



PENGURUSAN AIR SELANGOR SDN. BHD. (201401006213)

SCOPE OF WORK:

**IMPLEMENTATION AND INTEGRATION OF E-INVOICING SYSTEM
WITH LHDN, INCLUSIVE OF WARRANTY AND SUPPORT SERVICES
FOR PENGURUSAN AIR SELANGOR SDN BHD**

1. INTRODUCTION

Government of Malaysia has been introducing e-Invoice which they include supplier, buyer information, item description, quantity, price without tax, tax and total amount to record daily business transaction.

The implementation of e-invoice intended to support Malaysia's digital economy growth and enhance Malaysia's tax administration efficiency. e-Invoices will replace paper-based invoice which will enhance the efficiency in recording financial transaction in real time data collection.

2. PROJECT DEFINITION AND OBJECTIVES

To support the growth of the digital economy, the Government intends to implement e-Invoice in stages in an effort to enhance the efficiency of Malaysia's tax administration management. It is in line with the Twelfth Malaysia Plan, where the focus is on strengthening the digital services infrastructure and digitalizing the tax administration.

The e-Invoice will enable instant or near-instant validation and storage of transactions, catering to Business-to-Business (B2B), Business-to-Consumer (B2C) and Business-to-Government (B2G) transactions. e-Invoice implementation is in line with the Twelfth Malaysia Plan which focus on strengthening the digital services infrastructure and digitalizing the tax administration (among others).

On 3 June 2022 during 2023 Pre-Budget Statement released the Government intends to implement e Invoice in stages to enhance the efficiency of Malaysia's tax administration management and support the growth of the digital economy. On 7 October 2022 Budget 2023 announcement by Finance Minister e-Invoice will be implemented by Inland Revenue Board of Malaysia (IRBM) in phases,

starting from the year 2023, involving the development of a system and pilot projects with selected taxpayers. 8 March 2023 on the Nasional Tax Seminar Government announce to implement e-Invoice implementation in phases. IRBM announce the key information on e-Invoice available for taxpayers on 21 July 2023.

The Objective of introducing e-Invoice is to reduce in manual efforts and human errors, seamless system integration for efficient and accurate tax reporting, enables streamlining of operations and digitalized financial reporting.

3. SCOPE OF WORKS

The main Scope of Works (SOW) for this e-Invoice Implementation as are the following table below (but not limited to): -

No	Area	Scope
1	Preparation of project plan	<ul style="list-style-type: none">▪ Identifying project members▪ Kick-off▪ Responsibility matrix▪ Timeline
2	Awareness briefing to the business team – AR/AP/HR/IT	<ul style="list-style-type: none">▪ Communicating the requirements per guidelines/ SDK▪ Communicating possible impacts to business processes▪ Setting expectations on workshops/ data gathering templates
3	Information gathering Workshops for AR/AP/HR/IT	<ul style="list-style-type: none">▪ Assessment on business processes and impact from e-Invoice▪ Understanding business requirements for an e-Invoice solution▪ Reviewing documentation (including SOPs, Invoice layouts etc.)▪ Assessment of current ERP/billing systems from data perspective and invoice generation process▪ Assessment on IT requirements

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No	Area	Scope
4	Impact Assessment	<ul style="list-style-type: none"> Identifying as-is vs future state business process Identifying gaps from an IT perspective Preparation of requirement traceability matrix for system implementation
5	Tax Advisory Support	<ul style="list-style-type: none"> Liaison with IRBM to seek clarity on specific treatment/challenges
6	E-Invoice system Implementation	<ul style="list-style-type: none"> Assist in data cleansing and update in source system Assist in the data mapping exercise between source system and chosen e-Invoice vendor (Applicability of each datapoints based on business scenarios) Providing inputs from business process/IT requirements identified in Phase 1 (connectivity approach etc.) Assist in redesigning processes impacted by e-Invoice Testing and training support Post goes live support.
7	Warranty & Maintenance Support	<ul style="list-style-type: none"> To provide the warranty and maintenance support for one (1) year. 24/7 support required for any urgent and critical issue. Incident Management Problem Management (Root Cause Analysis for Critical Incidents) and to provide the comprehensive documentation. Release Management for Incidents and other activities <i>(if any)</i>. And other requirement by Air Selangor
8	User Acceptance Test Procedure	<ul style="list-style-type: none"> The purpose of the testing and acceptance procedure to be conducted is to establish whether the Services being performed by the Vendor comply with all the requirements of the specification and for certification of service by the Air Selangor.

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		<ul style="list-style-type: none"> ▪ The acceptance procedures of the Services are divided into: (i) System Integration test, (ii) User Acceptance Test, and (iii) Deployment to Production. ▪ To provide the comprehensive User Acceptance Test (UAT) Documentation for Business User Sign-off.
9	Training and Transfer of Technology/ Knowledge (TOTK)	<ul style="list-style-type: none"> ▪ To transfer functional and technical knowledge to Air Selangor's Support team such as (but not limited to): <ul style="list-style-type: none"> (a) Resolution of known error or incident, (b) Configuration, (c) Upgrade/ Patch testing activities, (d) Release management, and (e) Other related supports. ▪ To provide comprehensive technical training and transfer program of technology and knowledge based on specified requirements to ensure continue success of solutions system implementation and self-sufficiency of Air Selangor support group. ▪ Training material should be included as part of the training or transfer technology/ knowledge program. ▪ Training documentation content and structure must be appropriately tailored to address the specific requirement (which include system administrator, superuser, end-user and technical support personnel). ▪ Air Selangor is entitling to request the Service Provider to conduct a refresher course for further training.
10	Documentation	<ul style="list-style-type: none"> ▪ Supplier/Vendor should provide comprehensive documentation that related to maintenance and support. The document required as listed below but not limited to: <ul style="list-style-type: none"> (a) System overview documents, (b) System Architecture and Design documents,

No	Area	Scope
		<ul style="list-style-type: none">(c) Application Configuration/ setup including the custom development,(d) Updated functional and technical specification,(e) List and details configuration for interfaces, reports, and others,(f) Test plans, cases, and scripts,(g) Administrator Manual/ Guide,(h) User Manual/ Manual Kit,(i) System Setup parameters/ maintenance,(j) Integrations etc. <ul style="list-style-type: none">▪ Progress report shall be submitted in the form as requested by Air Selangor.

4. DELIVERY TIMELINES

The implementation of e-Invoice based on annual turnover and revenue. For Air Selangor is fall under mandatory implementation for taxpayers with an annual turnover or revenue of >RM100m in Air Selangor. **Herewith, the implementation date will be on August 2024.**