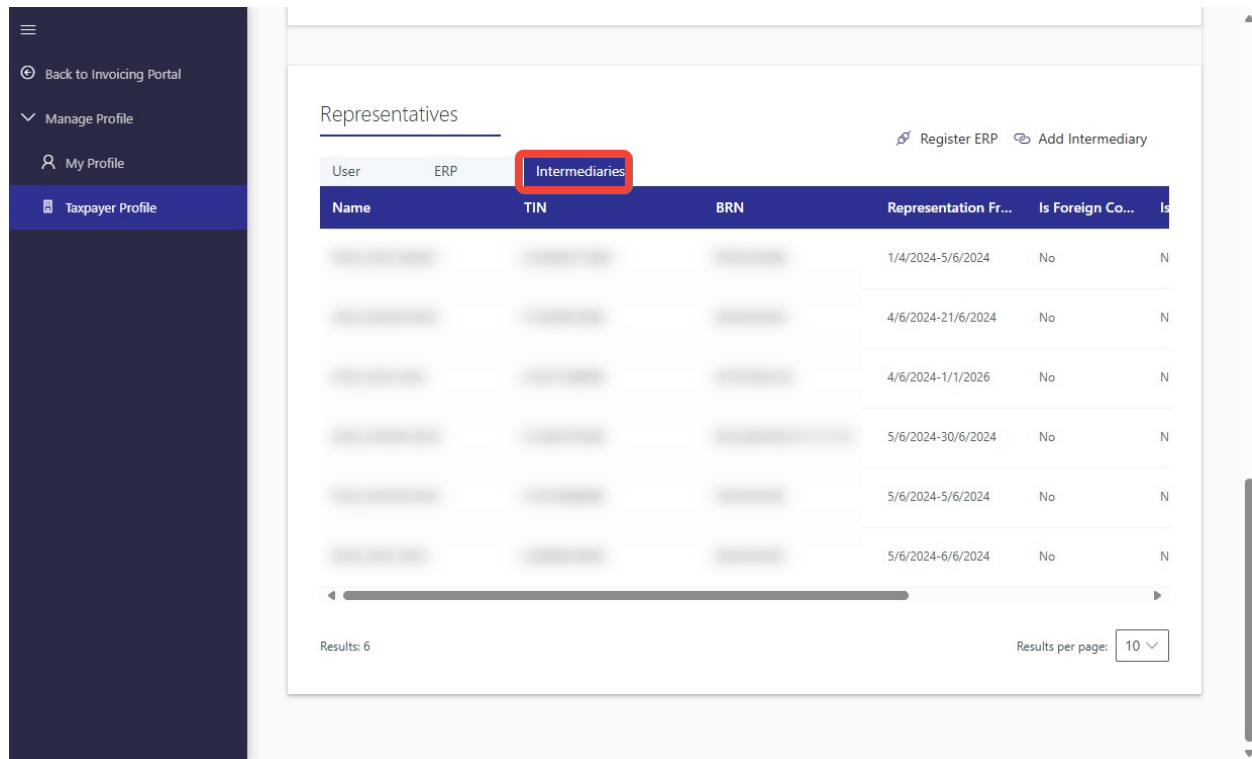
- Scroll down on the Taxpayer Profile page and click on the Intermediaries tab under Representatives to view the Intermediary Representatives.



The screenshot displays the 'MyInvois System' interface. On the left is a dark sidebar with navigation links: 'Back to Invoicing Portal', 'Manage Profile', 'My Profile', and 'Taxpayer Profile'. The main content area is titled 'Represented Taxpayers' and contains a table with the following columns: 'Name', 'TIN', 'Representation From - To', and 'Status'. The table lists 10 entries, with the first one being 'Active' and the second 'Blocked'. Below the table is a pagination bar showing 'Results: 10' and a set of navigation buttons (1, 2, 3, 4, 5). To the right of the pagination bar is a 'Results per page: 10' dropdown menu.

Below the table, the 'MyInvois System' logo is visible on the left, and a user profile icon is on the right. The main content area is titled 'Manage Profile > Taxpayer Profile'. It features a 'Profile' section with a red box around the 'Intermediary' tab. Below this is a 'Details' section with an 'Edit' button. The 'Details' section contains four toggle switches: 'Status' (set to 'Active'), 'Is Foreigner Company' (off), 'Is Peppol Supported' (off), and 'Register As Intermediary' (on).

- Click on an Intermediary tab to view the respective Intermediary information.



Step 3: Add Intermediary

- Click on "Add Intermediary"

Representatives

Register ERP

Add Intermediary

User	ERP	Intermediaries				
Name	TIN	BRN	Representation Fr...	Is Foreign Co...	Is Peppol Sup...	Status
PXXX_XXXLANGOR	CS2853537050	LPXXXXXX68	14/5/2024-9/1/2025	Yes	Yes	Active
FXXX_XXXX BHD.	C24273188000	201501041241	20/6/2024-1/2/2025	No	No	Active

Results: 2

Results per page: 10

- Enter TIN, BRN and Name in the respective data fields for Storecove as Intermediary:

Production myinvois portal:

TIN: C58782756040 BRN: 202401023960 Name: STORECOVE MALAYSIA SDN. BHD.

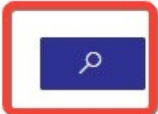
- Click on search icon.
- Note: TIN and BRN should be correct.
- Click on "Continue".

+
Add Intermediary

TIN *

BRN *

Name *



Is Foreign Company	No
Is Peppol Supported	No
Is Registered as Intermediary	Yes
status	Active

Continue

- Modify the "Representation From" and "Representation To" dates, as per your requirement.
- Modify the permission using toggle button as per your requirement.
- Click on "Add Intermediary" button.

- Once Intermediary is added you will be redirected to "Search TaxPayer Page" with success message.
- Click on an "intermediaries" tab to view the respective Intermediary information you have added.

✓ Saved Successfully

Representatives Register ERP Add Intermediary

ERP Intermediaries

Name	TIN	BRN	Representatio...	Is Foreign Co...	Is Peppol Sup...	Status
			27/6/2024 - ...	No	No	Active

Step 4: Manage Intermediary's permission

- Scroll to the right and click on the three dots (ellipsis), an "Edit" button option will appear, allowing you to modify the selected intermediary.

Back to Invoicing Portal

Manage Profile

My Profile

Taxpayer Profile

Representatives

Register ERP
Add Intermediary

User	ERP	Intermediaries	
BRN	Representation Fr...	Is Foreign Co...	Is Peppol Sup... Status
	1/4/2024-5/6/2024	No	No Active
	4/6/2024-21/6/2024	No	No Active
	4/6/2024-	No	No Active
	5/6/2024-30/6/2024	No	No Active
	5/6/2024-5/6/2024	No	No Active
	5/6/2024-6/6/2024	No	No Active

Results: 6
Results per page: 10

- You have the ability to modify the "Representation From" and "Representation To" dates, as well as the permissions associated with the intermediary.
- Click on "Save Intermediary" to save your changes

Edit Intermediary

Representation From *

Representation To

27/06/2024

28/06/2024

Permissions

Document - View (Always enabled) Yes

Document - Submit No

Document - Cancel No

Document - Request Rejection No

Notifications - View No

Reset all to default

Save Intermediary