

E-Invoicing Readiness *Checklist.*

16 items across 6 categories to evaluate your organization's readiness for mandatory e-invoicing.

1 Regulatory scope

- We have identified all countries where e-invoicing mandates apply to our legal entities or customers.
- We understand which transactions are in scope (B2B, domestic, cross-border, services, digital goods).

2 Invoice data and formats

- We can support country-specific invoice formats and validation rules (not just PDFs).
- We have identified whether preclearance by the local tax authority is required.
- We know whether validation and delivery must go through a centralized exchange.
- We use approved networks or certified private platforms to exchange invoices.

3 Transmission and timing

- We can submit invoices in real time or near-real time where required.
- We can receive invoice validation or clearance responses from authorities.

4 Systems and integrations

- Our billing or ERP systems can connect to required e-invoicing

5 Controls and audit readiness

- We maintain audit trails for invoice issuance, submission, and acceptance.
- We can retain invoice data in line with local record-keeping requirements.

6 Operational readiness

- We have defined ownership across finance, tax, and IT.
- We have tested compliance workflows ahead of mandate deadlines.
- We can scale compliance as mandates expand to new countries.
- We have consulted with an attorney and an accountant for advice specific to our business.

This checklist is a starting point. Requirements vary by country. Consult with an attorney and an accountant for advice specific to your business.

Get started at e-invoice.be