STANDARD OPERATING PROCEDURE · UAE E-INVOICING

Getting your ERP master data ready for e-invoicing with an AI agent

A step by step guide for finance teams. The agent logs in to your ERP, checks every vendor against the MoF mandatory fields, finds what is missing, fixes it with your approval and emails vendors for the rest.

Purpose	Make vendor and customer masters complete and correct for UAE e-invoicing (TRN, TIN, legal registration, address, Peppol ID, units of measure).
Who it is for	Accountants, AP / AR teams and finance managers. No coding needed.
Tools	Claude desktop app (Code tab), Microsoft 365 connector, your ERP, Excel.
Time	Setup about 1 hour. The first run is slow while the agent learns your ERP; later runs are fast.
Quick option	No time for the full setup? Appendix C (page 6) shows a quick check inside Excel with Claude in Excel.
Your role	You approve. The agent never changes data, sends an email or deletes anything without your yes.

How it works

1 · LOGIN	2 · LEARN	3 · AUDIT	4 · FIX	5 · COLLECT
Secure bridge to your ERP. You type the password once.	You show one vendor. The agent learns the steps.	Masters checked against MoF fields. Excel for you.	Verified corrections, with your yes.	Emails to vendors, daily follow-ups.

Before you start

- **Permission.** Get your manager's or IT's approval to use an AI tool with company data. Follow your company's data policy.
- **A Claude plan that includes Claude Code**, and the Claude desktop app installed on Windows.
- **Python** on your PC. If you do not have it, ask Claude to guide you through installing it.
- **An ERP login.** Best practice: a separate login with only the rights this work needs (view masters, edit vendors). Ask IT.
- **Your Microsoft 365 work mailbox**, so the agent can search past vendor emails and send requests.

> **Safety first.** Keep Claude set to ask before it runs commands or changes files. Do not switch on any "skip permissions" or "bypass" mode for company data. Apply the security settings covered in the previous video of this series.

01 Set up Claude

1. Download and install the **Claude desktop app** from claude.com/download and sign in.
2. Apply the **security settings** (previous video). Leave the permission mode on asking before actions.
3. Open **Settings, then Connectors**. Find **Microsoft 365**, click Connect and sign in with your work account. Your IT admin may need to allow it first. This lets Claude read and send emails for you.
4. Create an empty folder for this work, for example `C:\E-invoicing readiness`.
5. In the Claude app, switch to the **Code** tab and choose that folder.
6. Copy the **starter prompt** (Appendix A, page 4), replace the parts in [brackets] and paste it. Press Enter.

02 Build the secure login

The agent writes a small script called **setup_login.py** that connects it to your ERP.

1. Claude tells you to run the script. Approve it.
2. A small **password window** opens. **You** type your ERP username and password and press Enter.
3. The password is saved in **Windows Credential Manager**. Claude never sees it, and it is never written into a file or the chat.
4. Claude signs in to the ERP by itself from now on.

> **OTP or captcha?** If your ERP asks for a one time code or a captcha, Claude pauses and **you** complete that part. Do not switch off two factor authentication for this.

03 Show it once

1. Claude opens a browser window with your ERP.
2. **You** do the work for **one vendor**, the way you normally would: open the vendor, look at the attached TRN certificate and trade licence, then open the latest purchase bill if details are missing.
3. When you finish, go back to Claude and type **done**.
4. Claude learns the steps from what you did and repeats them for every other vendor.

04 Audit (read only)

The agent downloads the latest MoF document **UAE Electronic Invoice Mandatory Fields** from mof.gov.ae and tells you which version and date it used. It then downloads your masters and checks each record. For every missing value it looks, in this order:

1. Documents attached in the ERP (TRN certificate, trade licence)
2. The latest purchase bills and their attachments
3. Your emails with that vendor
4. Public sources on the web

Output: an Excel file, one row per vendor and field: current value, proposed value, **source**, and status (found / still missing). Likely duplicate vendors are flagged.

You review the Excel. Check a sample of proposed values against their source before approving.

05 Correct (only after your yes)

1. The agent saves a **snapshot** of every record it will touch, so anything can be put back.
2. It shows you the planned changes in plain words.
3. After your yes it changes **one record first** and reads it back, then does the rest in batches.
4. It fixes what was verified: spelling, incomplete fields, missing TRN or TIN. Duplicate vendors are **marked inactive, never deleted**.
5. If any error appears, it stops and tells you. It never invents a TRN, TIN or ID.

Prompt to use:

```
Apply the verified corrections from the review Excel. Snapshot first, do one record, read
it back, then the rest.
```

06 Collect missing data by email

1. Ask Claude to **draft one sample email**. Edit it until you are happy, then approve it.
2. Ask Claude to send it to every vendor still missing data. It logs who was sent what.
3. Ask Claude to set up a **daily check**: it reads replies, updates the Excel and sends your approved follow-up to anyone who has not replied, up to the limit you set.
4. Details received by email go into the ERP **only after you review them** (back to step 05).

```
Draft a short, polite email asking [vendor] for the missing e-invoicing details listed in
the Excel. Do not send it yet.
```

```
Send the approved email to every vendor with missing data, then set up a daily check of
replies with up to 5 follow-ups.
```

> The daily check runs on your PC, so the PC needs to be on and the Claude app open at that time.

