

INTEGRATION STEPS WITH THE FATOORA PLATFORM

For sharing sales invoices and credit memos



+966 56 345 1581



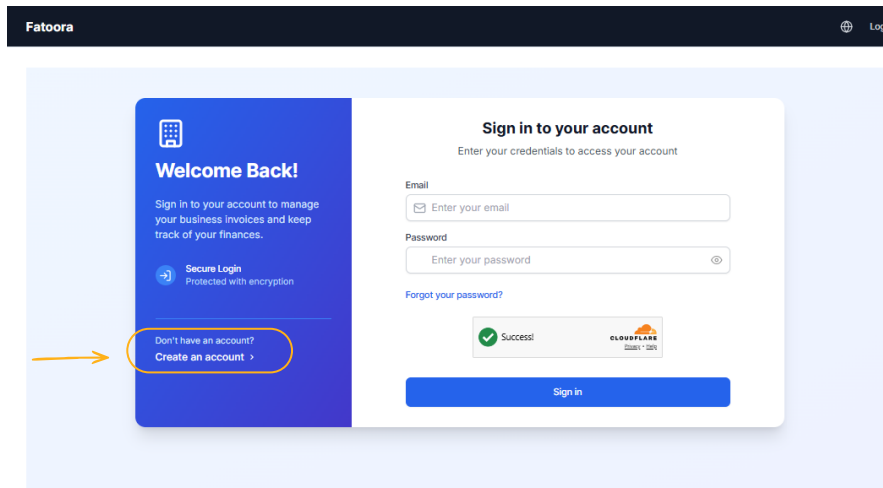
Khobar - Al Kurnaish Dist - Corniche 5 Street- Building No 2301 - Postal Code 34414



Access the Fatoora platform via this lin

<https://www.fatooratech.com/app/ar/auth/login>

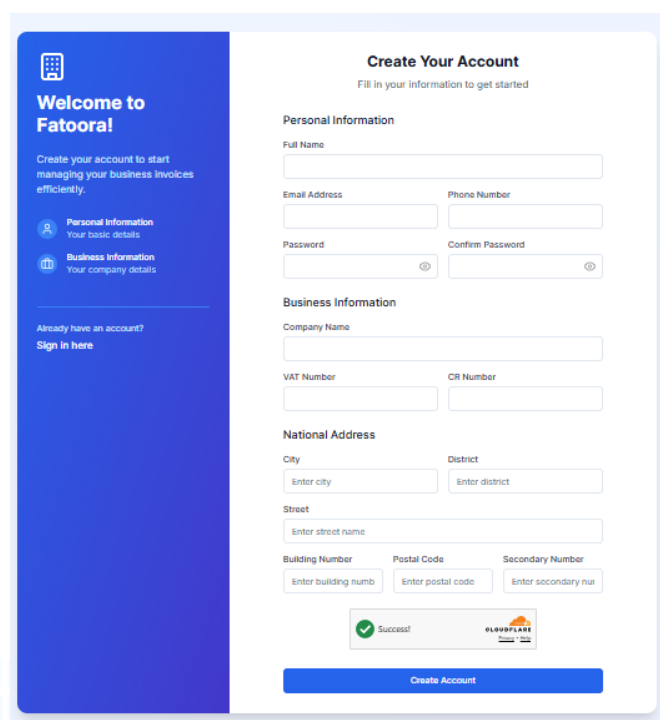
01 Click on the Create Account button

02 Register a new account



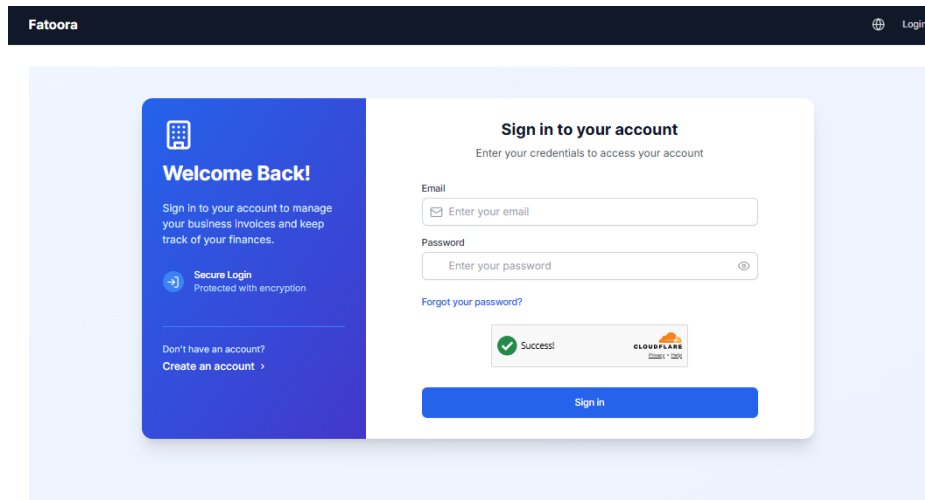
Enter your personal information (name, email, mobile number), then your business details such as tax number, commercial registration number, and national address.



