



FATOORA Portal

User Manual

Version 3



The Zakat, Tax and Customs Authority ("ZATCA", "Authority") has issued this Guide for the purpose of clarifying certain tax treatments concerning the implementation of the statutory provisions in force as of the Guide's issue date. The content of this Guide shall not be considered as an amendment to any of the provisions of the Laws and Regulations applicable in the Kingdom.

Furthermore, the Authority would like to highlight that the clarifications and indicative tax treatments prescribed in this Guide, where applicable, shall be implemented by the Authority in light of the relevant statutory texts. Where any clarification, interpretation or content provided in this Guide is modified – in relation to unchanged statutory text – the updated indicative tax treatment shall then be applicable prospectively, in respect of transactions made after the publication date of the updated version of the Guide on the Authority's website.







1. FATOORA portal

This portal aims to onboard the user's EGS Unit through generating cryptographic stamp identifier or renewing the existing one or revoking it. In addition, the user can view the list of onboarded solutions and devices.

A. Taxpayer accessing and logging into the Fatoora Portal

The user can access Fatoora portal through this link <https://fatoora.zatca.gov.sa/> or through ZATCA's website by clicking on Fatoora's icon to redirect to Fatoora portal.

Please note, these credentials are different from credentials used for Developer Portal.

The user can access the portal using his ERAD Credentials:

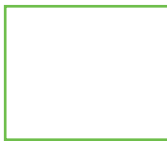
- TIN or email registered with ZATCA
- Password





B. Onboarding the user's EGS Unit

After accessing Fatoora portal, click on "onboard new solution unit/device".





The Taxpayer chooses to generate OTP code(s) for single or multiple EGS Unit(s) by entering the number of OTP codes they would like to be generated.

The screenshot displays the ZATCA E-invoicing Onboarding and Management Portal. The header includes the ZATCA logo, navigation links for Arabic and English, a VAT Number field, a Log out button, and a 2030 vision logo. The main content area features a notification box stating that taxpayers onboarding their E-invoice Generation Solution (EGS) must generate OTP codes for every single EGS or Device to complete the onboarding process, with codes valid for 1 hour and a limit of 100 per request. Below this is a CAPTCHA verification step with the text 'I am not a robot' and a reCAPTCHA logo. A text input field prompts the user to 'Please enter the number of OTP Codes to be generated (maximum 100)', with a range of '1-100' and an 'OTP' label. A 'Generate OTP Code' button is positioned below the input field. The footer contains a Newsletter subscription section with an email input and a 'Subscribe' button, social media icons for Snapchat, Instagram, LinkedIn, YouTube, and Twitter, and app download buttons for Google Play and the App Store. Additional links for Recruitment, Privacy Policy, Information Security, Site Map, and Complaints and suggestions are also present.





The Fatoora Portal generates the OTP code(s) (valid for 1 hour), which will be displayed on the Portal and can be copied or downloaded in a file.

The screenshot displays the Fatoora Portal interface. At the top, the header includes the Zakat, Tax and Customs Authority logo, navigation links, VAT Number 346128950412453, a Log out button, and a 2030 vision logo. The main content area shows a message: "16 OTPs have been successfully generated (OTP Code is valid for 1 Hour)". Below this, there are five rows, each representing a device. Each row contains a sequence of six numbers (1, 2, 3, 4, 3, 4) and a "Copy Code" button. At the bottom, there are navigation buttons for "Home" and "Export to File", along with pagination controls indicating "Page 1 of 2".

Device	OTP Code	Action
Device 1	1 2 3 4 3 4	Copy Code
Device 2	1 2 3 4 3 4	Copy Code
Device 3	1 2 3 4 3 4	Copy Code
Device 4	1 2 3 4 3 4	Copy Code
Device 5	1 2 3 4 3 4	Copy Code

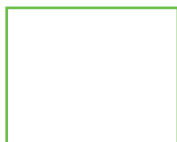
The Taxpayer enters the OTP code(s) on their own EGS Unit(s) within 1 hour of the OTP code's generation.





