



PRACTICAL IMPLEMENTATION GUIDE

UAE eInvoicing in Zoho Books

Requirements, setup and everyday workflows

With screen references and a readiness checklist

SGA World Auditing Accounting LLC SPC

Saif Chartered Accountants

6 October 2026

www.sgaworld.ae | www.saifaudit.com

Based on the Zoho webinar and official reference material

About this implementation guide

Review prepared 6 October 2026

Purpose. A practical guide to setting up and using UAE e-invoicing in Zoho Books, prepared for SGA World Auditing Accounting LLC SPC and Saif Chartered Accountants. It combines the locally saved webinar with clearly identified official Zoho reference material.

Recording reviewed. Videos/2026-10-02 15-08-31.mp4: 25 minutes 26 seconds, 1280 x 720, with an audio track. The main recording starts at the implementation timeline and ends during Q&A. The earlier 15-02-52 clip was checked visually and contains the webinar title and recording setup. There is a gap before the main clip; this is a summary of the available recording, not a claim to have reviewed a complete uninterrupted webinar.

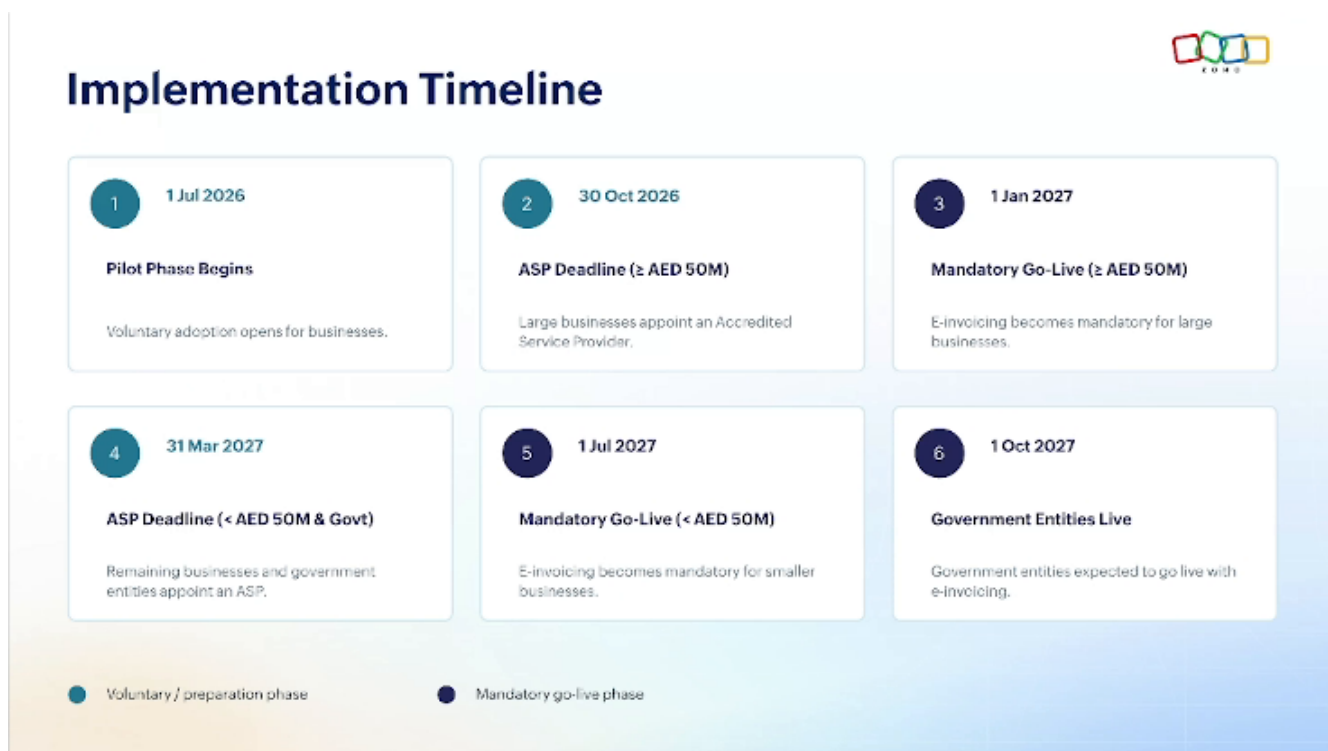
Main outcome. Configure your legal and tax details, appoint and link Zoho through EmaraTax, complete item and contact master data, review an invoice before submission, then track the e-invoice status and UUID. Incoming supplier invoices appear as bills for review.

Screen references. The guide retains the webinar screenshots, alongside official Zoho screenshots at up to 3,020 pixels wide. The step-by-step section includes each relevant setup, master-data and transaction screen, with a focused detail view and numbered actions. Images retain their source pixels; fine text in the original 720p webinar cannot be recovered beyond the recording quality. Times refer to elapsed offsets in the main MP4.

Navigation. The guide body covers requirements, configuration, transactions and readiness. It is followed by 23 illustrated steps, each with a screenshot, focused screen detail and numbered actions. The back cover lists both firms' contact details.

1. Implementation deadlines

Main recording 00:30



Recording frame at 00:30. Cropped to the slide or shared application; source resolution retained.

Milestone / category	ASP appointment	Go-live
Pilot / voluntary adoption	From 1 July 2026	Pilot / voluntary
Revenue >= AED 50 million	30 October 2026	1 January 2027
Revenue < AED 50 million	31 March 2027	1 July 2027
Government entities	31 March 2027	1 October 2027

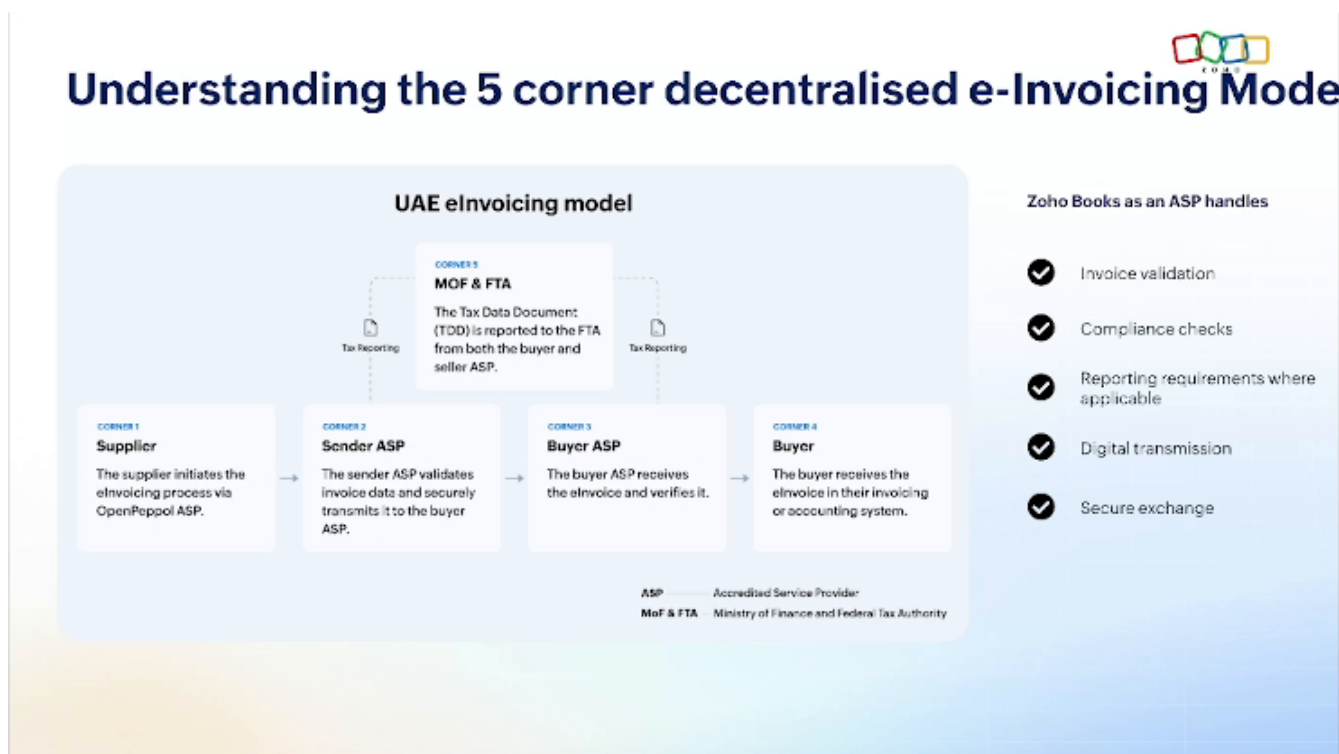
The slide separates ASP appointment from mandatory operational go-live. Selecting a provider is an earlier milestone; working invoice exchange must follow by the applicable implementation date.

Official check. MoF confirms the large-business ASP appointment deadline was extended from 31 July to **30 October 2026**; the 1 January 2027 go-live date remains. The threshold includes revenue **equal to AED 50 million**. [S1, S2]

For a business in the large-revenue category, the appointment milestone is approaching at the review date. Establish the applicable revenue category, assign an onboarding owner, and plan a successful end-to-end test before go-live. This last sentence is a practical action derived from the webinar preparation guidance.

2. Peppol and the five-corner model

Main recording 03:00



Recording frame at 03:00. Cropped to the slide or shared application; source resolution retained.

Corner 1 - Supplier. Creates invoice data in its accounting system and submits it through its provider.

Corner 2 - Sender ASP. Validates the invoice and sends the structured data securely to the buyer provider. The webinar presents Zoho Books as the ASP handling validation, compliance, reporting where applicable, transmission and secure exchange.

Corner 3 - Buyer ASP. Receives and verifies the electronic invoice. **Corner 4 - Buyer.** Receives it in its invoicing or accounting system.

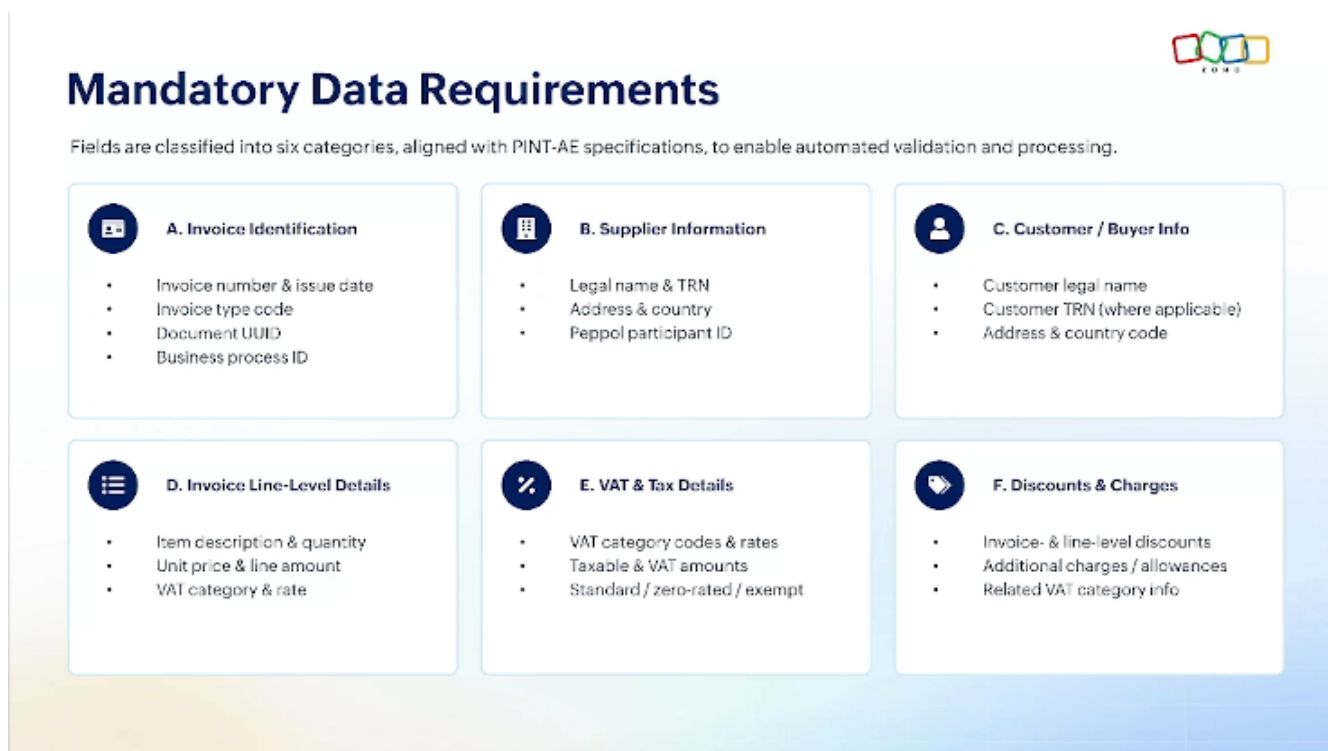
Corner 5 - MoF / FTA. The slide describes a Tax Data Document reported to the FTA from the provider side. This reporting branch sits alongside the business-to-business exchange; the five-corner picture should not be read as five sequential recipients of the same PDF.

Format. The PINT-AE slide at 06:30 specifies XML based on UBL 2.1, the Peppol PINT-AE standard and a Peppol exchange model. It lists a document UUID, business process identifier and specification identifier. The structured data can be validated and processed automatically.

The slide lists electronic tax invoices, tax credit notes, export invoices, deemed supply and domestic reverse charge supply, and self-billing where applicable. This is a slide summary, not a claim that every business must use every transaction type. A visible PDF preview is the human-readable representation; structured electronic exchange is the underlying workflow.