03 Log in to the portal



Use your email and password to access your account. The system features full protection and encryption to ensure your data is secure

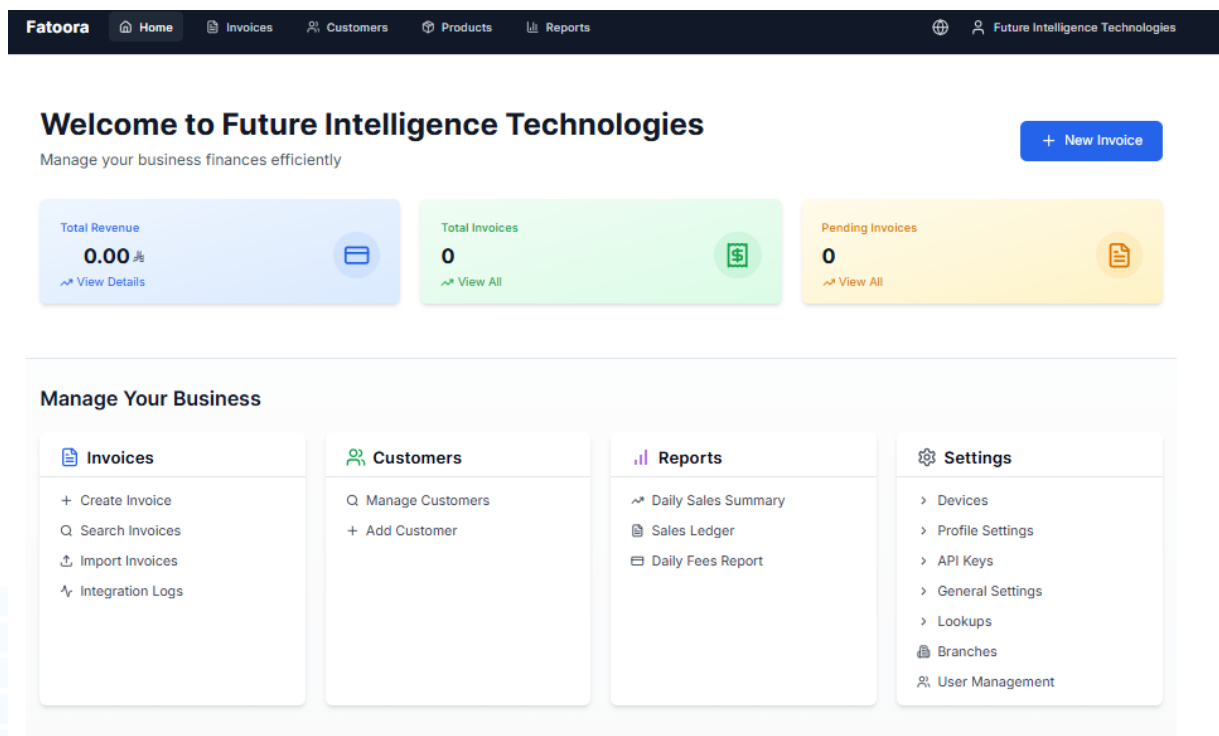


The screenshot shows the Fatoora login portal. At the top, there's a dark blue header with the 'Fatoora' logo on the left and a 'Login' button on the right. The main content area is white and features a 'Welcome Back!' message on the left, which includes a 'Secure Login' button and a 'Create an account' link. On the right, there's a 'Sign in to your account' form with fields for 'Email' and 'Password', a 'Forgot your password?' link, and a 'Sign in' button. A 'Success!' message is displayed below the password field.

