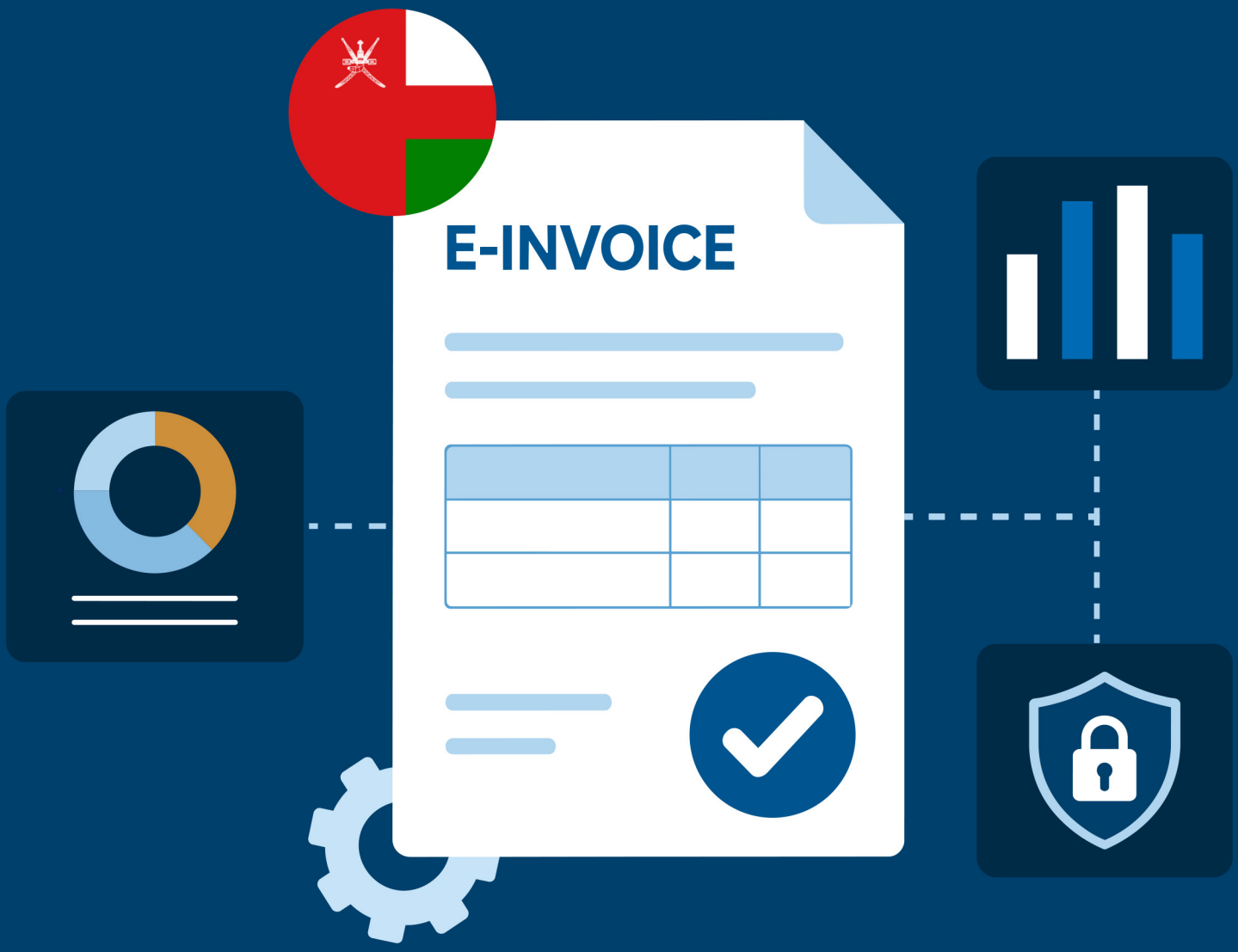
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E-book

