



GOROUTE CONNECT FOR EXCEL

Getting started on Windows

Send compliant Oman e-invoices from the Excel you already use. Every invoice checked against the Fawtara rules, delivered over Peppol, and reported to the Tax Authority.

Invoices.xlsx					
Home Insert Data GoRoute					
Customer	Description	Qty	Price	Status	GoRoute Invoicing All good. Press Send when you are ready. New invoice sheet Check Send
Al Fahal Trading	Service fee	2	1.800	Sent	
Muscat Retail	E-Invoices	27	0.080	Sent	
Zestyra LLC	Consulting	1	45.000		

Accredited Fawtara provider

Certified Peppol Access Point

PINT OM v1.0.1

goroute.ai/connect-for-excel · support@goroute.ai

Everything you need to send compliant Oman e-invoices from the Excel you already use. Allow about ten minutes for the first invoice; after that it takes under a minute.

You will have received from us: your **GoRoute key**, a long line of text beginning `pk_live_` or `sk_test_`. Keep it somewhere private — anyone with it can send invoices as your business.

Before you start

Excel	2016 or newer. Microsoft 365 or a version you bought outright both work.
Windows	10 or 11
Internet	Needed when you press Check or Send. Typing invoices works offline.

Using **Excel 2013 or older**, or a different spreadsheet program? The add-in cannot run there. Use **GoRoute Excel Upload** instead — <https://goroute.ai/app/import-csv.html> — where you fill in our template and upload it. The checking, sending and tax reporting are identical.

Please close Excel before installing. Excel only looks for new add-ins when it starts.

Step 1 — Install

- 1 Go to <https://goroute.ai/connect-for-excel.html>
- 2 Click **Download for Windows**
- 3 Open the downloaded file, `GoRouteConnectForExcel-Setup.exe`

You will see a warning. This is expected.

Windows shows a blue box saying "**Windows protected your PC**". It appears for any new program Windows has not seen many times before. The file is safe and comes from us.

The way through is easy to miss — the only button says *Don't run*:

- 1 Click **More info** — the small blue link just above that button
- 2 A new button appears: **Run anyway**. Click it
- 3 Windows asks whether to allow changes. Click **Yes** — that is the installer setting Excel up

No "More info" link? Windows has marked the file as downloaded. Close the message, find the file in your **Downloads** folder, **right-click** it, choose **Properties**, tick **Unblock** at the bottom, click **OK**, and open it again.

Blocked by your workplace? Use Excel in your browser instead — see *Alternative* at the end of this guide. It needs nothing installed.

When the installer finishes, Excel opens by itself.

Step 2 — Open GoRoute in Excel

- 1 In Excel, click the **Insert** tab
- 2 Click **My Add-ins**
- 3 In the window that opens, click the **SHARED FOLDER** tab along the top — GoRoute is listed there, not under Store or Personal
- 4 Double-click **GoRoute Connect for Excel**

The GoRoute pane opens on the right, and a **GoRoute** group appears on the **Home** tab.

Do this once and you never repeat it. When you save that workbook, Excel remembers the add-in inside the file. Every time you open that workbook, GoRoute loads by itself. **Keep one workbook — call it *Invoices* — and open that whenever you invoice.** A brand-new blank workbook will not have it, because the add-in is remembered in the file rather than in Excel.

Step 3 — Connect your account

- 1 In the pane, paste your **GoRoute key** into the box
- 2 Click **Connect**

We check the key with GoRoute before saying Connected, so if it is mistyped you find out now rather than at your first send.

Your key is stored on this computer, not inside the spreadsheet. You can email the workbook to your accountant without handing over the ability to issue invoices as your business.

Step 4 — Create your invoice sheet

Click **New invoice sheet**. A sheet called *GoRoute Invoice* is created with the columns below.

Type your first invoice in the row directly below the headings. It already contains today's date, *Invoice*, quantity 1 and VAT 5% so you type less. That row is yours — it is not an example.

Column	Fill in
Customer	Their business name, or <code>Cash customer</code> for a walk-in sale
Customer VAT no	<code>OM</code> followed by 10 digits — only if they are VAT-registered
Customer address	Street. Optional, but see the note below
Customer city	Optional, same note
Customer ID (no VAT)	A TIN or civil ID, only if they are not VAT-registered
Invoice number	Your own number. Must be different for every invoice
Date	Invoice date
Type	Invoice, Credit note, Debit note, Self-billed invoice, Self-billed credit note
Description	What you sold
Qty	How many
Unit price	Price for one, in OMR
VAT	5%, 0% (zero-rated), or Exempt
Line total	Calculates itself — leave it alone
GoRoute status	We fill this in — leave it alone

Two hidden columns, `_id` and `_tx`, are GoRoute's own record-keeping. Leave them be; they are how we match a row to the invoice it became.

