

Add and Manage Intermediary at MyInvois Portal

This guide provides the end user the step-by-step process of accessing, reviewing, and updating the information of intermediary: B2BRouter at MyInvois Portal.

End users can manage the details of an appointed intermediary, such as contact information, representation permissions, and the duration of representation.

There are 2 differences environment to access the MyInvois Portal

- a) Sandbox testing URL : <https://preprod-mytax.hasil.gov.my>
- b) Production Live URL: <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.

Name	TIN	Representation From - To	Status
...	...	21/01/2024 - 31/03/2024	Active
...	...	21/01/2024 - 31/03/2024	Active
...	...	21/01/2024 - 31/03/2024	Blocked
...	...	21/01/2024 - 31/03/2024	Active
...	...	21/01/2024 - 31/03/2024	Active
...	...	21/01/2024 - 31/03/2024	Active
...	...	21/01/2024 - 31/03/2024	Active
...	...	21/01/2024 - 31/03/2024	Active
...	...	21/01/2024 - 31/03/2024	Active
...	...	21/01/2024 - 31/03/2024	Active

MyInvois System

Manage Profile > Taxpayer Profile

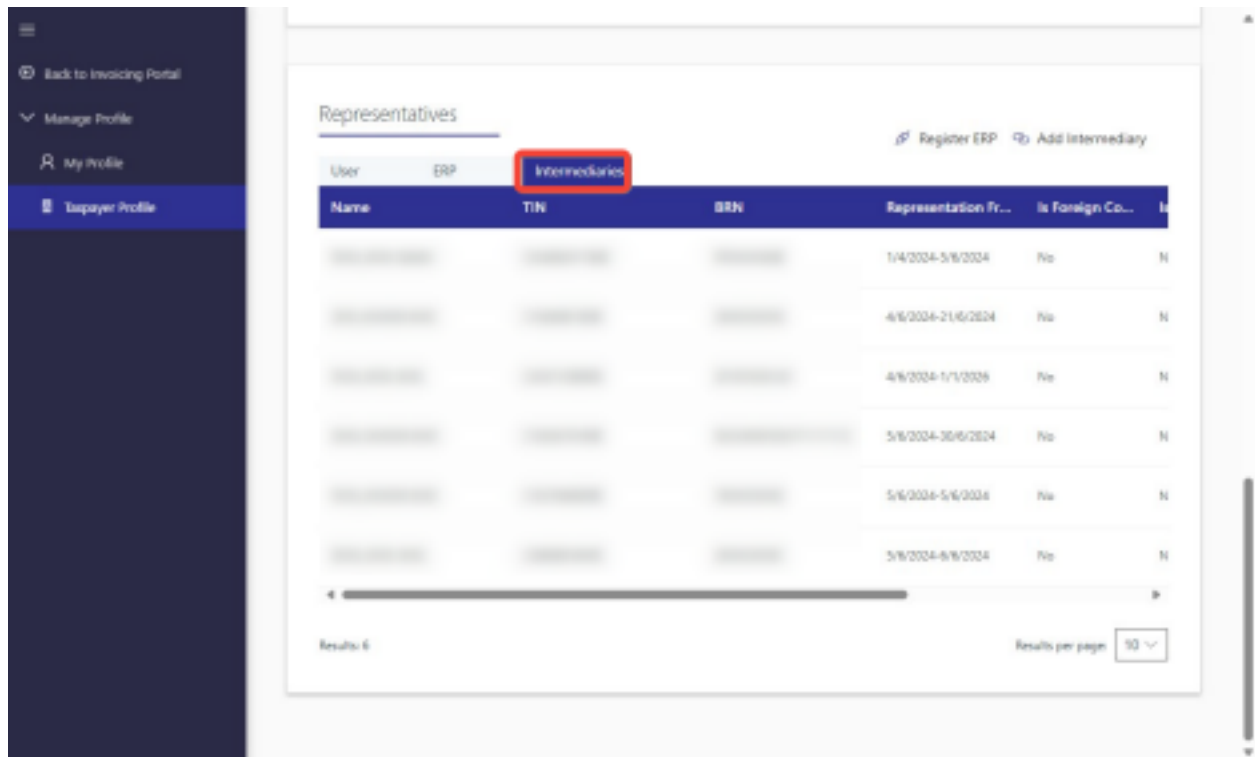
TIN: ... Name: ...

Profile: **Intermediary**

Details Edit

Status: Active Is Foreigner Company: ☐ Is Peppol Supported: ☐ Register As Intermediary: ☒

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



Step 3: Add Intermediary

- Click on "Add Intermediary"



- Enter TIN, BRN and Name in the respective data fields for B2BRouter as Intermediary:

Production myinvois portal:

TIN: C58930336080

BRN: B63276174

Name: B2BROUTER GLOBAL SL

Pre-Production (sandbox) myinvois portal:

- TIN: C58930336080
- BRN: B63276174
- Name: BXXX_XXXXSL

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

+ Add Intermediary

X

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.

+ Add Intermediary

Representation From *

Representation To

Permissions

Document - View (Always enabled) ☒ Yes

Document - Submit ☐ No

Document - Cancel ☐ No

Document - Request Rejection ☐ No

Notifications - View ☐ No

[Reset all to default](#)

[Previous](#) [Add Intermediary](#)

- 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.

Representatives

[Register ERP](#) [Add Intermediary](#)

ERP **Intermediaries**

Name	TIN	BSN	Representation...	Is Foreign Co...	Is Pepper Sup...	Status
			27/06/2024 - ...	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 Poppel Sup...	Status	
	1/4/2024 5/4/2024	No	No	Active	<div>...</div> <div>Edit</div>
	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