Oman Fawtara E-Invoicing Readiness CHECKLIST

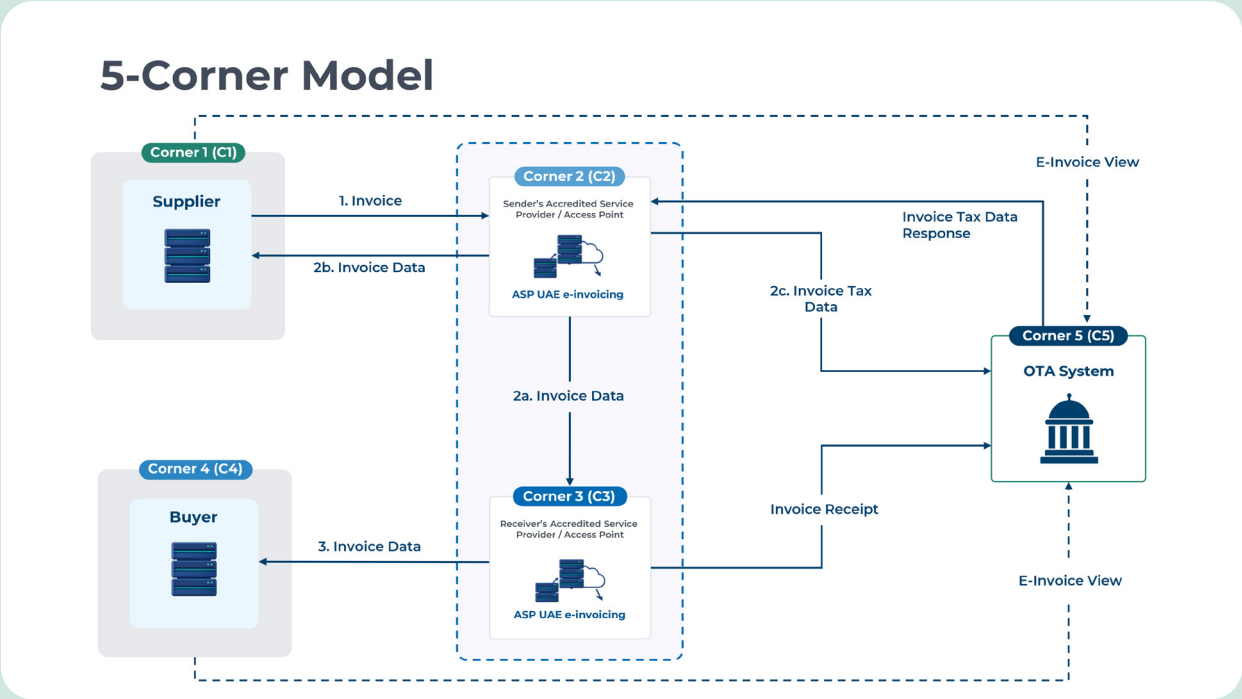


INTRODUCTION

Oman's Fawtara mandate changes more than how invoices are filed. It affects your **ERP systems,** your **AP and AR** teams, and how invoices move between you and your trading partners. This checklist helps you assess where your organization stands today and what to prepare before your applicable **OTA** phase deadline.

What is changing: Most Oman businesses currently issue invoices as PDFs or paper documents sent directly to customers. Under Fawtara, invoices must be created in a structured format **(PINT-OM),** exchanged through an **accredited service provider (ASP),** and reported to the **Oman Tax Authority (OTA).** This shifts invoicing from a document you send to a compliant data exchange validated at every step.

How it works: Oman uses the **Peppol five-corner model.** Your invoice moves from your **ERP to your ASP (Corner 1 to 2),** across the **Peppol network** to your **buyer's ASP (Corner 3),** and finally to your **buyer (Corner 4).** Your **ASP** reports the required transaction data to the **OTA (Corner 5).** Every corner in this chain needs to be ready, not just your systems.



Use this checklist section by section. Each part covers a different area of your invoicing process, from ERP setup to ASP connectivity readiness. Check off each item as you confirm it. Sections with several unchecked items show where your team should focus first.