3. Mandatory data categories

Main recording 05:30



The slide titled "Mandatory Data Requirements" features a Zoho logo in the top right corner. Below the title, a subtitle states: "Fields are classified into six categories, aligned with PINT-AE specifications, to enable automated validation and processing." The main content is organized into six categories, each with a representative icon and a list of required fields:

- A. Invoice Identification** (Icon: Document with checkmark):
 - Invoice number & issue date
 - Invoice type code
 - Document UUID
 - Business process ID
- B. Supplier Information** (Icon: Building):
 - Legal name & TRN
 - Address & country
 - Peppol participant ID
- C. Customer / Buyer Info** (Icon: Person):
 - Customer legal name
 - Customer TRN (where applicable)
 - Address & country code
- D. Invoice Line-Level Details** (Icon: List):
 - Item description & quantity
 - Unit price & line amount
 - VAT category & rate
- E. VAT & Tax Details** (Icon: Percent sign):
 - VAT category codes & rates
 - Taxable & VAT amounts
 - Standard / zero-rated / exempt
- F. Discounts & Charges** (Icon: Tag):
 - Invoice- & line-level discounts
 - Additional charges / allowances
 - Related VAT category info

Recording frame at 05:30. Cropped to the slide or shared application; source resolution retained.

The webinar groups the data into six categories aligned with PINT-AE. This is a high-level grouping, not an exhaustive field-by-field technical schema.

A. Invoice identification. Invoice number, issue date, invoice type code, document UUID and business process ID.

B. Supplier. Legal name, TRN, address, country and Peppol participant ID.

C. Customer / buyer. Customer legal name, TRN where applicable, address and country code. The slide explicitly qualifies customer TRN with "where applicable".

D. Invoice lines. Item description and quantity, unit price, line amount, VAT category and rate.

E. VAT and tax. VAT category codes and rates, taxable amounts and VAT amounts, including standard-rated, zero-rated and exempt treatments.

F. Discounts and charges. Invoice-level and line-level discounts, additional charges or allowances and their related VAT category information.

Practical implication. Complete the underlying business and item records before the first live invoice. A correct invoice total alone does not establish that identifiers, classification, address and tax-category data are complete. Generated identifiers such as UUID are outputs of the exchange workflow, rather than arbitrary text to type into a customer record.

4. Preparation before configuration

Main recording 01:30

A presentation slide titled "Business Preparation Checklist" with a Zoho logo in the top right corner. The slide lists eight tasks in a 2x4 grid, each with a checkmark icon. The tasks are: Review ERP/accounting software compatibility with PINT-AE, Clean and validate customer & vendor master data, Confirm TRN and tax registration information, Ensure VAT codes are correctly configured, Plan and test Accredited Service Provider (ASP) connectivity, Review credit note handling, Plan testing and onboarding before mandatory deadlines, and Train finance teams on the new digital workflow. The slide is part of a recording, as indicated by the navigation icons at the bottom.

Business Preparation Checklist

- ✓ Review ERP/accounting software compatibility with PINT-AE
- ✓ Clean and validate customer & vendor master data
- ✓ Confirm TRN and tax registration information
- ✓ Ensure VAT codes are correctly configured
- ✓ Plan and test Accredited Service Provider (ASP) connectivity
- ✓ Review credit note handling
- ✓ Plan testing and onboarding before mandatory deadlines
- ✓ Train finance teams on the new digital workflow

Recording frame at 01:30. Cropped to the slide or shared application; source resolution retained.

The preparation slide contains eight parallel tasks:

1. Review ERP or accounting software compatibility with PINT-AE.
2. Confirm TRN and tax registration information.
3. Plan and test ASP connectivity.
4. Plan testing and onboarding before mandatory deadlines.
5. Clean and validate customer and vendor master data.
6. Ensure VAT codes are correctly configured.
7. Review credit note handling.
8. Train finance teams on the new digital workflow.

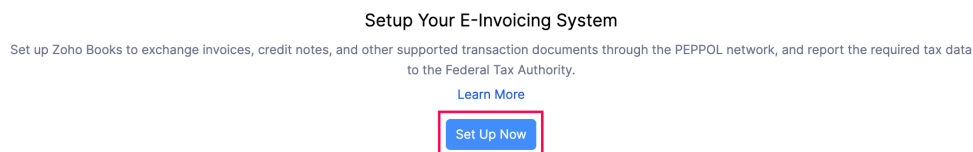
Suggested sequence derived from the slide. Establish the applicable deadline; verify company registration data and EmaraTax access; appoint the provider; update customer/vendor and item data; test outbound invoices and inbound bills; then train the team and monitor unresolved transactions.

Scope clarification from the regulation. Ministerial Decision 244 of 2025 excludes B2C transactions, and persons exclusively engaged in those transactions, until a later ministerial decision determines otherwise. Therefore, broad spoken references to "all businesses" should be read with the legal scope and exceptions. [S3]

The webinar demonstrates B2B sales and receiving. It does not provide an exhaustive legal analysis of every exclusion, sector-specific case, or non-VAT-registered onboarding scenario.

5. Verify the organisation in Zoho Books

Main recording 08:50-09:50; screenshot 09:10



Official Zoho documentation screenshot [S4]. Native-resolution PNG; personal example values are blurred in the source.

Menu path shown. Settings > Taxes & Compliance > E-Invoicing. Open the setup workflow and start with Verify Your Details.

Business data. The presenter calls for registered business name, TRN and TIN, then organisation address and mobile number. The address form shows Address Line 1, City, State and Postal Code.

Address update choice. The screen offers updating the address only in new transactions or updating it in existing and new transactions. A notice says changes also appear in the Organisation Profile and Tax Settings. Select the option deliberately; this is a configuration choice with consequences for historical transaction presentation.

FTA Registered Email ID. The presenter stresses that this is the email registered with the FTA, not merely the email used to sign into Zoho. Use your organisation's registered details, rather than the demonstration entries.

Read the terms and conditions, accept them and choose **Save & Continue**. The next stage is connecting to EmaraTax and the ASP.

Documentation check. Zoho currently states that taxes must be enabled and a TRN entered before this setup. After portal linking, return to Zoho and use **Verify & Complete Setup**. The recording moves to an already configured demonstration organisation; the complete final button sequence is supplemented from the official help page. [S4]

6. Appoint and link Zoho through EmaraTax

Main recording 10:00-12:05; screenshot 10:50

The screenshot shows the 'List of ASPs for onboarding' tab in the EmaraTax system. At the top, there's a red arrow pointing to the tab name. Below it, a search bar contains the text 'zoho'. A table lists the search results with columns for 'ASP ID', 'ASP Name EN', and 'ASP Name AR'. One result is shown: '121988' for 'Zoho Software Trading LLC' with its Arabic name. Below the table, there are navigation controls including 'Back' and 'Proceed to ASP' buttons. The 'Proceed to ASP' button is highlighted with a red box.

ASP ID	ASP Name EN	ASP Name AR
121988	Zoho Software Trading LLC	زوهو لتجارة البرمجيات ش.ذ.م.م

Official Zoho documentation screenshot [S4]. Native-resolution PNG; personal example values are blurred in the source.

The presenter plays a separate onboarding video inside the webinar. The local MP4 contains the visual steps and her narration.

1. Log into EmaraTax for the required entity and open **E-Invoicing**.
2. Read the instructions/guidelines, confirm that you have read them and proceed.
3. In **List of ASPs for onboarding**, search for Zoho.
4. Select **Zoho Software Trading LLC** and click **Proceed to ASP**.
5. On the Zoho Linking Request screen, verify applicant details. Visible fields include Registered EmaraTax E-mail Address, country code, registered mobile number (optional), and TIN.
6. Check entity details, including legal name and the Arabic legal name, accept the confirmation and submit.
7. Wait while validation and registration complete.

Evidence of completion. At 12:00, the EmaraTax Linkage Status with ASP tab shows Zoho Software Trading LLC with a green **Linked** status. The narration describes successful onboarding. This is the demonstration entity's result, not a check of your own organisation.

Return to Zoho to finish verification. Practical success criteria are correct entity/provider linkage and completed Zoho setup, followed by a successful invoice test. Opening the settings page alone is not evidence of successful network connection.

7. Complete the item master

Main recording 12:20-13:35; screenshot 13:30

The screenshot shows the 'New Item' form in Zoho Books. The form is divided into several sections. At the top, there is a search bar and a navigation sidebar. The main form area contains the following fields and sections:

- Top Section:** 'In Secondary Language (Arabic)' (text input), 'Type' (radio buttons for 'Goods' and 'Service'), 'GTIN' (text input), 'Nature Code' (dropdown menu), 'HSN/SAC Label' (text input with a search icon), and 'It is an excise product' (checkbox).
- Item Details Section:** 'Unit' (dropdown menu), 'Unit Code' (text input with a search icon), 'SKU' (text input).
- Sales Information Section:** 'Selling Price' (text input), 'Account' (dropdown menu), 'Description' (text input), and 'Tax' (dropdown menu).
- Bottom:** 'Save' and 'Cancel' buttons.

Recording frame at 13:30. Cropped to the slide or shared application; source resolution retained.

Menu path shown. Items > New Item. The screen distinguishes Goods from Service and exposes additional classification fields.

Fields visible. Primary and secondary language (Arabic) name; Goods/Service type; GTIN; Nature Code; HSN/SAC Label; excise-product checkbox; Unit; Unit Code; SKU; selling price; sales account; tax and description.

The presenter highlights nature/classification information, HSN/SAC and the unit code as additions to prepare for e-invoicing. A search panel lets the user find the relevant classification by description. A separate unit-code lookup is also mentioned.

How to use this in your data cleanup. Identify the correct goods/service category, use the lookup for the appropriate classification and map the selling unit to the applicable unit code. Populate the normal price, sales account and tax fields. Use a code appropriate to the actual item; the code shown in the demo is not a universal selection.

GTIN and the excise-product flag are visible but the recording does not establish that every visible item field is mandatory for every item. Treat applicability as dependent on the transaction and product rather than copying all demo values.

Later in the invoice demonstration, the chosen item carries its HSN/SAC and unit code into the line. This shows why master-data preparation reduces repeated manual entry.

8. Complete customer and vendor identities

Main recording 13:40-15:15; screenshot 14:00

The screenshot shows the 'New Customer' form in Zoho Books, specifically the 'Other Details' tab. The left sidebar contains a navigation menu with options like Home, Items, Inventory, Sales, Customers, Quotes, Retainer Invoices, Sales Orders, Invoices, Recurring Invoices, Delivery Chatters, Payment Links, Payments Received, Credit Notes, Purchases, Time Tracking, Banking, Filing & Compliance, Accountant, Reports, and Documents. The 'Customers' menu item is highlighted. The main form area has tabs for 'Other Details', 'Address', 'Contact Persons', 'Custom Fields', 'Reporting Tags', and 'Remarks'. The 'Other Details' tab is active, showing various input fields for customer information. At the bottom, there are 'Save' and 'Cancel' buttons.

Field	Value
TIN Number	TIN Number
Buyer ID Value	Buyer ID Label, Buyer ID Value
Buyer ID Authority	Buyer ID Authority
Legal Name	Legal Name
Location Code Type	Location Code Type
Location Code Value	Location Code Value
Electronic Address	Electronic Address
Tax Treatment*	
Place of Supply*	
Currency	AED- UAE Dirham
Accounts Receivable	Select an account
Opening Balance	AED
Payment Terms	Due on Receipt
Enable Portal?	☐ Allow portal access for this customer

Recording frame at 14:00. Cropped to the slide or shared application; source resolution retained.

Menu path shown. Sales > Customers > New Customer, then Other Details. Basic information includes Business/Individual, company name, display names in primary and Arabic languages, email, phone and customer language.

invoicing-related identity fields. TIN Number; Buyer ID Value (label and value); Buyer ID Authority; Legal Name; Location Code Type; Location Code Value; Electronic Address. Tax Treatment and Place of Supply also appear. Currency, payment terms and address/contact tabs remain part of the customer record.

The presenter says comparable preparation applies to vendors. The webinar lists fields to fill, but it does not explain all permissible identity schemes or all cases in which individual fields are conditional.

Check network eligibility. Open an existing customer and inspect **PEPPOL Status**. The demonstration at 15:00 shows **Eligible** and a **Check Status** link. The presenter uses this to check whether the customer is set up on the network.

Practical interpretation. A customer's ordinary email address is separate from an electronic network address. TRN, TIN, buyer identity, legal name and routing information have distinct roles. Obtain the correct identifiers from the customer or their provider rather than inventing or borrowing values from the example.

9. Prepare and review a sales invoice

Main recording 15:20-17:05; screenshot 15:30

The screenshot displays the Zoho Books 'New Invoice' form. The sidebar on the left contains navigation links: Home, Items, Inventory, Sales, Customers, Quotes, Retainer Invoices, Sales Orders, Invoices (highlighted), Recurring Invoices, Delivery Chances, Payment Links, Payments Received, Credit Notes, Purchases, Time Tracking, Banking, Filing & Compliance, Accountant, Reports, and Documents. The main form area includes a 'Salesperson' dropdown, a 'Subject' text field, and a checkbox for 'This transaction is applicable for Domestic Reverse Charge (DRC)'. Below these is an 'Item Table' with columns: Item Details, Quantity, Cost Price (AED), Rate, Profit Margin (AED), Tax, and Amount. A single line item is shown with a quantity of 1.00 and a cost price of 0. The tax is set to 'Standard Rate [5%]' with a rate of 5.00%. The total amount is AED 0.00. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel', along with a 'Make Recurring' option and a summary of the total amount and quantity.

Recording frame at 15:30. Cropped to the slide or shared application; source resolution retained.

Menu path shown. Sales > Invoices > New. Choose the customer and the item from the prepared master records. Review dates, payment terms, quantities, price, tax treatment and totals.

