CHECKLIST

E-Invoicing: Are You Prepared?

An e-invoice is an invoice in a structured, machine-readable format, so more than a PDF sent by email. Use this checklist to see whether and when you are affected and what you need for the switch. As of November 2026.

1. Am I affected?

- [ ] **Do you invoice Austrian federal government agencies?**
  Then e-invoicing is already mandatory for you, for example in the ebInterface format or via the Peppol network. Federal states and municipalities partly have their own rules.

- [ ] **Do you have customers in Germany?**
  In Germany, businesses have had to be able to receive e-invoices since 2025, and must issue them from 2027 (prior-year turnover above €800,000) or from 2028 (all). Clarify with your tax advisor whether this applies to your invoices. Many German customers will ask for e-invoices anyway.

- [ ] **Do you trade across borders within the EU?**
  At EU level, an obligation for cross-border B2B invoices has been adopted for 2030. Plan the switch in good time.

2. Is my software ready?

- [ ] **Can your program create e-invoices?**
  Common formats are XRechnung and ZUGFeRD (Germany), ebInterface (Austria) and sending via the Peppol network.

- [ ] **Can your program receive e-invoices and read them in automatically?**
  The biggest benefit comes on receipt: incoming invoices are booked without retyping.

- [ ] **Are all mandatory details clean in your master data?**
  VAT numbers, addresses, routing IDs or order references of public customers, payment terms, tax rates.

3. How do I switch?

- [ ] **Coordinate with your tax advisor**
  Agree on formats, archiving and the handover of booking data together.

- [ ] **Review your invoicing process**

  Where are invoices created today? If quotation, order and invoice run in one system, the data for the e-invoice is already complete.

- [ ] **Inform customers and suppliers**

  Clarify which formats and receiving addresses your most important partners use.

- [ ] **Test run before the deadline**

  Send and receive a few invoices in the new format before the obligation applies.

This checklist provides an overview and does not replace tax advice. Odoo supports common formats such as ZUGFeRD, XRechnung and Peppol. We are happy to show you how this looks in your invoicing process.

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