

User Manual for Conversion of B2C Invoice to B2B eInvoice from Taxilla by URL

Step-1:

End client / user needs to visit the URL as;

<https://sg.live.taxilla.com/convert-b2c-to-b2b/index.html>

Step-2:

Getting the below screen on clicking of above URL, and provide the details;

taxilla
Convert B2C Invoice to B2B Invoice

Supplier TIN:

Reference Number:

Financial Year:

Invoice Type:

Supplier TIN: Provide the TIN no. of “Penang Port” as **C5854082020** for Production

Reference Number: Provide the Reference Number of B2C Invoice transaction as per below table;

NO.	Mode of Payment	Reference No.	Sample
Ferry Ticketing System			
1	Touch N Go Card	TnG Card Serial No - TNG Transaction No.(TnG History Report)	1799999711-63966
2	Online ticket / Purchase at Counter (Debit/Credit/E-Wallet)	Order No.	ferry-eticket-202503000555
3	Open Payment (Debit/Credit/E-Wallet) at barrier	Transaction No.	QR-59116400 RefNo-59116400
Digital Port Pass System			
1	Online payment	Application No.	PP-2003257-1143444

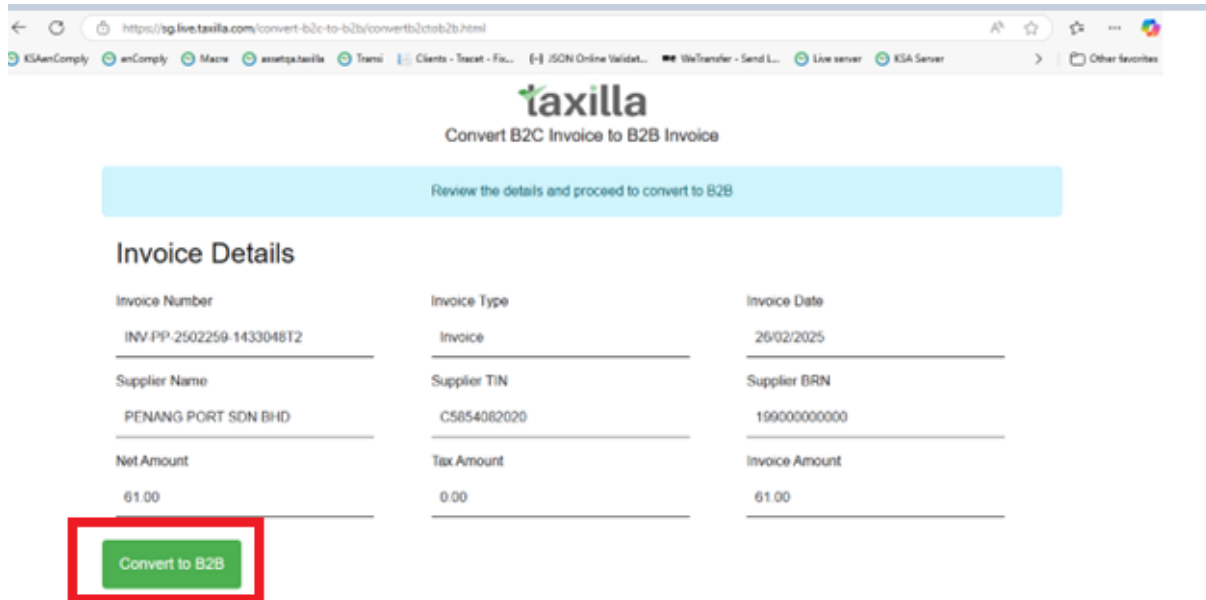
Financial Year: Provide the financial year. For Ex: 2025

Invoice Type: Select the respective invoice type from the list

Step-3:

Getting the below screen on clicking “Search” from above screen;

Verify the details of the Reference number available in Taxilla Application.



The screenshot shows a web browser window with the URL <https://sg.live.taxilla.com/convert-b2c-to-b2b/convertb2ctob2b.html>. The page title is "taxilla Convert B2C Invoice to B2B Invoice". A light blue banner at the top says "Review the details and proceed to convert to B2B". Below this is the "Invoice Details" section, which contains a table of invoice information:

Invoice Number	Invoice Type	Invoice Date
INV-PP-2502259-1433048T2	Invoice	26/02/2025
Supplier Name	Supplier TIN	Supplier BRN
PENANG PORT SDN BHD	C5854082020	199000000000
Net Amount	Tax Amount	Invoice Amount
61.00	0.00	61.00

At the bottom left of the details section, there is a green button labeled "Convert to B2B" which is highlighted with a red rectangular border.