Section A: Business & Systems Snapshot

Before you begin, use these questions to capture a quick profile of your business and systems. These responses are not scored; they give context for how to read your results in each section. (Select all that apply.)

a. What is your business size and applicable Fawtara phase?

Oman's rollout is now dictated by annual supply thresholds under OTA Decision 189/2026. Each phase carries its own mandatory go-live deadline.

01 Aug 2026	01 Apr 2027	01 Oct 2027	To be Announced
Pilot Phase 100 selected large VAT-registered businesses	Phase 1 — VAT-registered businesses Annual supplies > OMR 5,000,000	Phase 2 — VAT-registered businesses Annual supplies ≤ OMR 5,000,000	Future Phases

b. Which ERP and accounting systems are currently in use?

Your ERP landscape shapes the technical path ahead. Multiple or legacy systems typically need more integration planning than a single, modern environment.

- ☐ Single ERP system across the organization
- ☐ Multiple ERP systems across entities or regions
- ☐ Legacy or unsupported systems still in use
- ☐ ERP migration or upgrade already planned

c. Which ERP system(s) does your organization currently run?

Naming your specific platform tells us what integration path applies, since each system connects to an ASP differently.

- ☐ SAP ECC
- ☐ SAP S/4HANA
- ☐ Oracle (E-Business Suite, Fusion, or NetSuite)
- ☐ Microsoft Dynamics
- ☐ Infor
- ☐ JD Edwards
- ☐ Other

d. Which outbound document types does your organization currently issue?

Each document type follows its own structural rules under PINT AE. Confirming which apply helps scope your AR readiness accurately.

- ☐ Standard tax invoices
- ☐ Credit notes
- ☐ Debit notes
- ☐ Simplified tax invoices
- ☐ Recurring or subscription invoices
- ☐ None of the above confirmed yet

Section B: Know Your Starting Point



With your business profile captured in Section A, the scored assessment begins here. These questions confirm your entity structure, VAT status, and current invoicing process, the foundation every later section builds on. (Select one.)

a. Have you mapped all legal entities and VAT registration numbers operating in Oman?

This refers to your entity's VAT registration, not your customers' or vendors'. Each legal entity or branch you operate in Oman carries its own registration and needs its own readiness plan.

- ☐ All entities and VAT numbers documented and mapped
- ☐ Some entities identified, others still unclear
- ☐ Not yet started

b. What is the VAT registration status of each entity?

Fawtara applies specifically to VAT-registered taxpayers, so confirming registration status across every entity prevents gaps later in the process.

- ☐ All entities confirmed VAT-registered
- ☐ Mix of VAT-registered and non-registered entities
- ☐ VAT status not yet confirmed for all entities

c. How is your current invoicing process handled?

Your starting point sets the scale of transformation ahead. A manual process demands far more groundwork than one already partially automated.

- ☐ Fully automated
- ☐ Partially automated
- ☐ Fully manual, paper or PDF invoices

Section C: ERP System Readiness

Your **ERP** is the source system for generating **structured invoices.** Its version, connectivity, and configuration shape how much work remains before you can connect to **Fawtara.**

a. Is your ERP version currently supported by the vendor?

Outdated ERP versions often can't produce structured invoice data without significant rework, which can extend your readiness timeline.

- ☐ Yes, fully supported and on a current version
- ☐ Partially supported (extended support or nearing end-of-life)
- ☐ No, running an unsupported or legacy version

b. Can your ERP generate structured XML output aligned with PINT-OM?

This confirms whether your ERP can generate invoices in the exact structure Fawtara requires; without it, every invoice needs manual conversion before it can move through the ASP.

- ☐ Yes, native support confirmed
- ☐ Possible with configuration or add-on tools
- ☐ No, would require custom development

c. Does your ERP support API or middleware connectivity for invoice exchange?

This determines whether your ERP can send and receive invoice data automatically through your ASP or whether it will require manual handling at that connection point.