A Starter prompt

Copy everything in the box. Replace the parts in [brackets]. Paste it into the Claude **Code** tab.

```
You are my ERP data partner for UAE e-invoicing readiness at [COMPANY]. The ERP is [ERP NAME] at
[ERP WEB ADDRESS]. You do the work end to end; I approve every change.

1. SECURE LOGIN
- Write setup_login.py. It opens a small password window, I type the ERP username and password
and press Enter, and it saves them in Windows Credential Manager. You never see the password,
and you never print, log or save it in code.
- Build a driver (Playwright, Edge) that signs in with that saved login.
- If there is an OTP or captcha, pause and let me do that part.

2. LEARN FROM ME ONCE
- Open a visible browser and record my clicks and the ERP's calls while I show you one vendor:
where it is onboarded, where the TRN and trade licence documents are attached, and how I find
details on the latest purchase bills. I will type "done" in this chat when finished.
- Learn the steps from the recording and keep a "Learned ERP actions" file.

3. AUDIT (read only)
- Get the latest UAE MoF document "UAE Electronic Invoice Mandatory Fields" yourself from the
official site mof.gov.ae (search for it if the link has moved), plus the PINT-AE specification
it refers to. Read the field tables in full, tell me the version and date you used, and check
against that, not memory. Use only official MoF / FTA documents as the source of rules;
consultant articles are background only.
- Download the vendor and customer masters and check every record: legal name, TRN, TIN (first
10 digits of the TRN), legal registration type and number, address, emirate, Peppol ID
(0235:TIN), and also item units of measure.
- Find each missing value in this order, and note the source of every value:
  a) the documents attached to the master (TRN certificate, trade licence)
  b) the latest purchase bills and their attachments
  c) my emails (Microsoft 365 connector)
  d) public sources on the web
- Give me an Excel for review: one row per vendor and field, with current value, proposed value,
source, and status (found / still missing). Flag likely duplicate vendors.

4. CORRECT (only after my yes)
- Snapshot all records first. Dry run, then ONE record, read it back, then the rest in batches.
- Fix what was verified (spelling, incomplete fields). Mark duplicates inactive; never delete.
- Read back every change. Stop at the first error. Never invent a TRN, TIN or ID.

5. COLLECT MISSING DATA BY EMAIL
- Draft one sample email for me to approve. Send nothing before I approve it.
- After my yes, send it to every vendor still missing data, and log who was sent what.
- Set up a daily scheduled check of replies: record the details received in the Excel, and send
the approved follow-up to anyone who has not replied (up to [5] follow-ups, then list them for
me). Replies go into the ERP only after I review them.

RULES
- Never post, approve, delete or send anything new without my explicit yes in this chat.
- Never present a guess as fact. Say what you verified and what you did not.
- Answer in one line first, then a few short bullets.
```

B Rules and troubleshooting

The rules the agent follows

- **You approve every change.** No posting, approving, deleting or sending without your yes in the chat.
- **Snapshot before change**, one record first, read back every change.
- **Stop on error.** An error or a maintenance page is treated as a stop, never as "no data".
- **No guessing.** Every value has a source. Unknown values are listed for you to collect.
- **Passwords stay in Windows Credential Manager**, never in files or the chat.

If something goes wrong

Login fails	Run setup_login.py again and retype the password. Check the login works in your browser.
OTP or captcha	Complete it yourself when Claude pauses, then tell Claude to continue.
Claude stopped mid run	That is by design. Read what it says, fix the cause or tell it how to proceed. It resumes from where it stopped.
A correction looks wrong	Ask Claude to restore that record from the snapshot.
Daily check did not run	The PC was off or asleep, or the Claude app was closed. Ask Claude to run the check now.

Rules source

UAE Ministry of Finance, UAE Electronic Invoice Mandatory Fields (version 1.1, 28 October 2026 at the time of writing), published on mof.gov.ae. The agent downloads the latest version on each run and tells you which version it used.

C Quick check with Claude in Excel

The semi-automatic method from the video. Claude checks the Excel file you give it for missing fields and duplicates. It does not log in to your ERP, open documents, or check whether a TRN or licence is valid.

1. Go to **claude.com/claude-for-microsoft-365** and click **Install for Microsoft 365**. Your IT admin may need to allow it first.
2. Export your vendor or customer master from your ERP to Excel and open it.
3. Click **Claude** on the Home tab and sign in with your Claude account.
4. Paste the prompt below. Every time Claude wants to change your sheet it asks first: click **Allow once**.
5. Read the summary, then check the last rows yourself. If it skipped any, tell it which row to check and it goes back.

```
You are a data analyst helping me get our vendor master ready for UAE e-invoicing.

Check every vendor in this sheet for two things:
1. Missing details: TRN, trade licence number, licence expiry, emirate, email and mobile are all
required.
2. Duplicates: the same vendor name or the same TRN appearing more than once.

Add two columns at the end: "Status" (Ready / Not ready) and "What's missing" (list the exact
gaps, or "Duplicate of V____").
Highlight the Not ready rows in light red.
Then give me a short summary: how many vendors are ready, how many are not, and the most common
gap.
Do not change or delete any existing data.
```

> **Know the limits.** This only checks that a field is filled. In our demo it marked a vendor Ready even though its trade licence had expired. It also cannot find missing details or chase vendors. For that, use the agent method (sections 01 to 06).

Prepared by Akhil Antony, Haus8 (haus8.ae). Want this set up in your firm, or an ASP reconciliation bot built the same way? Reach out through haus8.ae or my socials.
This guide describes a working method. It is not legal or tax advice. Check the rules against official MoF and FTA publications, and follow your company's data policy.