C. Renewing Existing Cryptographic Stamp Identifier (CSID)

After accessing Fatoora portal, click on "Renewing Existing Cryptographic Stamp Identifier (CSID)".



The Taxpayer chooses to generate OTP code(s) for single or multiple EGS Unit(s) which require renewed Existing Cryptographic Stamp Identifiers (CSIDs) by entering the number of OTP codes they would like to be generated.





The Fatoora Portal generates the OTP code(s) (valid for 1 hour), which will be displayed on the Portal and can be copied or downloaded in a file.



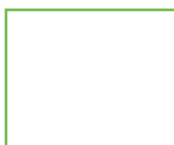
The Taxpayer enters the OTP code(s) on their own EGS Unit(s) which requires renewed Existing Cryptographic Stamp Identifier (CSID) within 1 hour of the OTP code's generation.





D. View list of onboarded solutions and devices and revocation process.

After accessing Fatoora portal, click on "View list of solutions and devices".



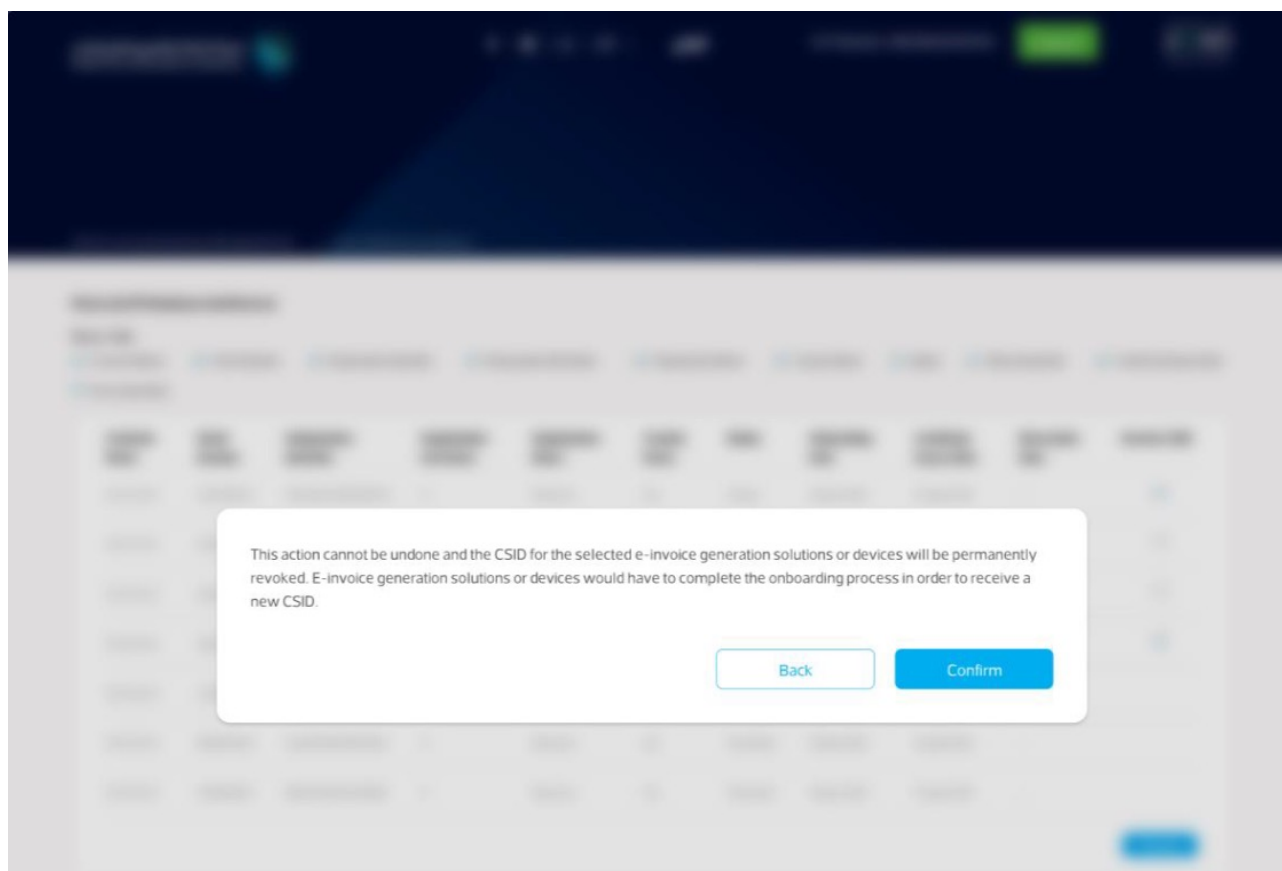


The user will be able to view a list that includes a summary of all EGS Unit(s) that have been onboarded by the user. In addition, the user can filter, sort and search based on specific inputs available in the list of Solutions and Devices. Also, he can revoke any of the listed devices by clicking on the device and then clicking "revoke".





The user is prompted to click on a confirmation message before proceeding with the revocation.



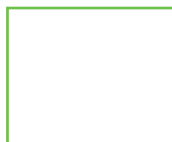