Note: If no details showing, means respective Reference Number not available in Taxilla Application.

Step-4:

Getting the below screen on clicking “Search” from above screen.

Update the following Buyer Details for converting the B2C invoice to B2B.

Buyer Name: Provide the valid Buyer Name

Buyer TIN: Provide the Buyer TIN no. as per following cases.

- a. If buyer is from MYS and having the Buyer TIN, kindly provide the valid TIN no.
- b. If buyer is from MYS and not having the Buyer TIN, then provide the generic TIN as “**EI00000000010**”
- c. If buyer is from other than MYS and not having the Buyer TIN, then provide the generic TIN as “**EI00000000020**”

Buyer ID Type: Select respective Buyer ID type from the list as per following cases.

- a. If buyer is from MYS and having the Buyer TIN, then select the Buyer Registration No from the list
- b. If buyer is from MYS and not having the Buyer TIN, then select the any of from the list (MYKAD/Tentera/MyKAS/MYPR)
- c. If buyer is from other than MYS and not having the Buyer TIN, then select passport number from the list

Buyer ID Number: Provide the corresponding number based on the selected ‘Buyer ID Type’

Buyer Email ID: Provide the valid buyer email address where the B2B PDF will be sent after conversion

Buyer Address, Buyer City, Buyer State, Buyer Country, Buyer Postal Code,

Buyer Contact: Provide these as part of the address

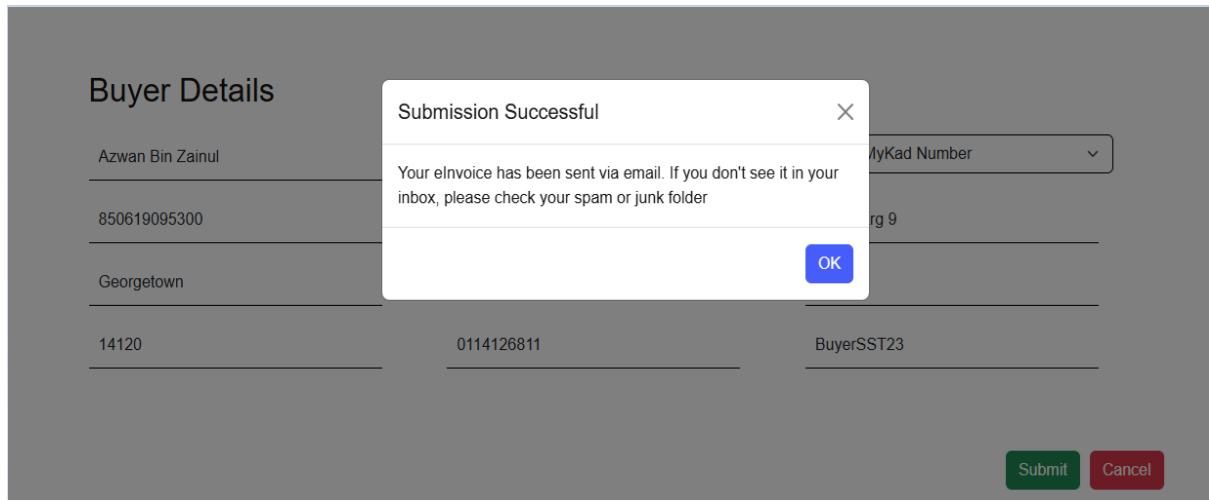
Buyer SST Registration Number: Keep the default no. showing on form

Then, click the '**Submit**' button as shown below.

Buyer Details		
Azwan Bin Zainul	EI00000000010	Buyer MyKad Number
850619095300	azmanXX@gmail.com	No.22 Lrg 9
Georgetown	Pulau Pinang	MYS
14120	0114126811	BuyerSST23
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

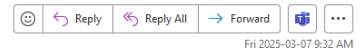
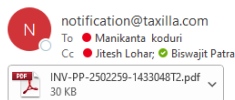
Step-5

After clicking 'Submit' from above, a pop-up window will appear confirming the submission was successful, and an email notification will be sent to the respective buyer's email ID, as shown below.



Sample Email Specimen:

B2C Invoice: PP-2502259-1433048T2



Fri 2025-03-07 9:32 AM

****CAUTION: This email is originated from outside the organization. Be cautious before opening the link or attachments. Please verify the email id and source of the sender.****



The B2C invoice with the invoice number: PP-2502259-1433048T2 has been successfully converted into the B2B format. Please find the attached report for your reference.

Regards,
Taxilla

Note:

If email not received in inbox, spam or junk folder then it might have some data inconsistencies for provided. You need to check with PPSB team to verify it.

Thank you