



ZATCA Phase 2 Compliance Checklist

10 things to confirm before ZATCA e-invoicing onboarding

This checklist covers what most Saudi businesses need to verify before and during ZATCA Phase 2 (Integration) onboarding. It's a starting point, not a substitute for a technical review of your specific setup.

- ☐ **1. Confirm your onboarding wave**
Check ZATCA's notification for your revenue-threshold wave and the exact date your business must be integrated.
- ☐ **2. Generate your Cryptographic Stamp Identifier (CSID)**
Complete onboarding via the Fatoora portal to issue the CSID your system will use to sign invoices.
- ☐ **3. Verify invoice UUID and hash chaining**
Every invoice needs a unique identifier, and must reference the hash of the previous invoice in the chain.
- ☐ **4. Check all 9 required QR code fields**
Seller name, VAT number, timestamp, invoice total, VAT total, invoice hash, cryptographic stamp, public key, and the stamp of the public key - encoded correctly as Base64 TLV.
- ☐ **5. Confirm B2B invoices route through clearance**
Standard tax invoices must be cleared by ZATCA before being shared with the buyer - not just reported after.
- ☐ **6. Confirm B2C invoices report within 24 hours**
Simplified tax invoices follow a reporting flow, with a strict 24-hour window from issuance.
- ☐ **7. Test in ZATCA's sandbox environment first**
Validate your integration against the sandbox before submitting any real production invoices.
- ☐ **8. Set up monitoring for failed submissions**
A silent failure in your integration means non-compliant invoices going out unnoticed. Alert on rejections.
- ☐ **9. Train staff on the compliant invoice workflow**
Manual workarounds (edited PDFs, backdated invoices) can break the compliance chain even with a compliant system.
- ☐ **10. Plan for ongoing ZATCA technical updates**
Requirements have changed since Phase 1 launched and will continue to. Build in a process to track and apply updates.

Not sure where your setup stands?

OdooNetwork offers a free ZATCA compliance review - hello@odoonetwork.com