The line exposes HSN/SAC and Unit Code inherited from the item. The tax menu shows Exempt, Out of Scope, Standard Rate [5%] and Zero Rate [0%]. The presenter says the workflow is not confined to standard-rate transactions; applicability still depends on the underlying legal transaction scope.

Demonstration amount. One Apple iPhone 15 pro (128GB) line is priced at AED 3,900. With VAT of AED 195, the total is AED 4,095. This is an illustrative invoice, not a statement about market pricing or your tax treatment.

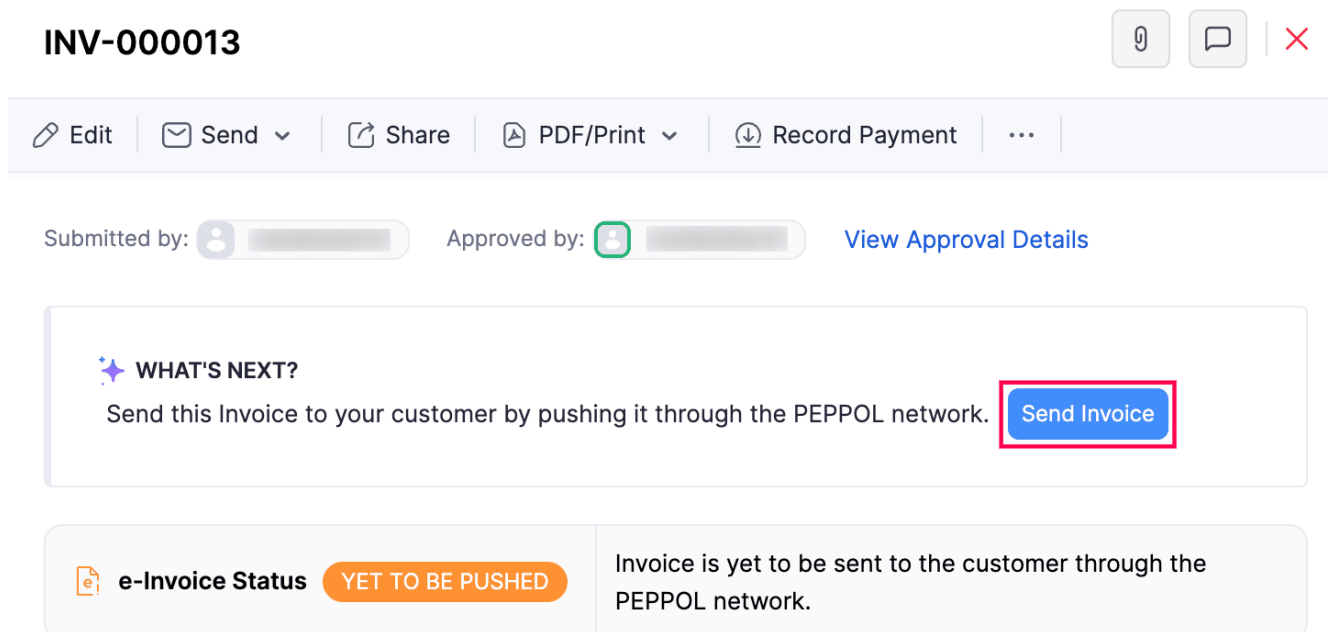
Expected Payment Mode. At 16:30 the form shows Credit Card and says the value is included in the XML export for e-invoicing compliance. The presenter explains that a later payment by another method is not a problem because this is the expected method.

Pre-push review. The presenter stresses checking item details, price and data before pushing, since submitted invoice data cannot simply be changed. Save the invoice as a draft and review the generated representation before network submission.

The demo shows a domestic reverse charge checkbox and other fields, but does not fully demonstrate their configuration. Do not treat visible optional controls as instructions to enable them for every invoice.

10. Submission status is separate from Draft

Main recording 17:10-18:25; screenshot 17:30



The screenshot shows the Zoho Books interface for an invoice with ID **INV-000013**. At the top right, there are icons for attachments, comments, and a close button. Below the invoice ID is a toolbar with buttons for **Edit**, **Send** (with a dropdown arrow), **Share**, **PDF/Print** (with a dropdown arrow), **Record Payment**, and a more options menu (**...**). Below the toolbar, there are fields for **Submitted by:** and **Approved by:**, each with a user selection dropdown and a progress bar. A **View Approval Details** link is positioned to the right of the **Approved by:** field. The main content area is divided into two sections. The top section, titled **WHAT'S NEXT?**, contains the instruction "Send this Invoice to your customer by pushing it through the PEPPOL network." and a prominent **Send Invoice** button, which is highlighted with a red rectangular border. The bottom section, titled **e-Invoice Status**, features an orange button labeled **YET TO BE PUSHED** and a text box stating "Invoice is yet to be sent to the customer through the PEPPOL network."

Official Zoho documentation screenshot [S4]. Native-resolution PNG; personal example values are blurred in the source.

The presenter selects the Peppol submission action and the invoice displays **PUSH INITIATED**. The screen says a UUID will be generated once successfully pushed. A transient initiated state is not itself the successful final state.

Two separate tracks. In the webinar at 17:30 the invoice is still labelled **DRAFT**, while the e-invoice status says PUSH INITIATED. The ordinary document status and the electronic exchange status describe different things. "Draft" alone is not enough to decide whether transmission has begun.

The screen also retains **Send Invoice** and **Mark As Sent** in the What's Next area. The narration refers to sending or marking as sent after the electronic push. Button labels can vary by screen/version; use the e-invoice status and UUID to establish exchange progress.

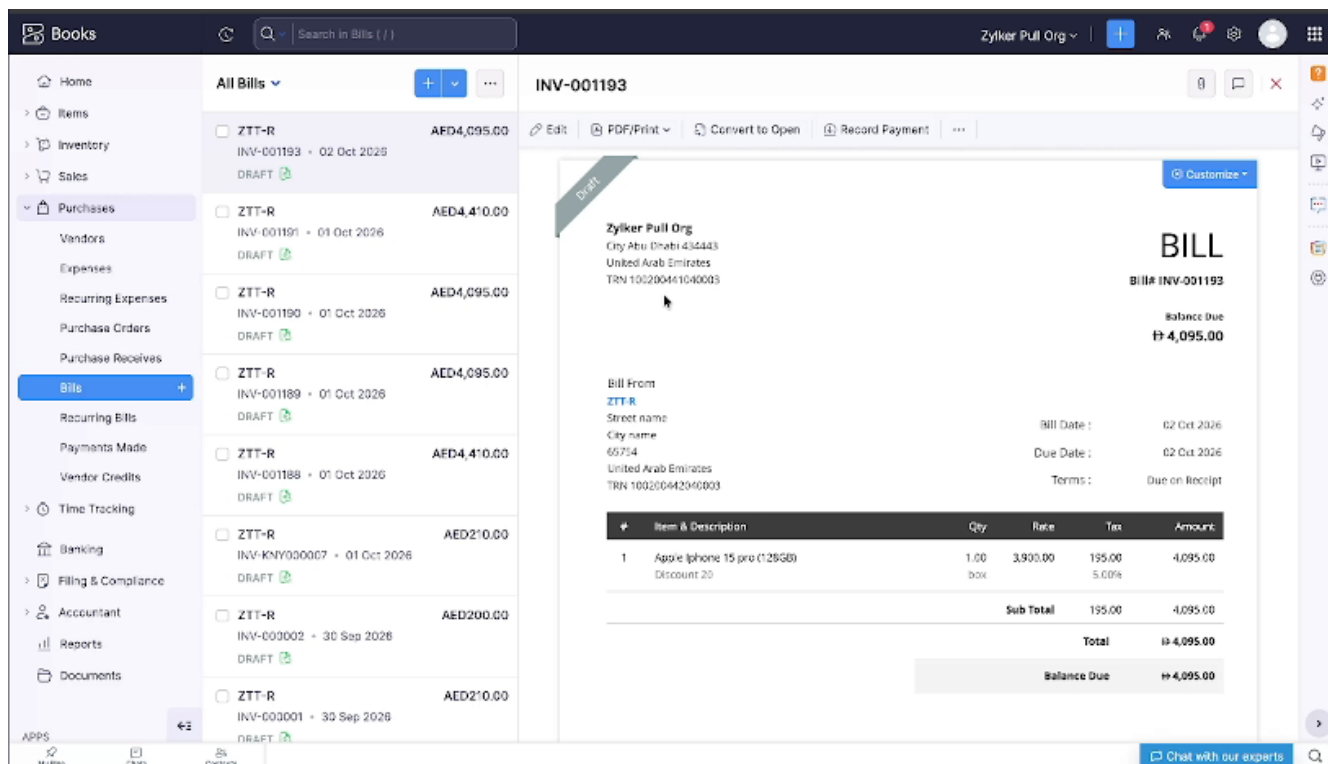
The report later shows final **Pushed**, **Failed** and **Yet To Be Pushed** records. The presenter explains that successfully pushed transactions get a unique identifier.

Current documentation clarification. Zoho describes Send Invoice as initiating Peppol submission. Successfully pushed data is locked; pushed transactions cannot be deleted. Corrections use a credit note. Failed validation shows errors which can be corrected before retrying. [S4]

Arabic names. The demo displays a warning that secondary-language (Arabic) customer and item names are missing. Populate those master-record fields to display them in the bilingual PDF. The warning should not be silently equated to a failed Peppol submission.

11. Receiving invoices as purchase bills

Main recording 18:35-20:00; screenshot 19:30



Recording frame at 19:30. Cropped to the slide or shared application; source resolution retained.

The presenter switches from the sending organisation to the receiving organisation and opens **Purchases > Bills**. The outgoing invoice appears as an incoming bill.

Matching example. The received bill is INV-001193, matching the invoice demonstrated earlier, with a balance of AED 4,095. This supports the end-to-end demonstration of sending in one organisation and receiving in another.

Draft is a review stage. The incoming bill has a Draft label and a **Convert to Open** control. Review the supplier, lines, quantities, prices and tax before moving it into the normal payable workflow. The recording demonstrates receiving; it does not demonstrate automatic payment or approval.

Credit notes. The presenter includes sales credit notes and vendor credits in the e-invoicing flow. The current Zoho help page confirms that vendor invoices are received as bills and vendor credit notes as vendor credits, initially saved as drafts. [S4]

Practical control derived from the demonstration. Assign someone to review received draft transactions, investigate mismatches and avoid manually recreating a bill already received through the network. Keep a reference to the supplier invoice and its exchange identifiers for reconciliation.

12. Monitor the e-invoice report

Main recording around 20:00-20:50; screenshot 20:00

TRANSACTION NUMBER	TRANSACTION TYPE	CONTACT NAME	E-INVOICE STATUS	UUID
Customer opening balance	Invoice	Hassan (VAT req, Designated zone transaction)	Yet To Be Pushed	
INV-000C01	Invoice	Sameer	Failed	01a062d7-3a96-42b2-bd83-6fc3185241ed
INV-000C03	Invoice	Sameer	Pushed	84c05d5c-cd71-4a04-bc98-6f38890ffac3
INV-000C04	Invoice	Peter (Non-GCC, Export)	Pushed	54725a32-b67d-4429-88a6-5530a08acc39
INV-000C05	Invoice	Sameer	Pushed	19132ee2-6be4-4e82-5cfe-b01766d0c0a
INV-000C06	Invoice	Sameer	Pushed	628e87f8-84bd-49a7-b0b4-b39cc64c305c
INV-000C07	Invoice	Sameer	Pushed	a9780198-5354-445c-a9b2-ae12be1806fd
INV-000C08	Invoice	Peter (Non-GCC, Export)	Pushed	e5b9d9e2-ff32-4e16-a06d-4730b8230d4e

Recording frame at 20:00. Cropped to the slide or shared application; source resolution retained.

Menu shown. Reports > E-invoice Report. The screen shows Date Range, Entities, More Filters, Run Report, Group By, Customize Report Columns and Export.

Visible report columns. Transaction Number; Transaction Type; Contact Name; E-invoice Status; UUID. The demonstration includes rows with Yet To Be Pushed, Failed and Pushed statuses.

Operational interpretation. Yet To Be Pushed is pending electronic submission. Failed requires investigation of the transaction's error. Pushed is the successful exchange state used in the demonstration and documentation. Keep the UUID as a persistent reference for queries and reconciliation.

Suggested routine. Run the report for the relevant period and entity, review unresolved or failed transactions, open the source records, correct permissible errors and confirm that retries reach the successful status. Export the report when evidence of submission is needed. This routine is a recommendation derived from the report, not a complete process demonstrated in the webinar.

The screenshot uses a previous-month date filter. It is a monitoring example, not confirmation that every October transaction was submitted. Do not infer readiness of a live organisation from these demonstration rows.

13. Webinar pricing and transaction counts

Main recording 21:50-22:55; screenshot 22:00

UAE e-Invoicing Pack

Non-recurring Addon - Pricing

Pack	Eligible transactions	Price
Free Pack: Get up to 100 transactions, at no cost		
100 Pack	100	AED 41
500 Pack	500	AED 185
1000 Pack	1000	AED 330
5000 Pack	5000	AED 1500
10000 Pack	10000	AED 2700
> 10000 Pack	Contact support	

- **First 100** eInvoicing transactions are **free** on any Professional or above paid plan of Zoho Books (UAE) or Zoho Inventory.
- Un-utilized pack count remains valid as long as the Organization ID stays the same.

Note: Each Vendor Bill or Credit Note passing through the eInvoicing framework (in addition to the B2B and B2G outbound invoices) is counted as an eInvoicing transaction.

Recording frame at 22:00. Cropped to the slide or shared application; source resolution retained.