04 Log in to the dashboard



The dashboard provides an overview of total revenue and pending invoices, with quick access to manage customers, products, reports, and settings



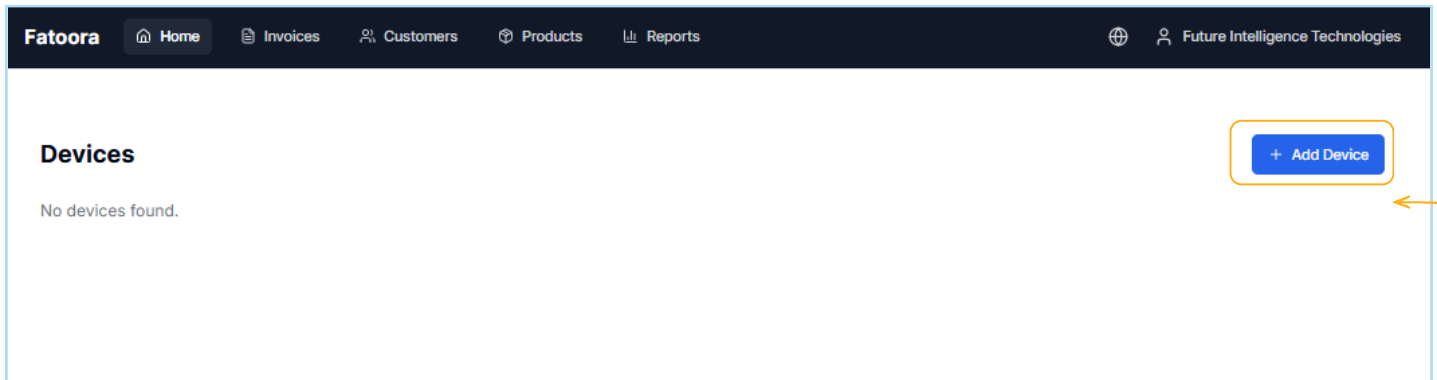
The screenshot shows the Fatoora dashboard. At the top, there's a dark blue header with the 'Fatoora' logo on the left and a 'Future Intelligence Technologies' logo on the right. The main content area is white and features a 'Welcome to Future Intelligence Technologies' message with a 'Manage your business finances efficiently' subtitle and a '+ New Invoice' button. Below this, there are three summary cards: 'Total Revenue' (0.00), 'Total Invoices' (0), and 'Pending Invoices' (0). Each card has a 'View All' link. At the bottom, there's a 'Manage Your Business' section with four columns: 'Invoices' (Create Invoice, Search Invoices, Import Invoices, Integration Logs), 'Customers' (Manage Customers, Add Customer), 'Reports' (Daily Sales Summary, Sales Ledger, Daily Fees Report), and 'Settings' (Devices, Profile Settings, API Keys, General Settings, Lookups, Branches, User Management).

05 Add a new device



From the settings menu, select Devices, then click Add Device.

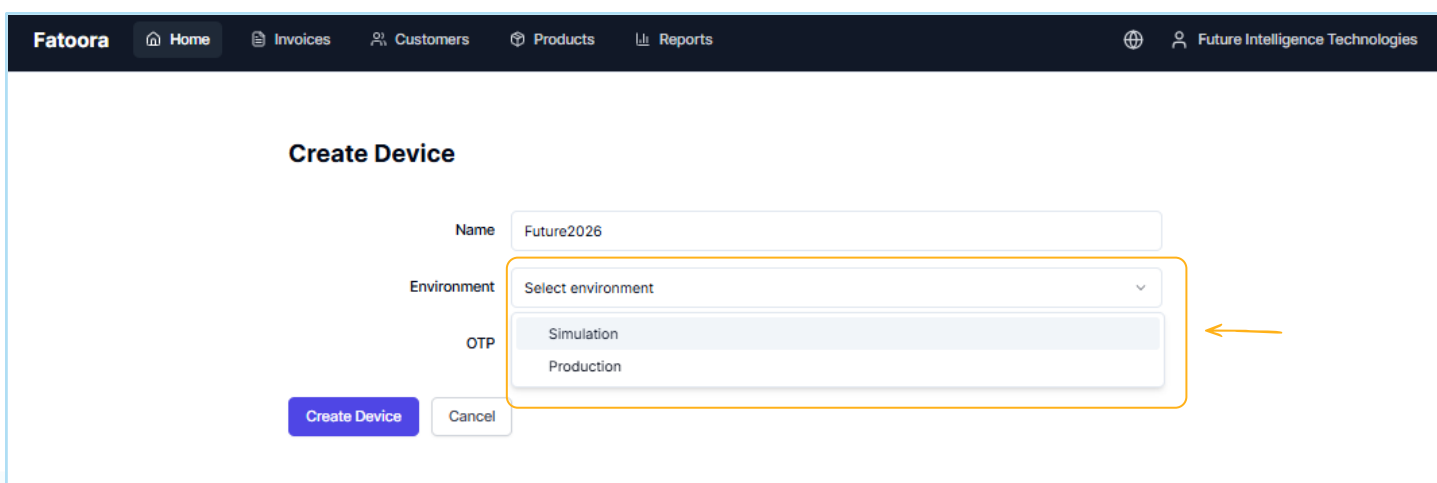
Enter a device name (choose any name you prefer) and select the environment (Simulation or Production).



