

CHECKLIST

E-invoicing readiness checklist

From our guide: UAE e-invoicing 2026–2027: deadlines, ASP selection and ERP readiness. Read the full guide, with the reasoning and official sources, at www.missanglobal.com/resources/uae-e-invoicing-2027-systems-readiness-checklist/

Organisation

Completed by

Date

ERP readiness

- ☐ Your ERP version is still supported by the vendor and can be patched for e-invoicing.
- ☐ Every invoice-producing system is listed: main ERP, POS, project billing, rental systems, spreadsheets used by a branch.
- ☐ Credit notes, debit notes, self-billing and export invoices follow the same path as standard invoices.
- ☐ The integration method is agreed: API, file drop or the vendor's own connector.
- ☐ Someone owns the integration after go-live (internal IT, the ERP partner or us).
- ☐ You have a test environment that can send to the ASP's sandbox.

Master data

- ☐ Customer and supplier Tax Registration Numbers are present and in the right format.
- ☐ Legal names and addresses match the trade licence, not a sales nickname.
- ☐ Each item or service carries the correct VAT category.
- ☐ Units of measure and currency codes use standard values.
- ☐ Duplicate customer records are merged before cut-over.
- ☐ Branches and entities that share one ERP are separated correctly.

Process questions for finance

- ☐ Who watches for rejected invoices each day, and how fast are they corrected?

- ☐ How do credit notes reference the original invoice?
- ☐ What is the fallback if the ASP or your integration is down on the last day of the month?
- ☐ How will AP receive, approve and match supplier e-invoices?
- ☐ Have your largest customers told you how they want to receive invoices from now on?

Want a second pair of eyes on this?

Our engineers can walk through this checklist with you and tell you which gaps to close first. Call **+971 6 562 6006** or write to us at www.missanglobal.com/contact-missan/. We reply within one business day.

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General information for planning, not legal or tax advice. Confirm the current position with the official sources linked in the guide.