Pack	Eligible transactions	Slide price
Free	First 100	No cost
100 Pack	100	AED 41
500 Pack	500	AED 185
1000 Pack	1,000	AED 330
5000 Pack	5,000	AED 1,500
10000 Pack	10,000	AED 2,700
> 10000 Pack	Contact support	Contact support

The webinar presents a **non-recurring UAE e-Invoicing add-on**. The slide says the first 100 e-invoicing transactions are free on a Professional-or-above paid plan of Zoho Books (UAE) or Zoho Inventory.

The slide says unused pack counts remain valid as long as the Organisation ID remains the same. For larger packs, contact support.

Counting rule on the slide. Vendor bills and credit notes passing through the e-invoicing framework also count, in addition to B2B and B2G outbound invoices. Budget using total eligible exchange activity, not just the number of sales invoices.

Status of these figures. These are prices shown in the 2 October recording. They have not been independently verified as a current offer or quote. Confirm current plan eligibility, pack terms and pricing before purchasing.

14. Questions and limits of the available recording

Closing section around 22:00-25:26

Buyer without an ASP, or buyer outside the UAE. This question is visible in the audience chat. The available audio transcription does not establish a reliable complete answer. As a separate documentation check, Zoho says customers not registered or not eligible on Peppol can receive a PDF by email. That software fallback does not by itself settle the reporting obligations of every overseas or non-connected transaction. [S4]

Why a draft invoice if electronic submission has begun? Another visible audience question asks about Draft after pushing to the FTA. The demo directly shows two status tracks: the invoice document is Draft while its e-invoice status is Push Initiated. Treat accounting/document status and network exchange status separately. The audience answer cannot be quoted confidently from the closing audio.

Can the payment method change? During invoice preparation, the presenter explains that Expected Payment Mode is an expectation; a later actual payment using another method is not a problem. This is one of the spoken clarifications recoverable with useful confidence.

Can a pushed invoice be edited? The presenter warns to review before pushing. Use the correction workflow rather than trying to overwrite the already exchanged invoice. The specific credit-note correction guidance in this guide is supplemented from official Zoho documentation.

Other gaps. There is no complete worked example of a credit-note correction, a failed submission/retry, a buyer using another ASP, exports with all conditional fields, self-billing, or recurring transactions. The screenshots show demo screens and do not prove your own organisation is configured.

Audio review limit. The full audio was processed locally; the closing portion received an additional transcription pass. Some speech remains unclear or yields unstable recognition. Uncertain Q&A answers are deliberately identified as unresolved. This guide is a structured, evidence-based summary, not a certified or verbatim transcript.

15. Readiness checklist and source references

Practical actions derived from the review

Before onboarding. Confirm transaction scope and revenue category; record the appointment and implementation dates; verify TRN/TIN, legal name, registered address and FTA email; ensure the authorised person has EmaraTax access.

Complete setup. Verify details in Zoho; select Zoho Software Trading LLC in EmaraTax; confirm the linkage status; return to Zoho and finish setup verification.

Prepare data. Review goods/service classification, HSN/SAC and units; collect buyer/vendor identifiers, legal names, routing addresses and tax treatment; populate relevant Arabic names; check customer Peppol eligibility.

Test an outbound invoice. Use a controlled, appropriate test transaction; review the bilingual preview and all data before submission; confirm the successful e-invoice status and UUID; verify receipt with the buyer. Avoid sending artificial live invoices merely to test a production connection.

Test receiving and corrections. Verify the incoming bill/vendor-credit review process; define correction responsibilities; monitor failed and pending submissions in the E-invoice Report.

Access control - documentation addition. Settings > Users & Roles > Roles includes an E-Invoicing / Push Transactions permission. Give it to the appropriate users. [S4]

Budget and train. Confirm current plan and pack terms, estimate outbound plus inbound eligible activity, and train finance users on pre-push review, incoming drafts and monitoring.

Primary recording. 2026-10-02 15-08-31.mp4 in the user's Videos folder. All numbered screenshot times refer to this file. Supporting early title clip: 2026-10-02 15-02-52.mp4. Original recordings were not edited or uploaded for transcription.

Official sources checked on 6 October 2026.

[S1] [MoF eInvoicing initiative and legal resources](#).

[S2] [MoF targeted amendments and extended ASP deadline](#).

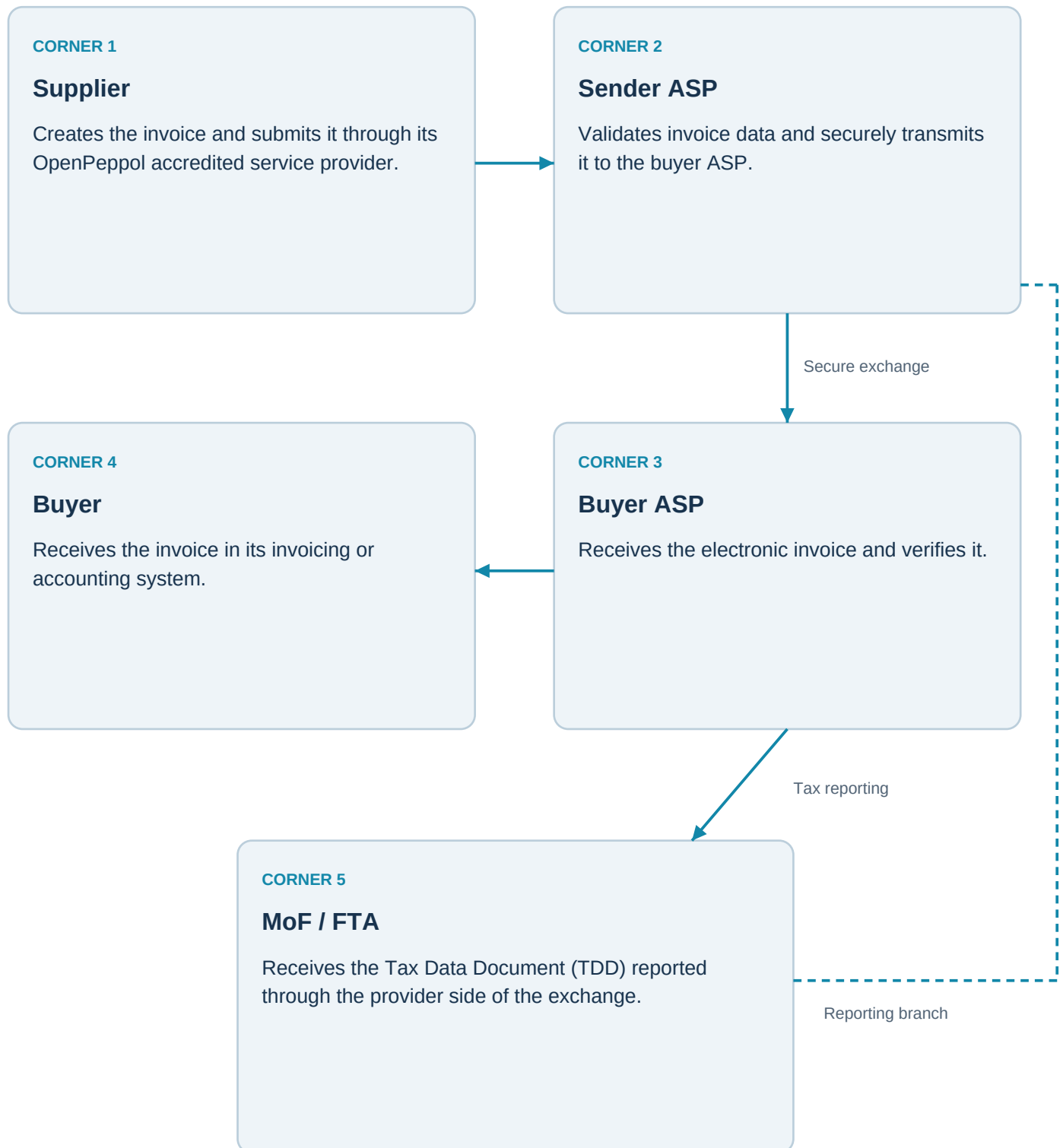
[S3] [Ministerial Decision 244 of 2025, Article 5](#) (read with later amendments).

[S4] [Zoho Books UAE e-invoicing help](#).

Branding sources. Logo symbols supplied by the user. Contact details: [Saif Chartered Accountants](#) and [SGA World contact page](#), accessed 6 October 2026.

The five-corner e-invoicing model

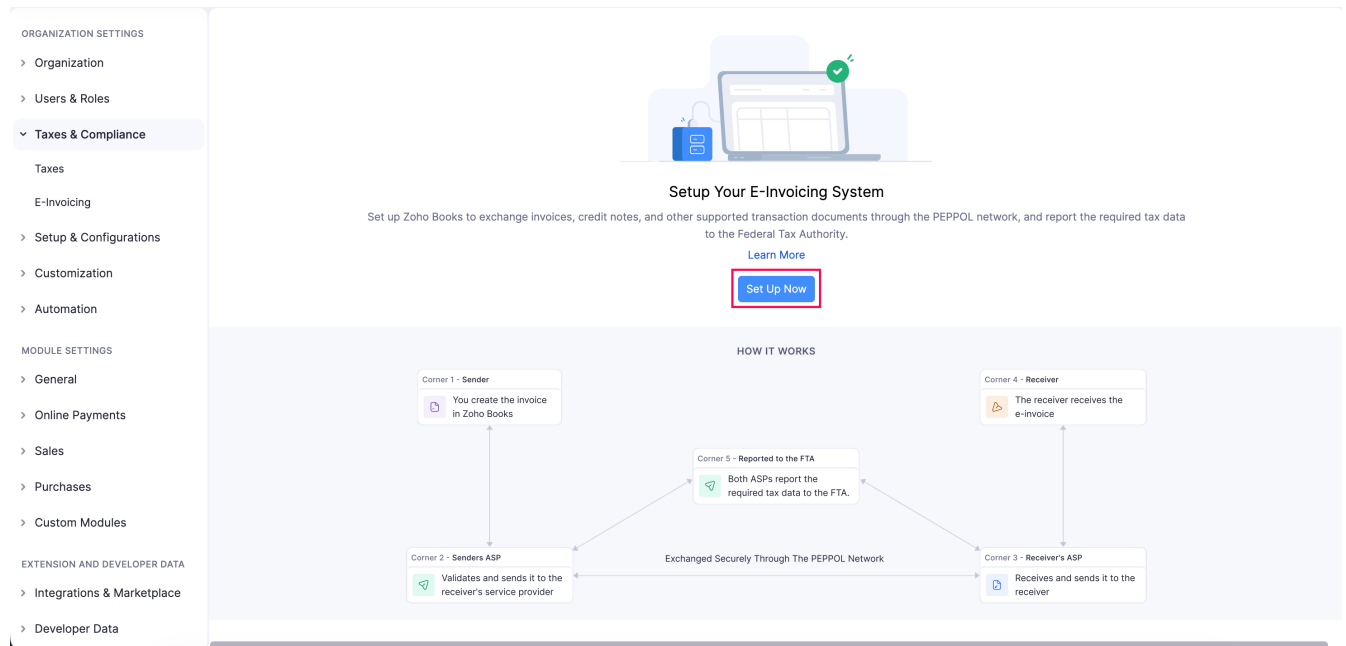
Readable vector reference accompanying the original webinar screenshot



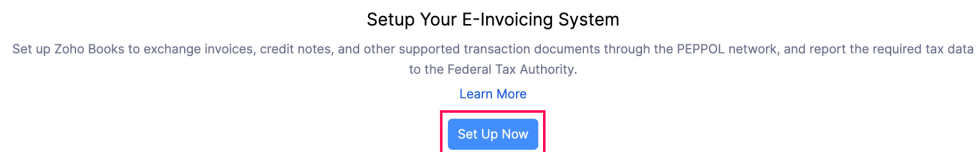
Zoho as ASP: validation, compliance checks, reporting, transmission and secure exchange.

Typeset from the webinar slide; original screenshot remains in the guide.

Step 01 | Open e-invoicing setup



Focused screen detail



1. Open Settings > Taxes & Compliance > E-Invoicing.
2. Click Set Up Now.

Official Zoho documentation screenshot [S4]

Original pixels retained. Detail view is a crop of the same screen.

Step 02 | Verify company details and address

All Settings
Zykor UAE

Search settings (/)

Close Settings X

ORGANIZATION SETTINGS

- Organization
- Users & Roles
- Taxes & Compliance**
 - Taxes
 - E-Invoicing**
 - Setup & Configurations
 - Customization
 - Automation
- MODULE SETTINGS
 - General
 - Online Payments
 - Sales
 - Purchases
 - Custom Modules
- EXTENSION AND DEVELOPER DATA
 - Integrations & Marketplace
 - Developer Data

Setup E-Invoicing

1. Verify Your Details 2.

Organisation Address

Address Line 1* 23y

City* Dubai

State* Abu Dhabi X v

Postal Code* 34567

Mobile Number* 9876543210

Update Organization Address*
☐ Update address only in new transactions
☒ Update address in existing and new transactions

Changes you make to these details will also be reflected in your Organisation Profile and Tax Settings.

FTA Registered Email ID* mouleswaran.m@zohotest.com
Email Address Registered with the FTA

Terms & Conditions

These E-Invoicing Terms ("Terms") govern your use of the electronic invoicing functionality made available within the Zoho

< Save & Continue >

Focused screen detail

Organisation Address

Address Line 1* 23y

City* Dubai

State* Abu Dhabi X v

Postal Code* 34567

Mobile Number* 9876543210

Update Organization Address*
☐ Update address only in new transactions
☒ Update address in existing and new transactions

Changes you make to these details will also be reflected in your Organisation Profile and Tax Settings.

