

Standard Operating Procedure (SOP): E-Invoice Environment Setup

System: eZee e-Invoice Integration via QuickBill (Production)

Purpose: Guide hotels through the final setup and linking process for live e-Invoice operations in compliance with LHDN regulations.

Part 1: Understanding the Environment

Testing (Pre-Production) Portal

- **URL:** <https://staging.quickbill.my/>
- **Purpose:** All past testing, simulations, and dummy invoice data remain stored here.
- **Note:** No data from staging will transfer to the live portal.

Live (Production) Portal

- **URL:** <https://quickbill.my/>
 - **Purpose:** This portal is used for **official e-Invoice submissions** to LHDN (MyInvois).
 - **Note:** The environment is **clean/fresh** – no previous records exist.
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Part 2: Live Environment Activation

Step 1: Receive Production Credentials

Each property will be issued **unique login credentials** to access the live portal:

 <https://staging.quickbill.my/> (Pre-Production)

 <https://quickbill.my/> (Production)

- **Username & Password** will be provided by the onboarding team.
- Log in and verify your access is successful.

Step 2: Connect LHDN MyInvois Portal with QuickBill (eZee Intermediary)

Properties must manually link the intermediary details inside their LHDN MyInvois account.

<https://myinvois.hasil.gov.my/content?path=/userguide/Add%20and%20Manage%20Intermediary>


 Intermediary Details to Enter:

Testing (Pre-Production) Portal <https://preprod-mytax.hasil.gov.my/>

Field	Value
TIN	C10319785000
BRN	199901026044
Taxpayer Name	MXXX_XXXXDN BHD

Live (Production) Portal <https://mytax.hasil.gov.my/>

Field	Value
TIN	C26703685100
BRN	202101016244
Taxpayer Name	POWERTREE SOLUTION SDN. BHD.

 **IMPORTANT:** You must **type in these details manually**.
Do **not copy-paste** LHDN validation may fail to detect the intermediary otherwise.

Step 3: Verify Successful Connection

Once intermediary setup is complete in LHDN:

- The e-Invoice portal at <https://quickbill.my> will be successfully linked.
 - You can now begin posting **live transactions** from eZee to LHDN via QuickBill.
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Notes & Reminders

- Transactions **posted in staging** will not appear in production.
- All future invoice validations will flow to LHDN via QuickBill live portal.
- Ensure your **MyInvois portal is in production mode** before performing these steps.
- Do **not submit any test or training transactions** through the live portal.