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UAE e-invoicing readiness checklist

COMPANION CHECKLIST

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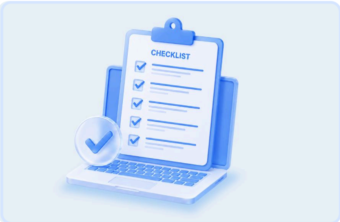
A five-stage working tracker for teams preparing for mandatory e-invoicing in the UAE, from confirming scope through to go-live monitoring. Work through it in order. Mark each item off, and note an owner and a target date against it.



Companion to the full guide

UAE e-invoicing readiness and implementation guide, on Zoho Books Academy: https://www.zoho.com/ae/books/academy/taxes-and-compliance/uae-einvoicing-readiness-implementation-guide.html

Which cohort you're in

Cohort	ASP appointment deadline	Mandatory go-live
Revenue AED 50 million or more	30 October 2026	1 January 2027
Revenue below AED 50 million	31 March 2027	1 July 2027
Government entities	31 March 2027	1 October 2027

STAGE 1 · Understand what applies to you

TASK	OWNER	TARGET DATE
☐ Confirm your cohort using gross revenue, not just the taxable portion, against the AED 50 million line		
☐ Record your ASP appointment deadline and mandatory go-live date from the table above		
☐ Write down what changes on your invoices, credit notes and self-billed documents (structured data first, human-readable output second)		
☐ Name a single accountable owner spanning finance, tax, IT and master data, not one function alone		

STAGE 2 · Get your records and systems ready

TASK	OWNER	TARGET DATE
☐ Confirm the correct TRN is on file for every customer and supplier record		
☐ Verify the TIN (first 10 digits of the TRN) is correctly derived for each record		
☐ Confirm the Peppol Participant Identifier (scheme 0235 + TIN) can be generated for the business		
☐ Run a cleanup pass on customer/supplier names, addresses and tax category codes		
☐ Complete master data cleanup before integration testing starts, not during it		

STAGE 3 · Select and appoint an ASP

TASK	OWNER	TARGET DATE
☐ Shortlist ASPs holding valid, two-year renewable accreditation		
☐ Confirm each shortlisted ASP meets Peppol interoperability and information-security standards		
☐ Ask about continuity guarantees, integration support, and what happens if the connection fails		
☐ Sign and technically integrate the ASP relationship well ahead of the appointment deadline		

STAGE 4 · Integrate and test

TASK	OWNER	TARGET DATE
☐ Confirm your systems can produce PINT AE-compliant XML through the 5-corner model		
☐ Test a standard domestic sale		
☐ Test an export invoice		

TASK	OWNER	TARGET DATE
☐ Test a credit note against a prior invoice		
☐ Test a self-billed document, if the business uses one		
☐ Check every test against the Message Level Status (MLS) response, not just whether it sent		

STAGE 5 · Go live and monitor

TASK	OWNER	TARGET DATE
☐ Assign daily ownership of checking invoice statuses, not just when a customer calls		
☐ Document the process for correcting and resubmitting a rejected invoice		
☐ Agree and document a fallback process for reporting a system failure within the mandated timeframe		
☐ Get sign-off on the fallback process before go-live, not after a failure happens		

Common mistakes that delay readiness

- Treating the AED 50 million threshold as taxable turnover rather than gross revenue
- Assuming VAT registration status determines whether the mandate applies
- Leaving master data cleanup until integration testing has already started
- Assigning readiness to a single owner without formal input from tax, IT and master data teams

What evidence proves you're ready

- ☐ A signed ASP agreement
- ☐ Completed master data cleanup, corrected TRNs on file
- ☐ Test logs covering every scenario the business issues
- ☐ Sign-off from finance, tax and IT
- ☐ A documented fallback process for system failures

As an accredited e-invoicing service provider under the UAE's Ministry of Finance framework, Zoho supports Books, Invoice, and Billing customers through each of these five stages. See how Zoho Books supports UAE eInvoicing: www.zoho.com/ae/books/einvoicing/