Softobia · Odoo Gold Partner

UAE e-invoicing in Odoo: your data checklist

Send us these items before day 1. The 10 business days (Monday to Friday) start on the business day after we have them and the right Odoo plan; your ASP access (group 6) is needed by day 5.

1 Your company

- ☐ Trade licence: number, type and issuing authority
- ☐ TRN certificate (your 15-digit tax registration number)
- ☐ Registered address with the emirate
- ☐ Bank accounts (IBAN) shown on your invoices
- ☐ Your logo for the invoice layout

2 Customers and suppliers

- ☐ Legal name, as on their trade licence
- ☐ TRN (15 digits) for VAT-registered customers and suppliers
- ☐ Trade licence number and issuing authority
- ☐ Address with city and emirate
- ☐ E-invoicing ID (participant ID), if they already have one
- ☐ Payment terms

3 Products and services

- ☐ Name and a short description
- ☐ Unit of measure
- ☐ VAT treatment: standard 5%, zero-rated, exempt, out of scope or reverse charge
- ☐ HS code for goods, and service accounting code (SAC) for services

4 Opening balances

- ☐ Trial balance on your go-live date
- ☐ Chart of accounts from your current system (we map it to the UAE chart of accounts)

5 Open invoices and bills

- ☐ Customer invoices not yet paid on your go-live date, with their original numbers and dates
- ☐ Supplier bills not yet paid on your go-live date

6 Your ASP

- ☐ A signed contract with an ASP on the Ministry of Finance list
- ☐ Onboarding finished in EmaraTax, with your e-invoicing ID (participant ID)
- ☐ Access to the ASP's test (sandbox) and live connection, with its technical documentation

7 Your Odoo

- ☐ Odoo subscription on the plan the connector needs (Odoo's Custom plan, on Odoo.sh or your own server)
- ☐ Admin access for our team
- ☐ Your list of users and what each one does

A UAE tax e-invoice has 51 mandatory fields (Ministry of Finance, "UAE Electronic Invoice Mandatory Fields", V1.1, 28 October 2026). Most of them come from the records above, so complete records are what make the 2 weeks possible.

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