Once the user confirms, the CSID(s) is/are revoked and the EGS Unit(s) is/are longer active.





E. E-invoicing statistics

After accessing Fatoora portal, click on "E-invoicing statistics":





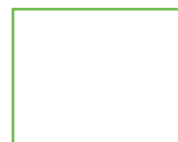
The user will be able to view summarized statistics of all documents submitted in the past 12 months for Reporting and Clearance, split in terms of "Accepted documents", "Accepted documents with warnings" and "Rejected documents". For the latter two, the Taxpayer can request the detailed CSV files of the errors and warnings.





F. API Documentation

After accessing Fatoora portal, click on "API Documentation".





The Taxpayer will be redirected to the Developer Portal. For instructions on how to use the Developer Portal, please review the Developer Portal User Manual.

Please note, these credentials are different from credentials used for Fatoora Portal.





2. FATOORA simulation portal

FATOORA Simulation portal is an additional optional tool for end-to-end functional testing for taxpayers. It is not intended for load testing.

A. Taxpayer accessing and logging into the FATOORA simulation portal

The user can access FATOORA simulation portal through this link <https://fatoora.zatca.gov.sa/> or through ZATCA's website by clicking on Fatoora's icon to redirect to FATOORA simulation portal in both language Arabic or English.

Please note, these credentials are different from credentials used for Developer Portal.

The user can access the portal using his ERAD Credentials:

- TIN or email registered with ZATCA
- Password





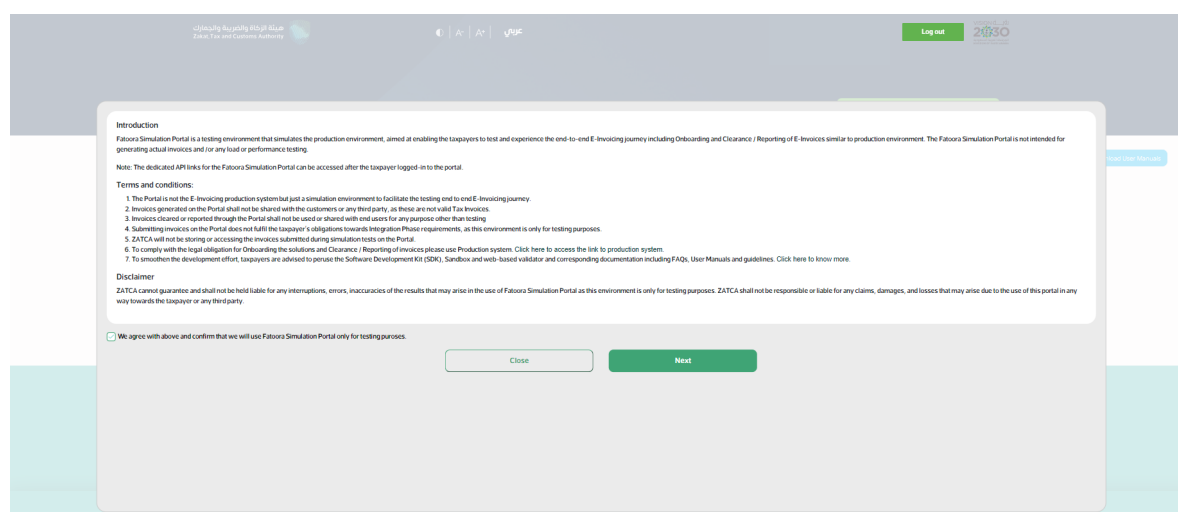
B. Fatoora Portal Landing Page

To switch to the FATOORA Simulation Portal, click on the "FATOORA Portal Simulation" on the top right corner.



C. Introduction

Before continuing to the Fatoora Simulation Portal, please read and understand the full terms and conditions. After checking the box of acknowledgment, you may click on "Next" to continue

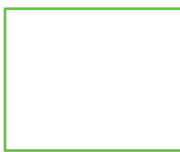




D. Fatoora Simulation portal Page

After accessing Fatoora Simulation portal, click on "onboard new solution unit/device".

To switch to the FATOORA Portal, click on "FATOORA Portal" on the top right corner



The Taxpayer chooses to generate OTP code(s) for single or multiple EGS Unit(s) by entering the number of OTP codes they would like to be generated.

Please note, user may be required to complete a reCaptcha authentication step before they are able to proceed to the next step.





E. Generation of OTP

The FATOORA Simulation Portal generates the OTP code(s) (valid for 1 hour), which will be displayed on the Portal and can be copied or downloaded in a file.

The screenshot displays the FATOORA Simulation Portal interface. At the top, there is a dark green header with the Zakat, Tax and Customs Authority logo and name in Arabic and English. A yellow warning triangle icon is centered, with the text "THIS IS FOR TESTING PURPOSES ONLY. For details click here". Below this, the text "ZATCA Fatoura Portal" and "Fatoura Simulation Portal" are visible. The main content area is light gray and shows the message "OTP Code is valid for 1 hour". Below this message, the OTP code "1 2 7 4 2 3" is displayed in individual boxes. There are two buttons: "Home" and "Copy Code". The footer is green and contains social media icons (Snapchat, Instagram, LinkedIn, YouTube, Twitter), app store links (Google Play, App Store), and a list of links: Recruitment, Privacy policy, Information Security, Site Map, Data Initiative, and Complaints and Suggestions. The footer also includes the text "Zakat, Tax and Customs Authority - All rights reserved © 2022".

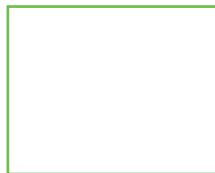
The Taxpayer enters the OTP code(s) on their own EGS Unit(s) within 1 hour of the OTP code's generation.





F. Renewing Existing Cryptographic Stamp Identifier (CSID)

After accessing Fatoora Simulation portal, click on "Renewing Existing Cryptographic Stamp Identifier (CSID)".



The Taxpayer chooses to generate OTP code(s) for single or multiple EGS Unit(s) which require renewed Existing Cryptographic Stamp Identifiers (CSIDs) by entering the number of OTP codes they would like to be generated.





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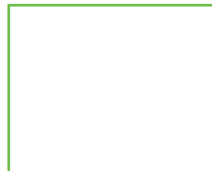
The Taxpayer enters the OTP code(s) on their own EGS Unit(s) which requires renewed Existing Cryptographic Stamp Identifier (CSID) within 1 hour of the OTP code's generation.