06 Integration with ZATCA system

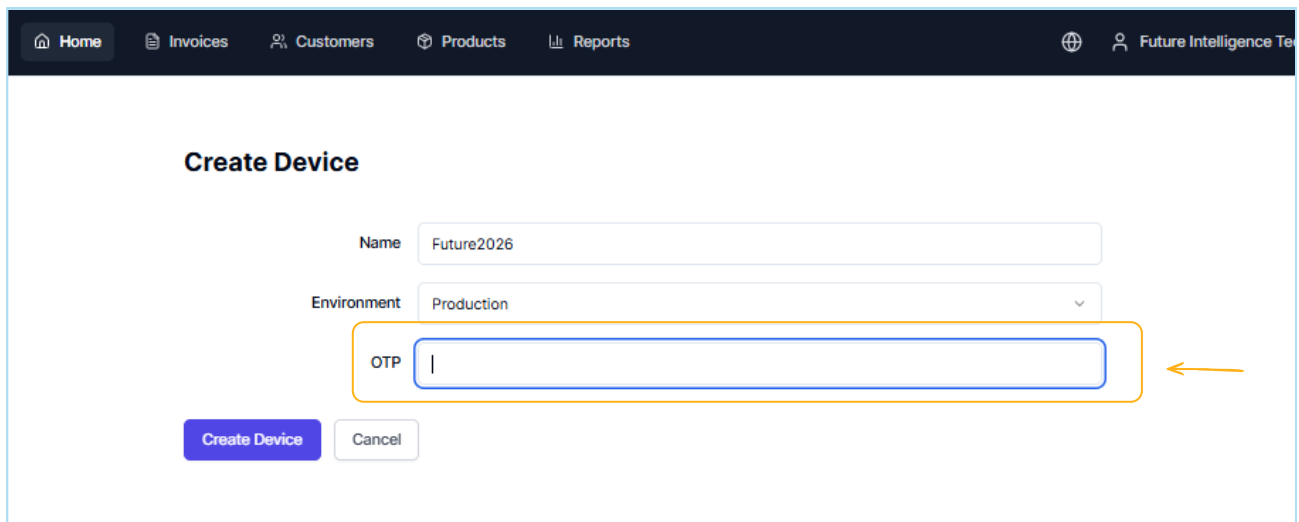


Select the Production environment for actual integration with the Zakat, Tax and Customs Authority (ZATCA)



07 Complete integration using OTP

Enter the verification code (OTP) issued from the ZATCA portal in the designated field, then click Create Device to complete the integration and start issuing e-invoices



Create Device

Name

Environment

OTP

HOW TO RETRIEVE THE VERIFICATION CODE FROM THE ZATCA PORTAL

2 OTPs have been successfully generated (OTP Code is valid for period.Hou)

Device 1	2	5	6	8	3	0	Copy Code
Device 2	8	3	8	2	6	3	Copy Code

Home Export to File

01 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



هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

Welcome to a New Digital ZATCA Experience

العربية

Login [LOGIN TO CUSTOMS](#)

