OdooEdge

Go-Live Checklist for Odoo ERP

12 Verification steps for UAE SME before switching to Production

Mandate: Ministerial Decisions No. 243 & 244 of 2025 | Penalties: Cabinet Decision No. 106 of 2025

SME Deadline: 1 July 2027

How to use this checklist:
Work through all 12 items in order. Tick each box only when fully verified — not when in progress.
Do not switch Odoo to Production until every box is ticked.

01 PHASE 1 — ASP & SYSTEM CONNECTION

01 ASP contract signed and API credentials active

Confirm with your ASP in writing that your account is provisioned and live — not pending internal approval on their end.

02 Odoo environment switched from Simulation to Production

A common oversight: the Odoo integration is left in Simulation mode after testing. Verify the ASP settings panel explicitly.

02 PHASE 2 — DATA & IDENTITY VERIFICATION

03 Company Peppol ID registered and verified on the network

UAE format: 0235 + your 10-digit TIN. Test that your ID resolves correctly on the Peppol directory before go-live.

04 All active B2B customer Peppol IDs recorded in Odoo

Run a contact export and count how many are missing before you go live, not after. You cannot send a valid e-invoice to a buyer without a Peppol ID.

05 TRN format validated for all in-scope customers

UAE TRNs follow a specific 15-digit format. An off-by-one digit causes immediate PINT-AE schema rejection at the ASP validation step.

06 VAT treatment codes verified per product and service line

Check that no products remain on a default or placeholder tax code. Each line must map to the correct PINT-AE VAT category: standard-rated (5%), zero-rated, or exempt.

03 PHASE 3 — CONFIGURATION & TESTING

07 Multi-currency FX rate source configured correctly

Central Bank of UAE rate is required. Confirm Odoo's currency update source is active and that AED equivalents appear correctly on foreign-currency test invoices.

08 Credit note workflow tested end-to-end in simulation

Confirm a credit note issued in simulation referenced the parent invoice correctly and was accepted by the ASP without error codes.

04 PHASE 4 — PROCESS, PEOPLE & COMPLIANCE

09 Invoice rejection handling process documented for the finance team

What do they do when a notification arrives that an invoice was rejected? Who do they call? Document the escalation path before the first live rejection.

OdooEdge- Certified Odoo Implementation Partner. Source UAE MoF Electronic Invoicing Guidelines V1.0 February 2026
+971 54 572 9576

www.odooege.com
hello@foxedg.com