G. View list of onboarded solutions and devices and revocation process.

After accessing Fatoora simulation portal, click on "View list of solutions and devices" Similarly as in Fatoora portal, taxpayer can view list of onboarded devices to the Fatoora simulation portal. Note, Fatoora portal and Fatoora Simulation portal are 2 independent environments and devices are onboarded to each independently.





The user will be able to view a list that includes a summary of all EGS Unit(s) that have been onboarded by the user. In addition, the user can filter, sort and search based on specific inputs available in the list of Solutions and Devices. Also, the user can revoke any of the listed devices by clicking on the device and then clicking "revoke".





The user is prompted to click on a confirmation message before proceeding with the revocation.

Once the user confirms, the CSID(s) is/are revoked and the EGS Unit(s) is/are longer active.

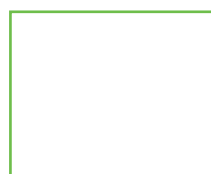
Please note, once user clicks confirmed, the action is no longer reversible. Nevertheless, taxpayer can onboard the device again as a new device.





H. E-invoicing statistics

After accessing Fatoora Simulation portal, click on "E-invoicing statistics":





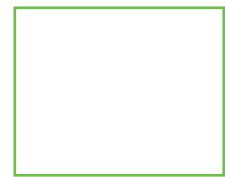
The user will be able to view summarized statistics of all documents submitted in the past 12 months for Reporting and Clearance, split in terms of "Accepted documents", "Accepted documents with warnings" and "Rejected documents". For the latter two, the Taxpayer can request the detailed CSV files of the errors and warnings.





I. API Documentation

After accessing Fatoora Simulation portal, click on "API Documentation".





The Taxpayer will be redirected to the Developer Portal. For instructions on how to use the Developer Portal, please review the Developer Portal User Manual.

Please note, these credentials are different from credentials used for Fatoora Portal.





3. API endpoints

A. FATOORA portal (production)

- **Onboarding APIs:**

<https://gw-fatoora.zatca.gov.sa/e-invoicing/core/compliance>

(Request a pre-compliance CSID)

<https://gw-fatoora.zatca.gov.sa/e-invoicing/core/compliance/invoices>

(Run compliance checks for reporting and clearance)

<https://gw-fatoora.zatca.gov.sa/e-invoicing/core/production/csids>

(Request or renew a production CSID)

- **Core Solution APIs:**

<https://gw-fatoora.zatca.gov.sa/e-invoicing/core/invoices/reporting/single>

(Reporting API for Invoices, Credit and Debit notes)

<https://gw-fatoora.zatca.gov.sa/e-invoicing/core/invoices/clearance/single>

(Clearance API for Invoices, Credit and Debit notes)





API endpoints

B. FATOORA Simulation portal

- **Onboarding APIs:**

<https://gw-fatoora.zatca.gov.sa/e-invoicing/simulation/compliance>

(Request a pre-compliance CSID)

<https://gw-fatoora.zatca.gov.sa/e-invoicing/simulation/compliance/invoices>

(Run compliance checks for reporting and clearance)

<https://gw-fatoora.zatca.gov.sa/e-invoicing/simulation/production/csids>

(Request or renew a production CSID)

- **Core Solution APIs:**

<https://gw-fatoora.zatca.gov.sa/e-invoicing/simulation/invoices/reporting/single>

(Reporting API for Invoices, Credit and Debit notes)

<https://gw-fatoora.zatca.gov.sa/e-invoicing/simulation/invoices/clearance/single>

(Clearance API for Invoices, Credit and Debit notes)

- **Note, since FATOORA Simulation portal is an independent environment when generating the CSR value, on the CSR Configuration use below values:**

- **For FATOORA Portal**

- a. Openssl: certificateTemplateName = ASN1:PRINTABLESTRING:ZATCA-Code-Signing

- b. Fatoora command: default value

- **For FATOORA Simulation Portal**

- a. Use openssl with certificateTemplateName = ASN1:PRINTABLESTRING:PREZATCA-Code-Signing



scan this code to view the last
version and all published documents
or visit the website zatca.gov.sa