- ☐ Yes, API-ready
- ☐ Requires middleware or a connector solution
- ☐ No, limited or no external connectivity

Section D: Master Data and PINT-OM Readiness

PINT-OM sets specific rules for how invoice data must be structured and labeled. Before invoices can pass **OTA validation,** your master data, VAT setup, and invoice fields all need to line up with these rules.

a. How accurate and complete is your customer and vendor master data?

Every invoice gets checked against this data during validation. Bad master data doesn't just cause errors; it causes rejections that stall the entire invoice.

- ☐ Accurate and complete, regularly maintained
- ☐ Mostly accurate, some gaps or outdated records
- ☐ Significant gaps, needs a full review

b. Are VAT registration numbers and buyer or seller identification details complete and correct?

These specific fields are checked on every single invoice submitted. A single wrong or missing identifier is enough to trigger rejection at the OTA level.

- ☐ Yes, verified and correctly populated
- ☐ Partially populated, needs review
- ☐ Not yet verified

c. Are your internal tax codes mapped to the tax categories required under PINT-OM?

This mapping is what OTA validation actually checks. If it's off, invoices can look correct internally but still fail once submitted, and by then, it's a rejection to fix rather than a setting to adjust.

- ☐ Yes, confirmed and up to date
- ☐ Needs review against current OTA requirements
- ☐ Not yet reviewed

Section E: Accounts Payable Readiness

Your AP process determines how smoothly your organization receives and processes incoming structured invoices. Gaps here tend to surface as processing delays once Fawtara takes effect.

a. Can your AP system automatically receive and process structured e-invoices?

Incoming invoices will arrive as structured data through your ASP, not as PDF attachments. Your AP system needs to handle this automatically.

- ☐ Yes, ready to receive structured e-invoices
- ☐ Partially ready; some manual handling still required
- ☐ No, still relies on PDF or paper-based receipt

b. Are your invoice approval workflows built to handle structured, automated invoices?

Workflows still built for manual entry often fail to trigger correctly on structured data; this quietly stalls approvals until someone notices payments running late.

- ☐ Yes, workflows are configured for structured invoices
- ☐ Workflows exist but need reconfiguration
- ☐ No formal workflow currently in place

c. Does your organization perform 3-way matching (purchase order, goods receipt, and invoice)?

As invoice volume and automation scale up, matching accuracy becomes essential for catching errors and avoiding duplicate payments before they happen.

- ☐ Yes, fully automated 3-way matching
- ☐ Partial or manual matching
- ☐ No matching process in place

d. Is there a defined process for handling mismatched inbound supplier invoices?

Some incoming invoices will fail 3-way matching or arrive from the ASP with structural errors. Without a clear path for resolving these inbound discrepancies, they can stall in your AP queue and delay vendor payments.

- ☐ Yes, a documented exception process exists for inbound invoices
- ☐ Informal process, not documented
- ☐ No defined process currently

e. Does your archiving meet Oman's 10-year e-invoice retention requirement?

Oman's VAT Law requires invoices and related records to be retained for 10 years in an accessible, readable format. Paper-based archiving alone typically won't satisfy this.

- ☐ Yes, archiving meets the 10-year retention requirement
- ☐ Archiving exists but needs review against the requirement
- ☐ No formal archiving process in place

Section F: Accounts Receivable Readiness

Your **AR process** determines how reliably your organization generates and delivers compliant outgoing invoices. Since every outgoing invoice is validated before delivery, gaps here directly affect how quickly customers receive accurate invoices.

a. Does your AR process apply correct tax treatment and buyer details on outbound invoices?

This is about how data is actually populated in day-to-day practice, tax codes, buyer identifiers, and required fields, not just whether your ERP is technically capable of the format.

- ☐ Yes, consistently applied and verified
- ☐ Applied but not consistently verified
- ☐ Not yet reviewed

b. Are pre-transmission validation checks in place before invoices leave your system?

Catching errors before submission reduces rejections and delays. Checks should confirm tax codes, identifiers, and required fields are correct before the invoice is sent onward.

- ☐ Yes, automated validation checks are in place
- ☐ Manual review only
- ☐ No validation process currently

c. Is there a defined process for handling rejected outbound customer invoices?