FTA Registered Email ID* mouleswaran.m@zohotest.com
Email Address Registered with the FTA

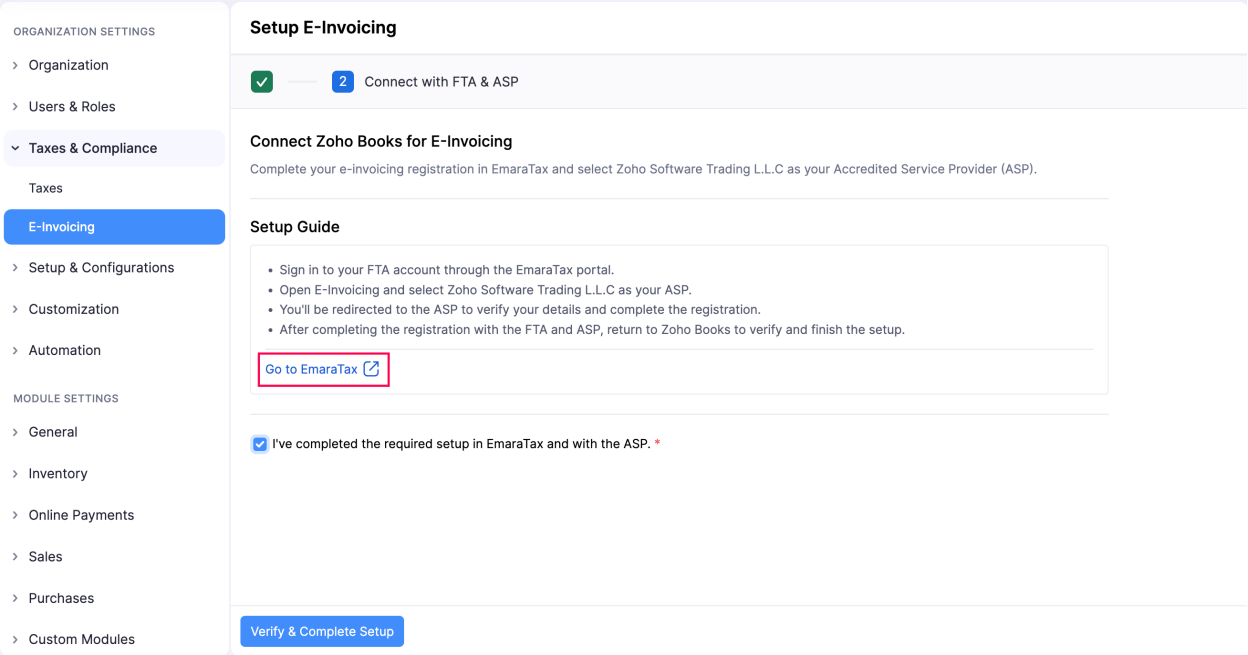
Terms & Conditions

1. Enter registered business name, TIN and TRN.
2. Check the registered address, mobile number and FTA email.
3. Choose the address update option, accept the terms and Save & Continue.

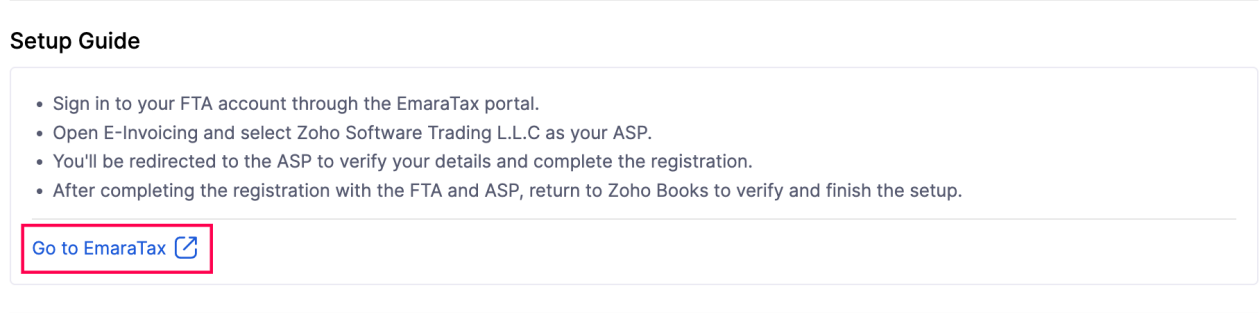
Webinar screenshot at 09:10; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 03 | Go to EmaraTax



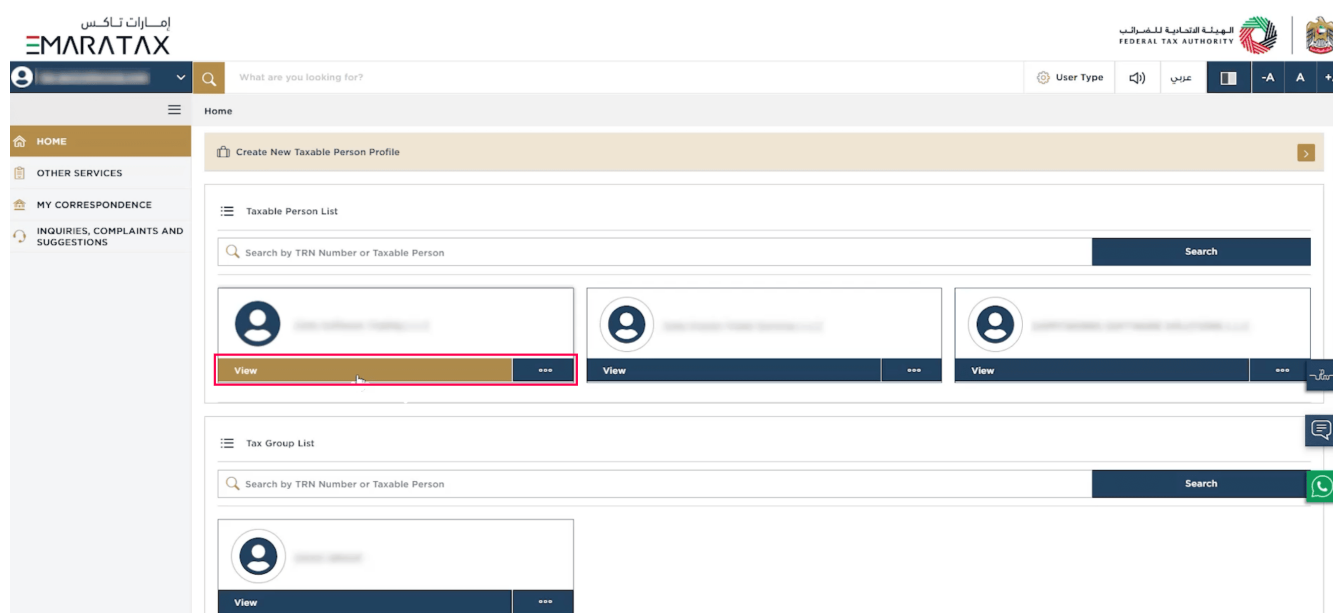
Focused screen detail



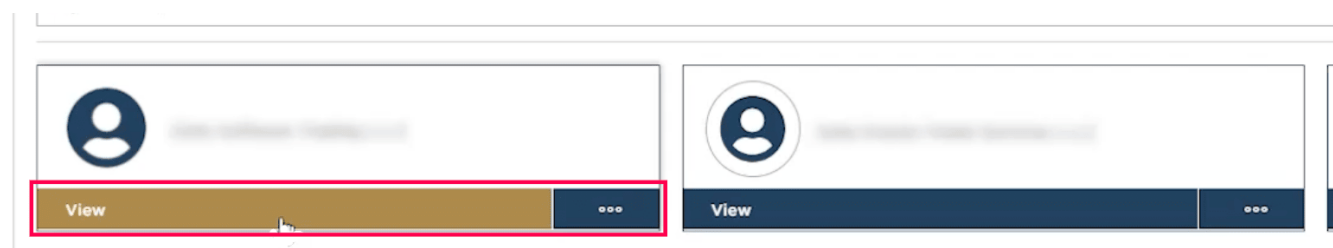
☒ I've completed the required setup in EmaraTax and with the ASP. *

1. Click Go to EmaraTax.
2. Sign in with the authorised account for your entity.

Step 04 | Choose the taxable person



Focused screen detail



1. Find the required taxable person.
2. Click View, verify contact details and open E-Invoicing.

Official Zoho documentation screenshot [S4]

Original pixels retained. Detail view is a crop of the same screen.

Step 05 | Select Zoho as ASP

The screenshot shows the EMARATAX portal interface. The left sidebar contains navigation links: HOME, VAT, EXCISE TAX, CORPORATE TAX, PILLAR TWO TOP-UP TAX, MY PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, MY AUDIT, OTHER SERVICES, E-INVOICING, and ADVANCE PRICING AGREEMENTS. The main content area is titled 'List of ASPs for onboarding' and 'Linkage Status with ASP'. It displays a table of Accredited Service Providers (ASPs) with columns for ASP ID, ASP Name EN, and ASP Name AR. The search results show 'Zoho Software Trading LLC' as the selected provider. The 'Proceed to ASP' button is highlighted with a red box.

ASP ID	ASP Name EN	ASP Name AR
121988	Zoho Software Trading LLC	زوهو لتجارة البرمجيات ش.ذ.م.م

Buttons: Back, Proceed to ASP

Focused screen detail

This focused screenshot shows the search results for 'Zoho Software Trading LLC'. The table displays the ASP ID (121988), the ASP Name EN (Zoho Software Trading LLC), and the ASP Name AR (زوهو لتجارة البرمجيات ش.ذ.م.م). The 'Proceed to ASP' button is highlighted with a red box.

ASP ID	ASP Name EN	ASP Name AR
121988	Zoho Software Trading LLC	زوهو لتجارة البرمجيات ش.ذ.م.م

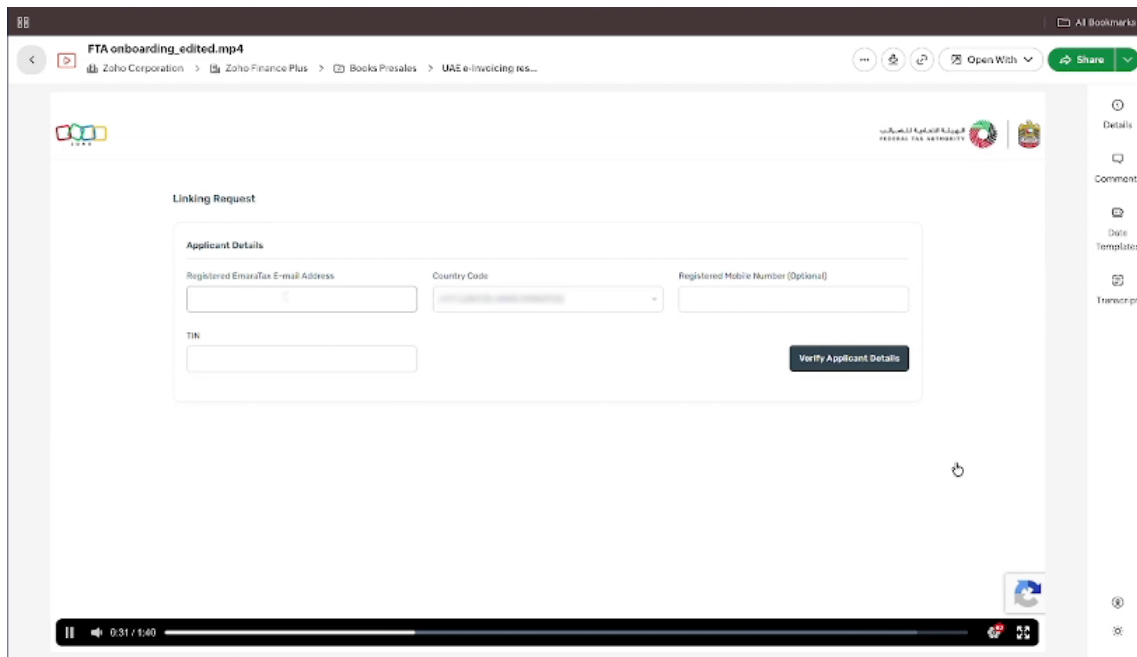
Buttons: Back, Proceed to ASP

1. Read and accept the portal instructions.
2. Search for Zoho Software Trading LLC and select the provider.
3. Click Proceed to ASP.

Official Zoho documentation screenshot [S4]

Original pixels retained. Detail view is a crop of the same screen.

Step 06 | Verify applicant details



Focused screen detail

Applicant Details

Registered EmaraTax E-mail Address	Country Code	Registered Mobile Number (Optional)
TIN		
	Verify Applicant Details	

1. Enter the registered EmaraTax email and TIN.
2. Check the country code and optional registered mobile number.
3. Click Verify Applicant Details.

