

UAE E-Invoicing Compliance Checklist

Deadlines, penalties, mandatory fields, and a step-by-step preparation guide — by Perfonec Computers, Dubai

QUICK SUMMARY

If your business is VAT-registered and issues B2B invoices in the UAE, you are in scope for the FTA e-invoicing mandate. This guide summarises the key dates, financial penalties, mandatory invoice fields, and the exact steps to prepare — so you can plan ahead of your deadline with confidence.

1. Key Deadlines by Business Size

Phase	Who	ASP Deadline	Mandatory From
Voluntary Pilot	All businesses	N/A	1 Jul 2026
Large Business	Revenue ≥ AED 50M	31 Jul 2026	1 Jan 2027
SME	All VAT-registered SMEs	31 Mar 2027	1 Jul 2027
B2G (Government)	All govt suppliers	TBA	1 Oct 2027

2. Penalties for Non-Compliance

- Failure to implement e-invoicing — AED 5,000 per month
- Failure to appoint an ASP — AED 10,000 (first violation), AED 50,000 (repeat)
- Non-compliant invoices — AED 100 per invoice, capped at AED 5,000 monthly
- Incorrect structured data — AED 1,000 to AED 20,000
- Unreported system faults — AED 1,000 per day

WHY THIS MATTERS BEYOND THE FINE

Non-compliant invoices also block your B2B customers from recovering input VAT — meaning they may stop accepting your invoices entirely. This commercial impact is often more damaging than the FTA fine itself.

3. Mandatory Fields on a UAE E-Invoice (PINT AE)

- Seller TRN — your business's Tax Registration Number
- Buyer TRN — mandatory for B2B transactions
- VAT category code — S (standard), Z (zero-rated), E (exempt), AE (reverse charge)
- HS codes — for goods being invoiced
- Itemised line details — description, quantity, unit price

- Net, tax, and gross totals — broken down per PINT AE structure

4. Is Your Accounting Software E-Invoicing Ready?

Software	E-Invoicing Capable?	What's Needed
TallyPrime 7.0	Yes — Peppol certified	TDL config + ASP connection
TallyPrime 4.x / 5.x / Tally ERP 9	No	Upgrade to TallyPrime 7.0 first
QuickBooks Online / Enterprise	Yes, with setup	PINT AE field config + ASP
Zoho Books	Yes, with setup	API config + ASP connection
Odoo ERP	Yes, with setup	Module config + ASP connection

5. Step-by-Step Implementation Checklist

- Confirm your business's phase deadline (large business vs SME)
- Audit your accounting software version (TallyPrime 7.0 / QuickBooks / Zoho Books / Odoo)
- Complete missing master data — buyer TRNs, HS codes, VAT category codes
- Select and contract with an FTA-approved ASP
- Configure PINT AE fields in your accounting software
- Build and test the connector between your software and your ASP
- Run parallel testing before go-live
- Train your accounting team on the new invoicing workflow
- Confirm formal compliance sign-off before your mandatory date

TIMELINE TIP

Most UAE SMEs complete full e-invoicing implementation in 4 to 8 weeks when started early. Businesses that wait until close to their deadline often face limited ASP availability and higher implementation costs.

6. Quick Answers

Can I still use PDF invoices?

Not as your sole compliant invoice once your deadline passes — a structured PINT AE XML invoice must be transmitted through the Peppol network. A PDF can still be issued alongside it for readability.

Do I need new software?

No. Your existing TallyPrime, QuickBooks, Zoho Books, or Odoo can be configured — you do not need to replace it.

Is the data secure?

Yes. UAE e-invoicing uses the Peppol network's encrypted 5-corner model, so data flows directly between your ASP and your buyer's ASP rather than a single central database.


About Perfonec Computers

Perfonec Computers is an authorised partner for QuickBooks, TallyPrime, Odoo ERP, Zoho Books, and Sage 50 in the UAE. We handle complete e-invoicing implementation — readiness assessment, master data remediation, ASP selection, connector build, and staff training — for businesses across Dubai and the UAE.


Free e-invoicing readiness assessment available — get in touch below.

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This checklist is based on FTA and UAE Ministry of Finance guidelines as of June 2026. Requirements may be updated; verify current rules at tax.gov.ae and mof.gov.ae. This document is for general guidance and does not constitute legal or tax advice.