Outbound invoices can be rejected at the ASP or network level before reaching the buyer for several reasons. A clear correction and resubmission process keeps customer billing and cash flow on track.

- ☐ Yes, a process exists for outbound rejections
- ☐ Informal process, not documented
- ☐ No defined process currently

d. Do you have visibility into invoice status after submission?

Without status tracking built in, your AR team usually learns about a delivery problem only when the customer calls asking where their invoice is.

- ☐ Yes, full visibility into invoice status
- ☐ Partial visibility, some manual checking required
- ☐ No visibility into status after submission

Section G: ASP and Connectivity Readiness

Every business in scope needs a compliant path into the **Fawtara** network through an ASP. This section checks how prepared your organization is for that connection and the integration work it involves.

a. Have you determined how your ERP will connect to an Accredited Service Provider (ASP)?

This connection method decides your entire integration timeline; a clear bridging strategy in place now means far fewer surprises once implementation starts.

- ☐ Yes, a clear API or middleware bridging strategy is in place
- ☐ ASP selected, but ERP connection method not yet defined
- ☐ No ASP or integration planning has started

b. Is your IT infrastructure ready to route invoice data securely to an ASP?

Fawtara depends on routing data securely to Corner 2 of the Peppol net work, through your ASP reliably. This confirms whether your current setup can do that on its own or needs help getting there.

- ☐ Yes, ready to route data securely to Corner 2 of the Peppol network
- ☐ Middleware required to establish this connection
- ☐ No external routing capability currently in place

Section H: Governance and Compliance Readiness

Fawtara readiness isn't owned by one team. It requires finance, tax, IT, and procurement working in step. This section checks whether that alignment exists before implementation begins.

a. Are finance, tax, IT, and procurement stakeholders aligned on the Fawtara rollout?

Each team plays a different role: tax confirms compliance rules, IT manages integration, finance adjusts processes, and procurement updates vendor data. Without coordination, work gets duplicated or missed.

- ☐ Yes, all teams understand their role and are involved
- ☐ Some teams are involved, others have not been briefed
- ☐ Teams have not discussed this yet

b. Have you told suppliers and customers how invoicing will change once you go live?

Your trading partners will also need to send or receive invoices differently. Without advance notice, this can lead to confused vendors, delayed payments, or invoices that never arrive correctly.

- ☐ Yes, suppliers and customers have been informed
- ☐ Planned, but not yet communicated
- ☐ Not yet planned

c. If an OTA audit flags a compliance breach or data discrepancy, does your team have a defined response plan?

If an invoice is flagged for compliance violations (e.g., incorrect tax codes or missing VATINs), an immediate response is required.

- ☐ Yes, a clear process is documented
- ☐ We have an informal response approach, but nothing is documented
- ☐ No clear process exists

d. Are you tracking progress against your applicable Fawtara phase deadline regularly?

Fixed check-in points, monthly for example, help you catch delays early rather than discovering you're behind right before go-live.

- ☐ Yes, we have scheduled regular progress reviews
- ☐ We plan to, but nothing is scheduled yet
- ☐ No reviews are currently planned

Section I: Final Pre-Go-Live Checklist

Before your mandatory go-live date, these checks confirm your organization is genuinely ready to operate under Fawtara, not just technically connected to it.

a. Has end-to-end testing with your ASP been completed?

This includes sending, receiving, validating, and reporting invoices through your chosen path. Testing confirms the full flow works before real invoices depend on it.

- ☐ Yes, end-to-end testing completed
- ☐ Testing in progress
- ☐ Not yet started

b. If your ASP or the Fawtara system goes down, does your organization have a documented backup plan?

Outages happen, whether from maintenance or technical issues. Without a documented plan, your team may not know how to keep invoicing moving until service is restored.

- ☐ Yes, fallback procedure documented
- ☐ Informal understanding, not documented
- ☐ No fallback procedure currently

c. Has your AP and AR team been trained on the new process?

Even a fully compliant system creates friction if the people running it aren't ready for the new workflow.