Webinar screenshot at 11:00; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 07 | Submit entity details

Applicant Details

Registered EmaraTax E-mail Address

Country Code

Registered Mobile Number (Optional)

TIN

Verify Applicant Details

Entity Details

Legal Type

Entity Legal Name in English

Entity Legal Name in Arabic

VAT TRN

Effective Date of Registration / Joining VAT group

Date of submission

☒ I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Submit

Focused screen detail

Applicant Details

Registered EmaraTax E-mail Address

Country Code

Registered Mobile Number (Optional)

TIN

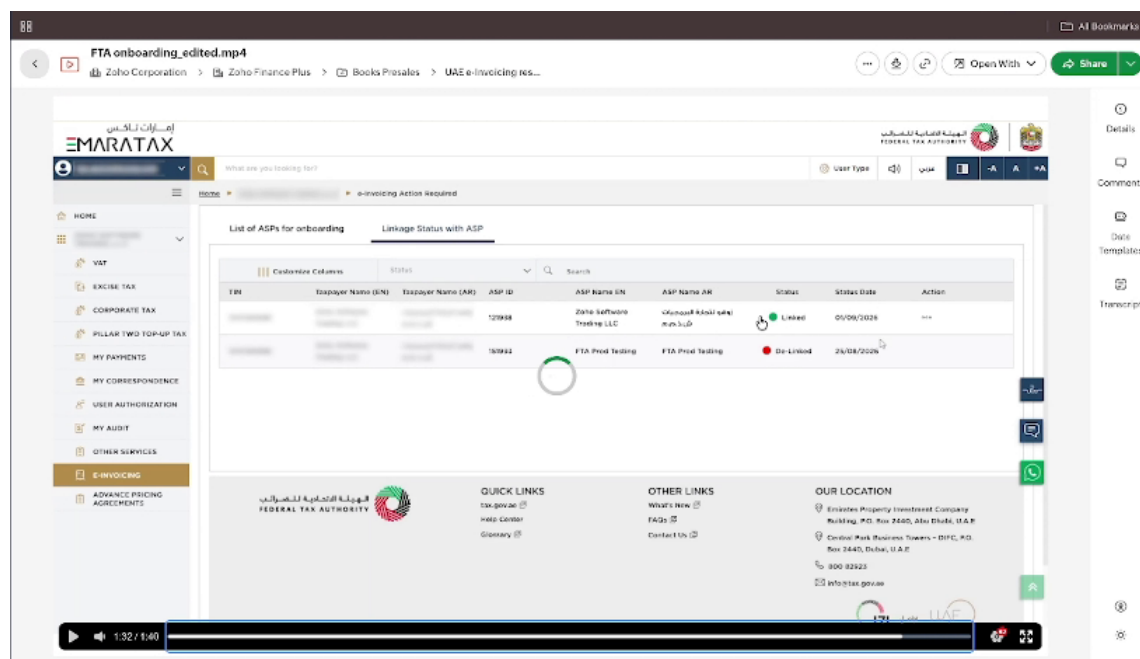
Verify Applicant Details

1. Verify the legal entity details and tax registration.
2. Confirm the declaration.
3. Click Submit and wait for onboarding to complete.

Official Zoho documentation screenshot [S4]

Original pixels retained. Detail view is a crop of the same screen.

Step 08 | Check successful portal linkage



Focused screen detail

TIN	Taxpayer Name (EN)	Taxpayer Name (AR)	ASP ID	ASP Name EN	ASP Name AR	Status	Status Date	Action
			129988	Zoho Software Trading LLC	شركة زوهو للتجارة الإلكترونية	Linked	01/09/2026	...
			180982	FTA Prod Testing	FTA Prod Testing	De-Linked	26/08/2026	...

1. Return to EmaraTax E-Invoicing.
2. Open Linkage Status with ASP.
3. Confirm Zoho is shown as Linked for the correct entity.

Webinar screenshot at 12:00; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 09 | Complete setup in Zoho Books

Setup E-Invoicing

✓

2

Connect with FTA & ASP

Connect Zoho Books for E-Invoicing

Complete your e-invoicing registration in EmaraTax and select Zoho Software Trading L.L.C as your Accredited Service Provider (ASP).

Setup Guide

• Sign in to your FTA account through the EmaraTax portal.

• Open E-Invoicing and select Zoho Software Trading L.L.C as your ASP.

• You'll be redirected to the ASP to verify your details and complete the registration.

• After completing the registration with the FTA and ASP, return to Zoho Books to verify and finish the setup.

Go to EmaraTax

☒

I've completed the required setup in EmaraTax and with the ASP. *

Verify & Complete Setup

Focused screen detail

☒

I've completed the required setup in EmaraTax and with the ASP. *

Verify & Complete Setup

1. Return to the Zoho Books setup page.
2. Confirm the portal registration is complete.
3. Click Verify & Complete Setup.

Step 10 | Check e-invoicing is active

ORGANIZATION SETTINGS

> Organization

> Users & Roles

> Taxes & Compliance

Taxes

E-Invoicing

> Setup & Configurations

> Customization

> Automation

MODULE SETTINGS

> General

> Online Payments

> Sales

> Purchases

> Custom Modules

EXTENSION AND DEVELOPER DATA

> Integrations & Marketplace

> Developer Data

E-Invoicing

ACTIVE

Disable

Zoho Books is connected to the E-invoicing network, enabling you to securely send e-invoices to your customers in compliance with the e-invoicing regulations within United Arab Emirates.

Registered Email Address

Connected Date

Tax Registration Number (TRN)

Tax Identification Number (TIN)

04 Sep 2026

WHAT YOU CAN DO WITH E-INVOICING

• Send invoices, credit notes, and other supported documents through the e-invoicing network, and track the delivery status of each transaction.

• Receive bills and vendor credits from other businesses directly in Zoho Books and record them.

HOW IT WORKS

Corner 1 - Sender

You create the invoice in Zoho Books

Corner 2 - Senders ASP

Validates and sends it to the receiver's service provider

Corner 3 - Receiver's ASP

Receives and sends it to the receiver

Corner 4 - Receiver

The receiver receives the e-invoice

Corner 5 - Reported to the FTA

Both ASPs report the required tax data to the FTA.

Exchanged Securely Through The PEPPOL Network

Focused screen detail

E-Invoicing

ACTIVE

Disable

Zoho Books is connected to the E-invoicing network, enabling you to securely send e-invoices to your customers in compliance with the e-invoicing regulations within United Arab Emirates.

Registered Email Address

Connected Date

Tax Registration Number (TRN)

Tax Identification Number (TIN)

04 Sep 2026

1. Check the ACTIVE status.

2. Verify the registered email, TIN and TRN.

Official Zoho documentation screenshot [S4]

Original pixels retained. Detail view is a crop of the same screen.

SGA World | Saif Chartered Accountants

Step 10 of 23

Step 11 | Prepare the item master

The screenshot shows the 'New Item' form in the Books application. The form is divided into several sections:

- In Secondary Language (Arabic):** A text input field.
- Type:** Radio buttons for 'Goods' (selected) and 'Service'.
- GTIN:** A text input field.
- Nature Code:** A dropdown menu with 'Select Nature Code'.
- HSN/SAC Label:** A text input field with the value '84751000001'.
- It is an excise product:** A checkbox.
- Item Details:**
 - Unit:** A dropdown menu with 'Select or type to add'.
 - Unit Code:** A text input field with the value 'A16'.
 - SKU:** A text input field.
- Sales Information:**
 - Selling Price:** A text input field with the value 'AED'.
 - Account:** A dropdown menu with 'Sales'.
 - Tax:** A dropdown menu with 'Standard Rate [5%]'.
 - Description:** A text input field.

The 'Unit Code' field is highlighted with a cursor.

Focused screen detail

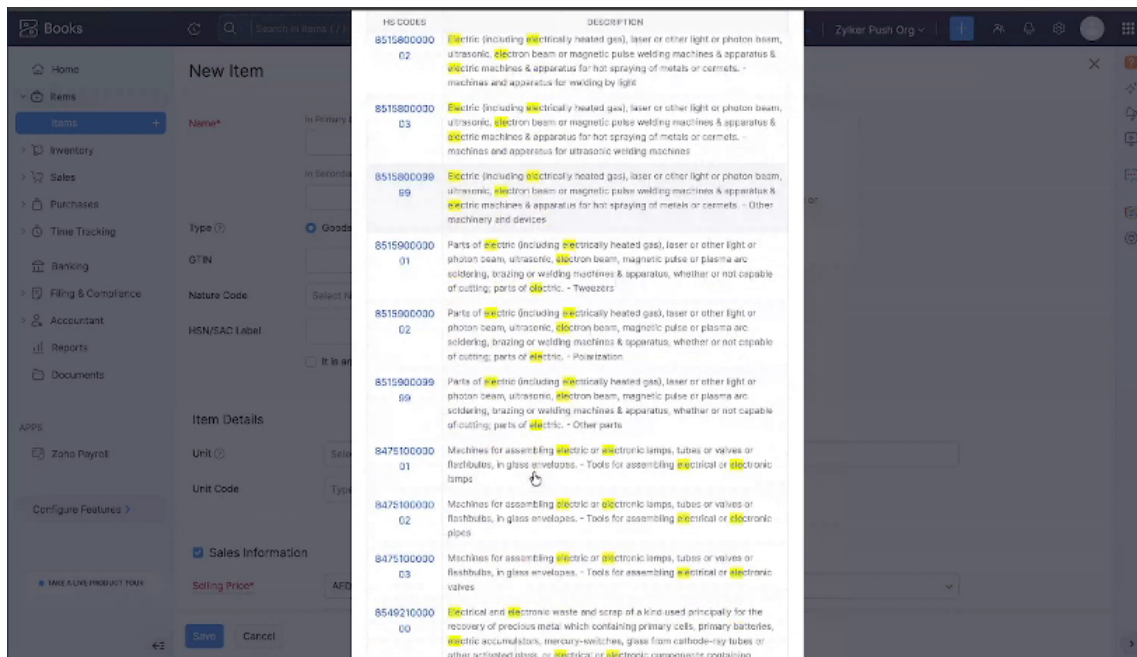
This detailed view shows the 'Unit Code' field and the 'Sales Information' section of the 'New Item' form. The 'Unit Code' field is highlighted with a cursor. The 'Sales Information' section includes fields for 'Selling Price', 'Account', 'Tax', and 'Description'.

1. Open Items > New Item, or edit an existing item.
2. Set Goods or Service and applicable classification details.
3. Complete the unit, unit code, price, sales account and tax.

Webinar screenshot at 13:30; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 12 | Use the classification lookup



Focused screen detail

HSN CODES	DESCRIPTION
8515800030 02	Electric (including electrically heated gas), laser or other light or photon beam, ultrasonic, electron beam or magnetic pulse welding machines & apparatus & electric machines & apparatus for hot spraying of metals or ceramics. - machines and apparatus for welding by light
8515800030 03	Electric (including electrically heated gas), laser or other light or photon beam, ultrasonic, electron beam or magnetic pulse welding machines & apparatus & electric machines & apparatus for hot spraying of metals or ceramics. - machines and apparatus for ultrasonic welding machines
8515800039 99	Electric (including electrically heated gas), laser or other light or photon beam, ultrasonic, electron beam or magnetic pulse welding machines & apparatus & electric machines & apparatus for hot spraying of metals or ceramics. - Other machinery and devices
8515900030 01	Parts of electric (including electrically heated gas), laser or other light or photon beam, ultrasonic, electron beam, magnetic pulse or plasma arc soldering, brazing or welding machines & apparatus, whether or not capable of cutting; parts of electric. - Tweezers
8515900030 02	Parts of electric (including electrically heated gas), laser or other light or photon beam, ultrasonic, electron beam, magnetic pulse or plasma arc soldering, brazing or welding machines & apparatus, whether or not capable of cutting; parts of electric. - Polarization
8515900039 99	Parts of electric (including electrically heated gas), laser or other light or photon beam, ultrasonic, electron beam, magnetic pulse or plasma arc soldering, brazing or welding machines & apparatus, whether or not capable of cutting; parts of electric. - Other parts
8475100030 01	Machines for assembling electric or electronic lamps, tubes or valves or flashbulbs, in glass envelopes. - Tools for assembling electrical or electronic lamps
8475100030 02	Machines for assembling electric or electronic lamps, tubes or valves or flashbulbs, in glass envelopes. - Tools for assembling electrical or electronic pipes
8475100030 03	Machines for assembling electric or electronic lamps, tubes or valves or flashbulbs, in glass envelopes. - Tools for assembling electrical or electronic valves
8549210030 00	Electrical and electronic waste and scrap of a kind used principally for the recovery of precious metal, which containing primary cells, primary batteries, electric accumulators, mercury-switches, glass from cathode-ray tubes or other evacuated glass, or electrical or electronic components containing

1. Open the HSN/SAC lookup.
2. Search by the goods or service description.
3. Select the correct applicable code, then save the item.

Webinar screenshot at 13:00; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 13 | Prepare customer names and contacts

The screenshot shows the 'New Customer' form in the Books application. The form is for creating a new business customer. It includes fields for Customer Type (Business/Individual), Primary Contact (Salutation, First Name, Last Name), Company Name, Display Name (Primary and Secondary Language), Email Address, Phone (Work and Mobile), and Customer Language. Below these are tabs for Other Details, Address, Contact Persons, Custom Fields, Reporting Tags, and Remarks. The Other Details tab is active, showing fields for TIN Number, Buyer ID Value, and Buyer ID Authority.

Focused screen detail

The detailed view shows the 'New Customer' form with the 'Other Details' tab selected. The form includes fields for Customer Type (Business/Individual), Primary Contact (Salutation, First Name, Last Name), Company Name, Display Name (Primary and Secondary Language), Email Address, Phone (Work and Mobile), and Customer Language. Below these are tabs for Other Details, Address, Contact Persons, Custom Fields, Reporting Tags, and Remarks. The Other Details tab is active, showing fields for TIN Number, Buyer ID Value, and Buyer ID Authority.

1. Open Sales > Customers > New Customer, or edit a customer.
2. Enter company, legal/display names and contact details.
3. Complete the applicable Arabic name and address details.