TIN or Email

Password

Forgot Password or Username? Change mobile number

Login

[Important Instructions](#)
Education Journey
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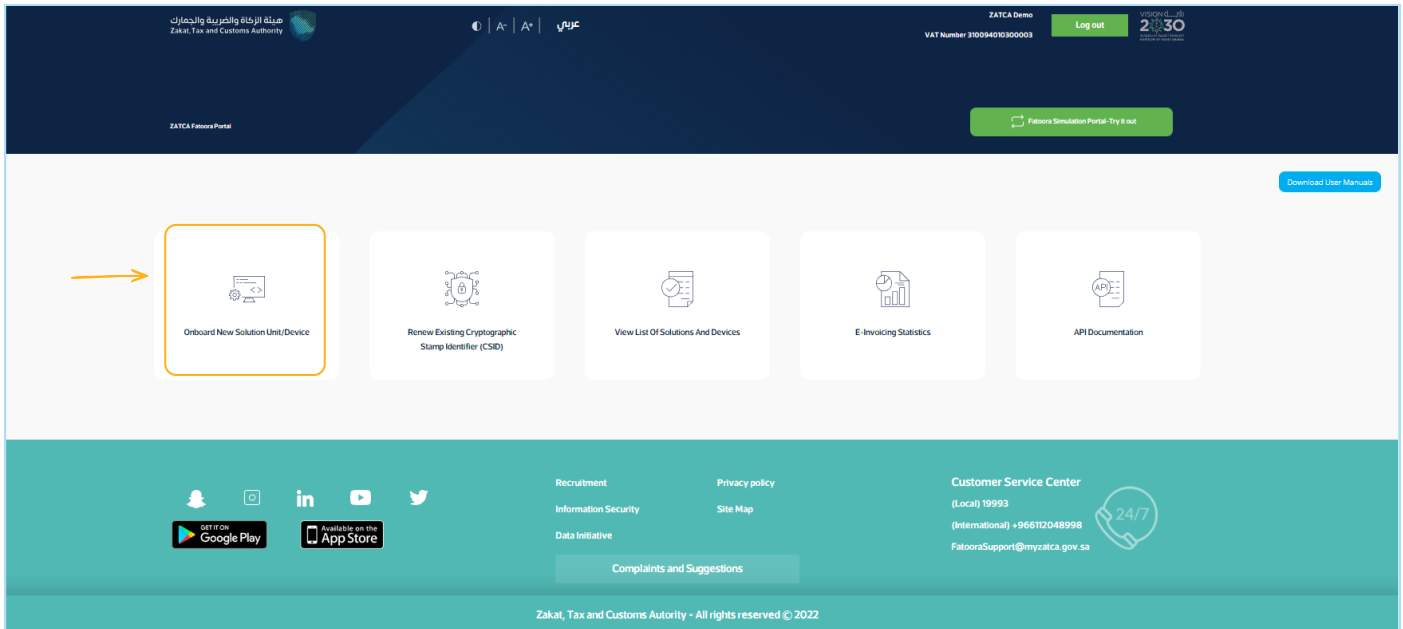
The user can access the portal using his ERAD Credentials:

- TIN or email registered with ZATCA
- Password

02 Onboarding the user's EGS Unit



After accessing Fatoora portal, click on (onboard new solution unit/device)



03 The taxpayer chooses the number of OTP codes to be generated by the authority



ZATCA E-Invoicing Onboarding and Management Portal → Onboard New Solution Unit/Device

Taxpayers onboarding their E-Invoice Generation Solution (EGS) are required to generate OTP Codes for every single EGS or Device in order to complete the Onboarding process. OTP Codes are valid for 1hour from the time of generation. Taxpayers can generate up to 100 OTP Codes in one request.

☐ I am not a robot 

Please enter the number of OTP Codes to be generated (maximum 100)

1-100 OTP

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 (Local) 19993
 (International) +966112048998
info@zatca.gov.sa



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04 Only one OTP password is copied and used to create the device in Step 7



ZATCA Fatoora Portal → Renew Existing Cryptographic Stamp Identifier (CSID)

2 OTPs have been successfully generated (OTP Code is valid for period.Hou)

Device 1	2	5	6	8	3	0	Copy Code
Device 2	8	3	8	2	6	3	Copy Code

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



FUTURE
INTELLIGENCE TECHNOLOGY



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