- ☐ Yes, training completed
- ☐ Training scheduled or in progress
- ☐ Not yet planned

d. Does your internal go-live target match your applicable OTA phase deadline?

This confirms your project plan is working toward the exact date required for your business category, not an assumed or approximate one.

- ☐ Yes, our internal target matches the mandatory deadline
- ☐ We have a target date, but it needs confirmation against the mandate
- ☐ No internal target date has been set yet



SCORING GUIDE





How to score:
Each single-select question offers three response options, scored as follows:

- **Fully ready = 2 points**
- **Partially ready = 1 point**
- **Not started = 0 points**

Multi-select questions in Section A are for scoping only and aren't scored.

Formula:

Your Score ÷ Total Possible Score × 100 = Readiness %

This checklist has 28 single-select questions, giving a total possible score of 56 points (28 × 2).

Example: You scored 40 points 40 ÷ 56 × 100 ≈ 71% readiness

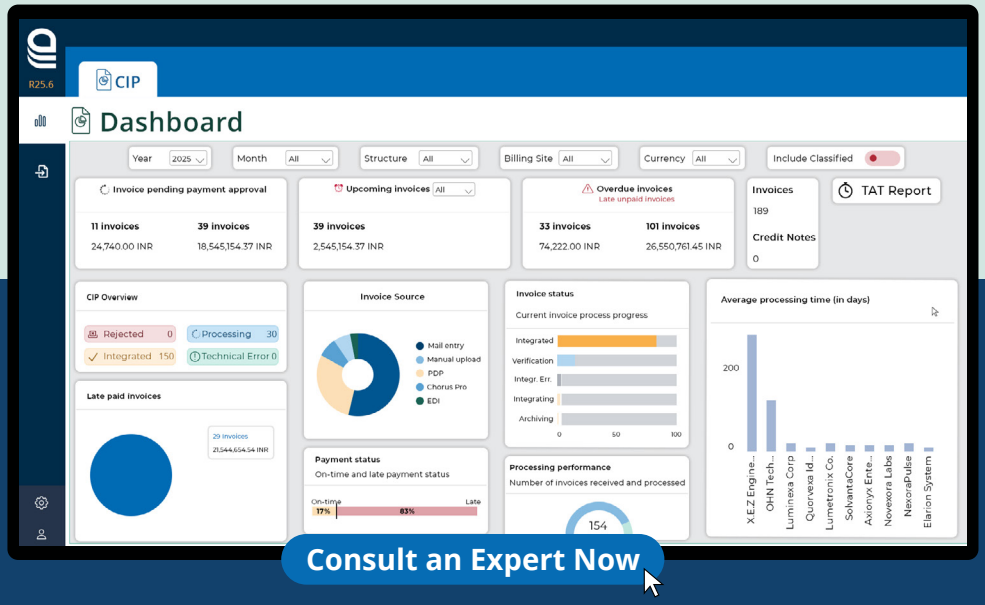
Readiness Levels and Recommended Action

SCORE	READINESS LEVEL	ACTION
0-25%	Critical Risk	Start with Sections B and C immediately. Confirm entity VAT registrations and audit ERP capabilities with a specialist.
26–50%	Needs Immediate Planning	Prioritize ERP and master data readiness (Sections C & D) before starting your ASP connection planning.
51–75%	Moderate Readiness	Upgrade AP/AR workflows (Sections E & F) and move forward on Section G.
76–90%	Advanced Readiness	Complete governance alignment (Section H) and move into end-to-end testing (Section I).
91–100%	Implementation Ready	Confirm final testing and training are complete. Proceed to go-live as scheduled.

CLAIM YOUR FREE READINESS ASSESSMENT

Not sure where to start, or need help closing the gaps this checklist has revealed?

Request a complimentary **Oman E-Invoicing Readiness Assessment** to see how **automation** can support your transition to **Fawtara.** Our team will review your ERP landscape, assess your **PINT-OM readiness,** help you evaluate your ASP, and build a compliance roadmap tailored to your go-live phase.



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