Webinar screenshot at 14:30; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 14 | Complete buyer identity and routing

The screenshot shows the 'Books' application interface. The left sidebar contains a navigation menu with options: Home, Items, Inventory, Sales (highlighted), Customers (sub-highlighted), Quotes, Retainer Invoices, Sales Orders, Invoices, Recurring Invoices, Delivery Chances, Payment Links, Payments Received, Credit Notes, Purchases, Time Tracking, Banking, Filing & Compliance, Accountant, Reports, and Documents. The main content area is titled 'Customers' and has a search bar 'Search in Customers (/)'. The 'Other Details' tab is active, showing a form with the following fields: TIN Number (text), Buyer ID Value (text with a sub-label 'Buyer ID Label'), Buyer ID Authority (text), Legal Name (text), Location Code Type (dropdown), Location Code Value (text), Electronic Address (text), Tax Treatment* (dropdown), Place of Supply* (dropdown), Currency (dropdown, set to 'AED- UAE Dirham'), Accounts Receivable (dropdown, 'Select an account'), Opening Balance (text, 'AED'), Payment Terms (dropdown, 'Due on Receipt'), and Enable Portal? (checkbox, 'Allow portal access for this customer'). At the bottom are 'Save' and 'Cancel' buttons.

Focused screen detail

This block provides a detailed view of the form fields from the 'Other Details' tab. The fields are: TIN Number (text), Buyer ID Value (text with a sub-label 'Buyer ID Label'), Buyer ID Authority (text), Legal Name (text), Location Code Type (dropdown), Location Code Value (text), Electronic Address (text), Tax Treatment* (dropdown), Place of Supply* (dropdown), Currency (dropdown, set to 'AED- UAE Dirham'), Accounts Receivable (dropdown, 'Select an account'), Opening Balance (text, 'AED'), Payment Terms (dropdown, 'Due on Receipt'), and Enable Portal? (checkbox, 'Allow portal access for this customer').

1. Open Other Details.
2. Enter applicable TIN, buyer ID, authority and legal name.
3. Complete location/electronic address, tax treatment and place of supply.

Webinar screenshot at 14:00; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 15 | Check customer Peppol eligibility

The screenshot shows the 'Books' software interface. The left sidebar contains navigation options: Home, Items, Inventory, Sales, Customers, Quotes, Retainer Invoices, Sales Orders, Invoices, Recurring Invoices, Delivery Chances, Payment Links, Payments Received, Credit Notes, Purchases, Time Tracking, Banking, Filing & Compliance, Accountant, Reports, and Documents. The main area displays the customer profile for 'Sameer'. The top section shows the shipping address: P.O. Box 28415, SHARJAH, Sharjah 10203, United Arab Emirates. Below this, there are search criteria and a list of customers. The 'OTHER DETAILS' section lists various attributes: Customer Type (Business), Default Currency (AED), PEPPOL Status (Eligible), Tax Treatment (VAT Registered), TRN (100200441040003), Member State (Dubai), Portal Status (Disabled), Customer Language (English), Source (CSV), TIN Number (1002004410), Buyer ID Value (TL 123456789), Buyer ID (Department of Economic Dubai), Legal Name (ZTT-S), and Location Code. A timeline on the right shows recent transactions, including invoice updates and additions.

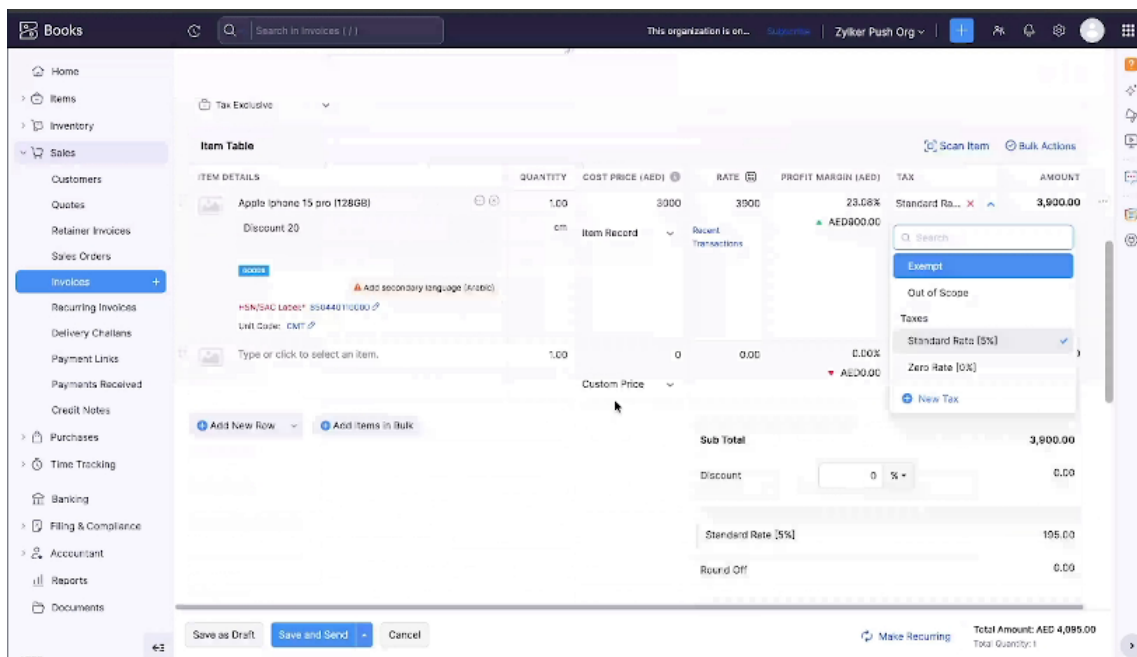
Focused screen detail

This block provides a detailed view of the 'OTHER DETAILS' section from the customer profile. It lists the following information:

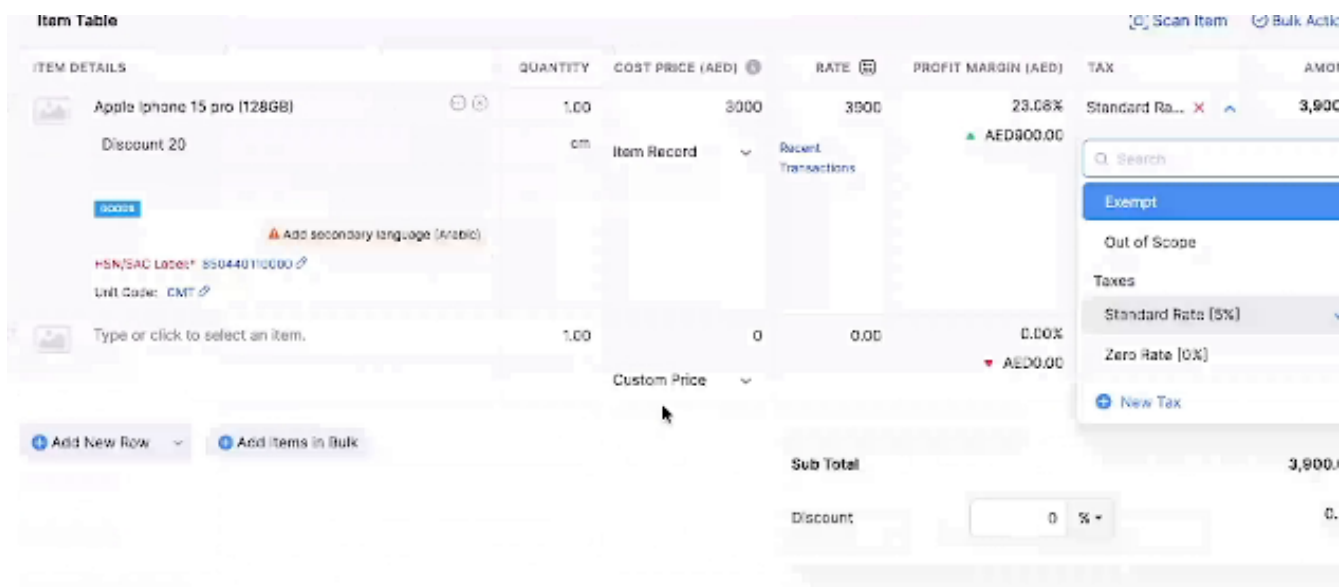
- Customer Type: Business
- Default Currency: AED
- PEPPOL Status: Eligible (with a link to Check Status)
- Tax Treatment: VAT Registered
- TRN: 100200441040003
- Member State: Dubai
- Portal Status: Disabled
- Customer Language: English
- Source: CSV
- TIN Number: 1002004410
- Buyer ID Value: TL 123456789
- Buyer ID: Department of Economic Dubai
- Legal Name: ZTT-S

1. Open the customer profile.
2. Find PEPPOL Status and click Check Status.
3. Review the result before planning network submission.

Step 16 | Create and review the invoice line



Focused screen detail



1. Open Sales > Invoices > New and select the customer.
2. Choose the prepared item; review quantity, price, HSN/SAC and unit code.
3. Check tax category, discount and totals.

Webinar screenshot at 16:00; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 17 | Set expected payment mode

Books

Search in Invoices (/)

This organization is on... [Subscribe](#) | [Zyker Push Org](#)

Customer Notes

Thanks for your business.

Will be displayed on the invoice

Configure Retention

Terms & Conditions

Enter the terms and conditions of your business to be displayed in your transaction

Attach File(s) to Invoice

Upload File

You can upload a maximum of 10 files, 10MB each

Expected Payment Mode

Credit Card

Select the payment mode your customer would use. It'll be included in the XML export for e-invoicing compliance.

Want to get paid faster? [Set up Payment Gateway](#)

Configure payment gateways and receive payments online. [Set up Payment Gateway](#)

☐ I have received the payment

Email Communications

[Add New](#) No contact persons found.

Additional Fields: Start adding custom fields for your invoices by going to [Settings](#) > [Sales](#) > [Invoices](#).

Save as Draft | [Save and Send](#) | [Cancel](#) | [Make Recurring](#) | Total Amount: AED 4,095.00 | Total Quantity: 1

Focused screen detail

Expected Payment Mode

Credit Card

Select the payment mode your customer would use. It'll be included in the XML export for e-invoicing compliance.

Want to get paid faster? [Set up Payment Gateway](#)

Configure payment gateways and receive payments online. [Set up Payment Gateway](#)

☐ I have received the payment

1. Review the invoice payment terms.
2. Select the appropriate Expected Payment Mode.
3. Save as draft and review all data before pushing.

Webinar screenshot at 16:30; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 18 | Submit the invoice through Peppol

INV-000013

Edit

Send

Share

PDF/Print

Record Payment

Submitted by:

Approved by:

[View Approval Details](#)

WHAT'S NEXT?

Send this Invoice to your customer by pushing it through the PEPPOL network.

Send Invoice

e-Invoice Status

YET TO BE PUSHED

Invoice is yet to be sent to the customer through the PEPPOL network.

Focused screen detail

WHAT'S NEXT?

Send this Invoice to your customer by pushing it through the PEPPOL network.

Send Invoice

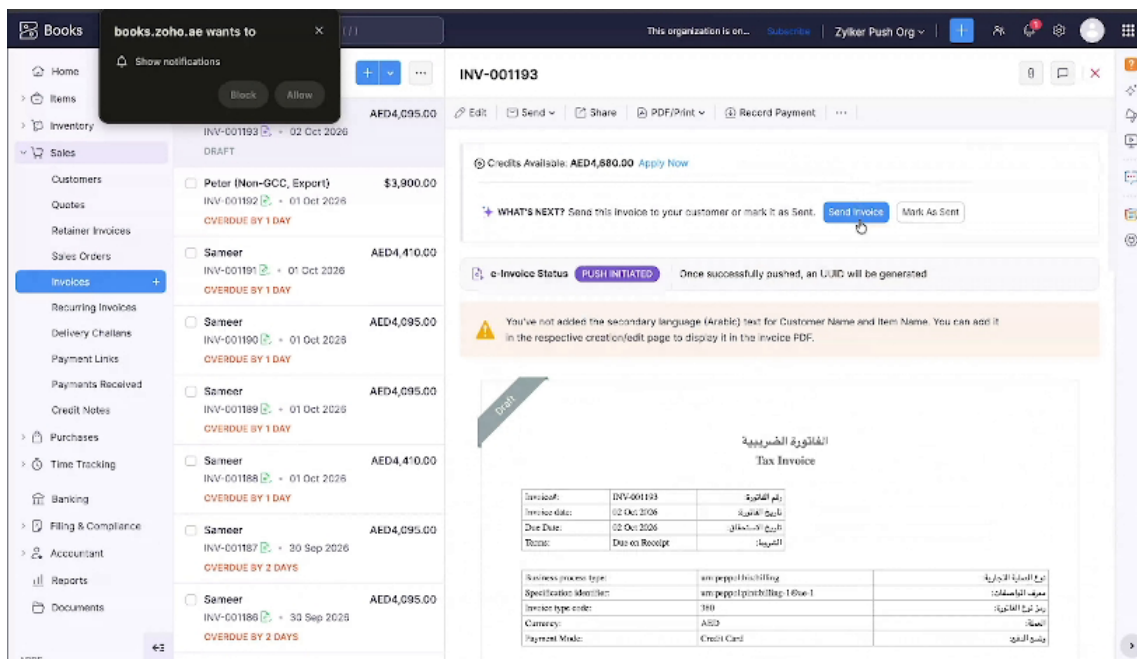
e-Invoice Status

YET TO BE PUSHED

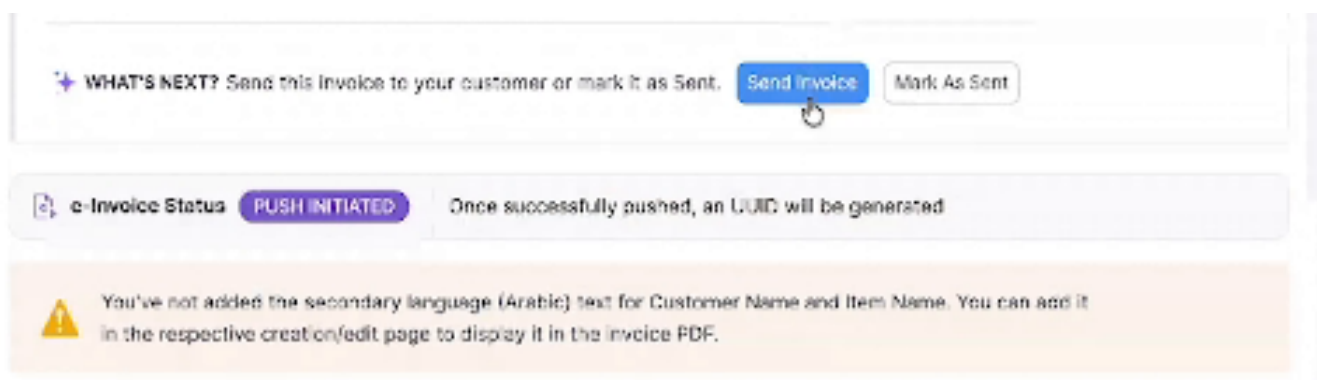
Invoice is yet to be sent to the customer through the PEPPOL network.

