

Go-Live Checklist for Odoo ERP

12 verification steps for UAE SMEs — tick each only when fully confirmed

SME Deadline: 1 July 2027

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

How to use: Work through all 12 items in order. Tick each box only when fully verified. Do not switch 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 go-live. 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

Each line must map to the correct PINT-AE VAT category: standard-rated (5%), zero-rated, or exempt. No placeholder tax codes.

03 PHASE 3 — CONFIGURATION & TESTING

07 Multi-currency FX rate source configured correctly

Central Bank of UAE rate is required on the invoice date. Confirm Odoo's currency source is active and AED equivalents appear correctly.

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

What does the finance team do when a rejection notification arrives? Document the escalation path before the first live rejection.

10 7-year electronic record retention configured in Odoo

Odoo must retain e-invoices and XML data producible to the FTA on request. Verify archive settings and confirm your ASP retains XML for 7 years.

11 Finance team trained on the new daily workflow

Train before go-live, not during it. Ensure at least one team member can resolve common rejection codes from the ASP dashboard.

12 Go-live date confirmed with your ASP in writing

Some ASPs require advance notice to provision your Production account. Switching Odoo settings alone is not sufficient — confirm directly.

Penalty reminder — Cabinet Decision No. 106 of 2025 (verified):

AED 100 per invoice not issued on time (capped AED 5,000/month) · AED 5,000/month for failing to appoint an ASP · AED 1,000/day for unreported system failures
Non-compliant invoices may result in denied input VAT recovery for your buyers. Voluntary adopters are exempt from penalties during the voluntary phase.

Need help completing this checklist?

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