- 1. Open the reviewed draft invoice.
- 2. Use Send Invoice to initiate network submission.
- 3. Monitor the separate e-Invoice Status.

Step 19 | Monitor the initiated push



Focused screen detail



1. Check the Push Initiated indicator.
2. Wait for the successful final status and generated UUID.
3. Investigate a Failed status and its error before retrying.

Step 20 | Review the bilingual invoice

Books | books.zoho.ae wants to | This organization is on... | Zylinder Push Org

INV-001193 | AED4,095.00 | Edit | Send Email | Share | Reminders | PDF/Print | Record Payment

الفاتورة الضريبية
Tax Invoice

Invoice#	INV-001193	رقم الفاتورة
Invoice date	02 Oct 2026	تاريخ الفاتورة
Due Date	02 Oct 2026	تاريخ الاستحقاق
Terms	Due via Receipt	الشروط

Business process type	am-peppol-billing	نوع العملية التجارية
Specification identifier	am-peppol-billing-180e-1	معرّف المواصفات
Invoice type code	350	رمز نوع الفاتورة
Currency	AED	العملة
Invoice Issue Date	2026-10-02 11:25:48	Invoice Issue Date
Payment Mode	Credit Card	وسيلة الدفع

Seller		Buyer	
Name:	Zylinder Push Org	Name:	Sumac
Street 1:	Street name	Street 1:	P.O. Box 28415, SHARJAH
Street 2:		Street 2:	P.O. Box 28415, SHARJAH
City:	City name	City:	SHARJAH
Country:	United Arab Emirates	Country:	United Arab Emirates
ZIP/Postal Code:	13252	ZIP/Postal Code:	10203
Phone:		Phone:	
Email ID:	am@zohobooks.co	Email ID:	

Focused screen detail

الفاتورة الضريبية
Tax Invoice

Invoice#	INV-001193	رقم الفاتورة
Invoice date	02 Oct 2026	تاريخ الفاتورة
Due Date	02 Oct 2026	تاريخ الاستحقاق
Terms	Due via Receipt	الشروط

Business process type	am-peppol-billing	نوع العملية التجارية
Specification identifier	am-peppol-billing-180e-1	معرّف المواصفات
Invoice type code	350	رمز نوع الفاتورة
Currency	AED	العملة
Invoice Issue Date	2026-10-02 11:25:48	Invoice Issue Date
Payment Mode	Credit Card	وسيلة الدفع

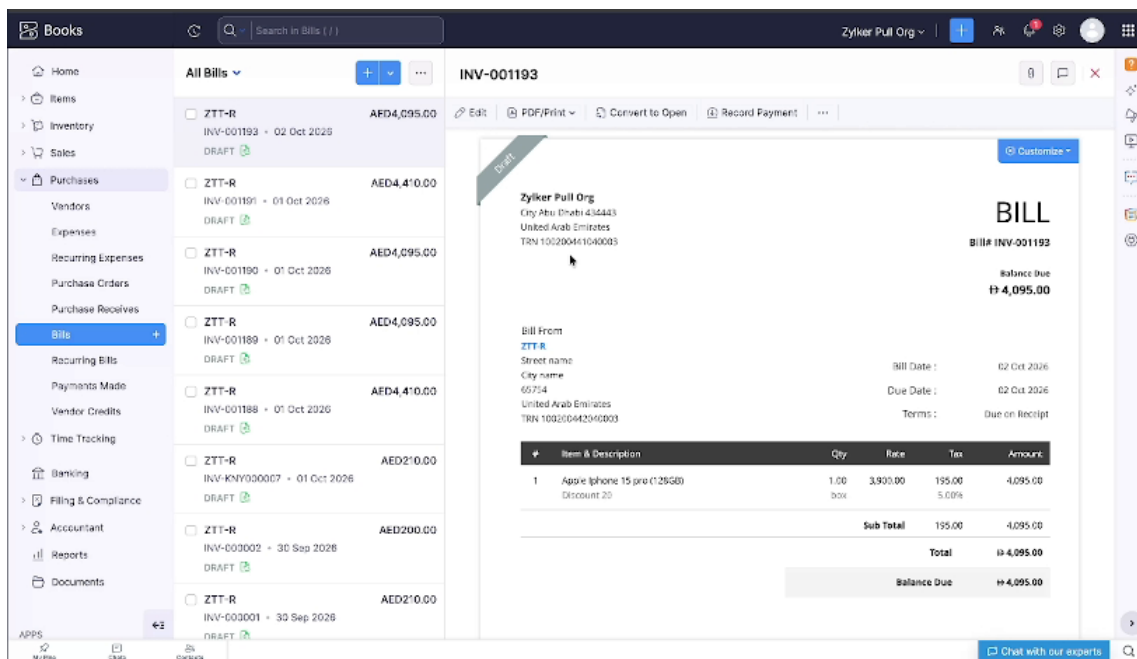
Seller		Buyer	
Name:	Zylinder Push Org	Name:	Sumac
Street 1:	Street name	Street 1:	P.O. Box 28415, SHARJAH
Street 2:		Street 2:	P.O. Box 28415, SHARJAH
City:	City name	City:	SHARJAH
Country:	United Arab Emirates	Country:	United Arab Emirates
ZIP/Postal Code:	13252	ZIP/Postal Code:	10203
Phone:		Phone:	
Email ID:	am@zohobooks.co	Email ID:	

1. Inspect seller, buyer, identifiers and invoice lines.
2. Complete missing Arabic names in the relevant master records.
3. Keep the transaction reference and UUID for reconciliation.

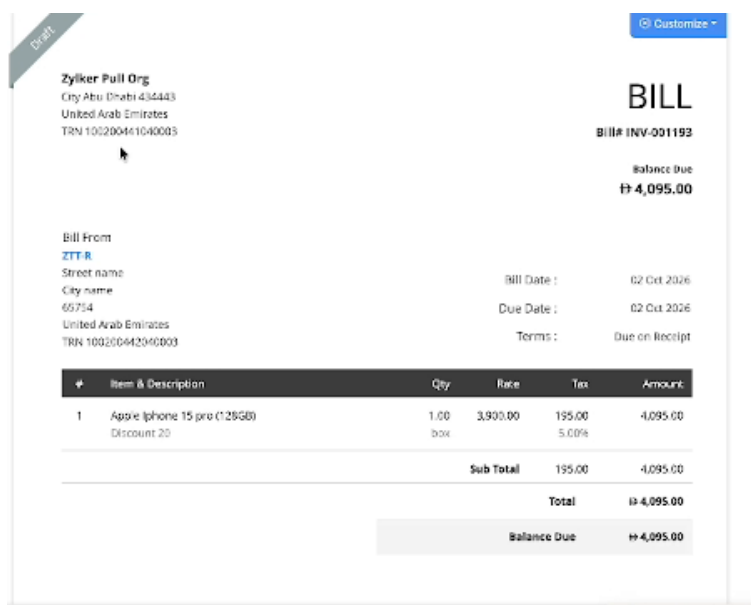
Webinar screenshot at 18:20; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.

Step 21 | Review the received purchase bill



Focused screen detail

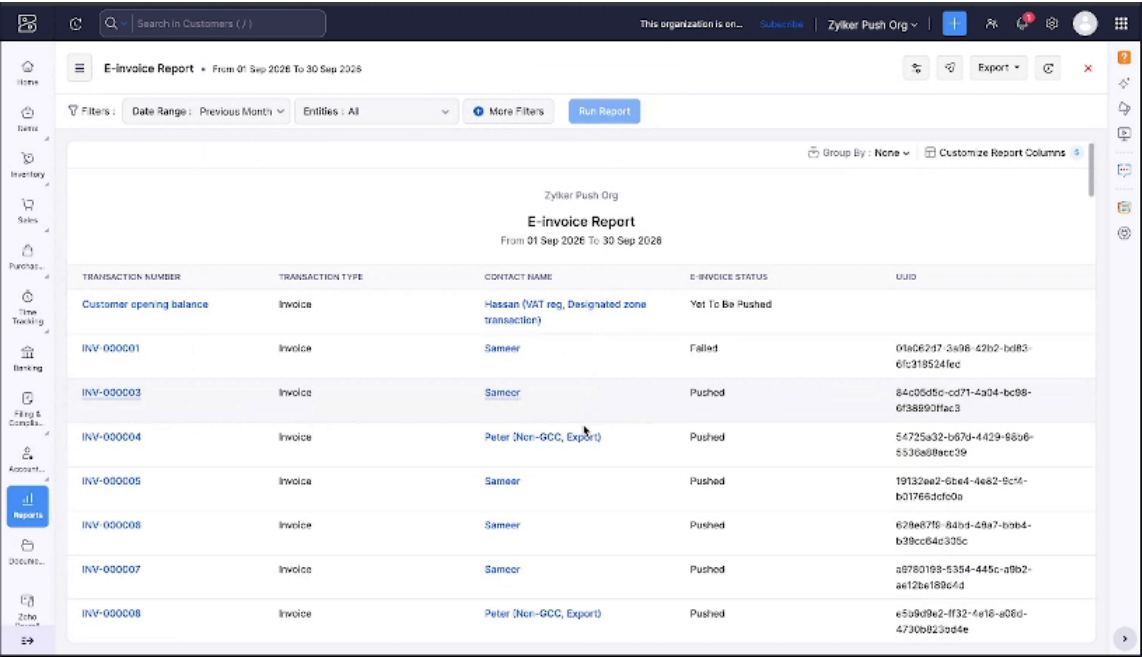


1. Open Purchases > Bills in the receiving organisation.
2. Open the received draft and check supplier, lines, tax and total.
3. Follow your review process before Convert to Open.

Webinar screenshot at 19:30; original 1280 x 720 recording

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Step 22 | Monitor the e-invoice report



Focused screen detail

E-invoice Report				
From 01 Sep 2026 To 30 Sep 2026				
TRANSACTION NUMBER	TRANSACTION TYPE	CONTACT NAME	E-INVOICE STATUS	UUID
Customer opening balance	Invoice	Hassan (VAT reg, Designated zone transaction)	Yet To Be Pushed	
INV-000001	Invoice	Sameer	Failed	01a062d7-3a96-42b2-bd83-6fc318524fec
INV-000003	Invoice	Sameer	Pushed	84c05d5c-cd71-4a04-bc98-6f38890ffac3
INV-000004	Invoice	Peter (Non-GCC, Export)	Pushed	54725a32-b67d-4429-88b6-5530a89acc39
INV-000005	Invoice	Sameer	Pushed	19132ae2-6be4-4e82-9cfe-b01766dcfc0a
INV-000008	Invoice	Sameer	Pushed	629a87f8-84bd-49a7-bbb4-b39cc64c305c
INV-000007	Invoice	Sameer	Pushed	a6780193-5354-445c-a9b2-ae12be189e4d
INV-000008	Invoice	Peter (Non-GCC, Export)	Pushed	e509d9e2-ff32-4e16-a06d-4730b823dd4e

1. Open Reports > E-invoice Report.
2. Choose the period/entity and Run Report.
3. Review pending, Failed and Pushed transactions and their UUIDs.

Step 23 | Review packs and transaction counts

UAE e-Invoicing Pack

Non-recurring Addon - Pricing

Pack	Eligible transactions	Price
Free Pack: Get up to 100 transactions, at no cost		
100 Pack	100	AED 41
500 Pack	500	AED 185
1000 Pack	1000	AED 330
5000 Pack	5000	AED 1500
10000 Pack	10000	AED 2700
> 10000 Pack	Contact support	

- **First 100** eInvoicing transactions are **free** on any Professional or above paid plan of Zoho Books (UAE) or Zoho Inventory.
- Un-utilized pack count remains valid as long as the Organization ID stays the same.

Note: Each Vendor Bill or Credit Note passing through the eInvoicing framework (in addition to the B2B and B2G outbound invoices) is counted as an eInvoicing transaction.

Focused screen detail

Pack	Eligible transactions	Price
Free Pack: Get up to 100 transactions, at no cost		
100 Pack	100	AED 41
500 Pack	500	AED 185
1000 Pack	1000	AED 330
5000 Pack	5000	AED 1500
10000 Pack	10000	AED 2700
> 10000 Pack	Contact support	

- **First 100** eInvoicing transactions are **free** on any Professional or above paid plan of Zoho Books (UAE) or Zoho Inventory.
- Un-utilized pack count remains valid as long as the Organization ID stays the same.

Note: Each Vendor Bill or Credit Note passing through the eInvoicing framework (in addition to the B2B and B2G outbound invoices) is counted as an eInvoicing transaction.

1. Estimate outbound and inbound eligible exchange activity.
2. Review the webinar pack table.
3. Confirm current Zoho plan eligibility and prices before purchase.

Webinar screenshot at 22:00; original 1280 x 720 recording

Original pixels retained. Detail view is a crop of the same screen.



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