About the address. Oman requires a street, city and postcode on every invoice. If you leave them blank, we substitute placeholders so the invoice is still valid — but your customer's real address is better on their tax document. Worth filling in for regular customers.

Step 5 — Selling to a consumer, or to a business

A consumer — a walk-in customer, someone with no VAT number:

Leave **Customer VAT no** and **Customer ID** blank. That is all. GoRoute issues it as an Oman **simplified tax invoice** with the Fawtara QR code your customer can verify, and reports it to the Tax Authority for you.

A VAT-registered business:

Enter their VAT number as **OM** and ten digits. GoRoute issues a full tax invoice and delivers it over the Peppol network into their accounting system, rather than as an email attachment.

Step 6 — Several items on one invoice

Use **the same invoice number** on each row.

Fill in the customer, date and type on the **first row only**. Leave those cells blank on the rows below and they use the same ones.

Customer	Invoice number	Description	Qty	Unit price
Al Fahal Trading	1041	Printer paper	5	2.400
(blank)	1041	Ink cartridge	2	8.500
(blank)	1041	Delivery	1	3.000

That is one invoice with three lines.

If you type a *different* customer against the same invoice number, GoRoute stops and tells you — two customers' goods must not share one tax document.

Step 7 — Check

Click **Check**.

Every invoice is tested against the Oman rules before anything leaves your computer. Problems come back in plain language — for example *"Customer VAT number should be OM followed by 10 digits"* — with the invoice number so you know which row.

Fix them and press Check again. Nothing is sent until everything passes.

Step 8 — Send

Click **Send**.

Each invoice goes to your customer over the Peppol network, and a separate tax report goes to the Oman Tax Authority. The **GoRoute status** cell fills in with **Sent** and the time, and that row locks so it cannot be sent twice.

If some invoices in a batch have a problem, only the good ones are sent. The rest stay on your sheet with the reason, ready to fix and send again.

Step 9 — What happened to it

Click **Refresh status** at any time. The status column updates to one of:

It says	It means
Delivered · reported	Your customer received it and the Tax Authority has it. Done.
Delivered · awaiting the Tax Authority	Your customer has it; the tax report is on its way. Normal — Oman allows 24 hours for consumer sales.
Sending	On its way.
Not delivered	Something went wrong. Sign in at goroute.ai for the detail, or contact support.

Everything is also on your dashboard at <https://goroute.ai/app/>.

Working in Arabic

Click the **ع** button at the top of the pane. The pane and the column headings switch to Arabic and the layout mirrors. Click **EN** to switch back.

A sheet started in one language keeps working in the other, so you can share a workbook with colleagues who use either.

Rules worth knowing

Every invoice needs its own number. Reusing a number is refused, because Oman derives the invoice's official identifier from your VAT number, the invoice number and the date. Two invoices sharing those would claim to be the same document.

A sent row cannot be sent again. If you genuinely need to change an invoice you have already sent, issue a **Credit note** referencing it, exactly as you would on paper.

Type in the table, not below it. To add a row, click the last cell in the table and press **Tab**. A row typed below the table is not part of it and GoRoute cannot see it — it will tell you if that happens.

If something goes wrong

What you see	What to do
No GoRoute in <i>My Add-ins</i> → <i>Shared Folder</i>	Close Excel completely and open it again. Excel only looks for add-ins at startup.
Pane is blank or says it could not start	Close the pane and open it again from Home → GoRoute → Invoicing .
"Nothing to check yet" with a filled row	Your row is below the table rather than inside it. Click the last cell in the table and press Tab to add a proper row.
"That key was not recognised"	Copy the key again from your dashboard — it is easy to miss a character.
"The column headings have changed"	A heading was edited or deleted. Restore it exactly, or press New invoice sheet for a clean one.

Still stuck? Click **Contact support** at the bottom of the pane. It writes an email to support@goroute.ai with your Excel version and the last message already filled in, which saves us both a round of questions.

Removing it

- 1 **Settings** → **Apps** → **Installed apps**
- 2 Find **GoRoute Connect for Excel** and choose **Uninstall**
- 3 Close Excel and open it again

Nothing happens to your invoices. Everything already sent stays on your dashboard and remains filed with the Tax Authority, and your spreadsheets are untouched.

To hide the pane without removing anything, just close it with the ✕.

Alternative: no installation at all

If you cannot install software — a locked-down work computer, for instance — GoRoute runs in Excel in a browser, with no warnings and no installer. A free Microsoft account is enough.

- 1 Download the add-in file from <https://goroute.ai/connect-for-excel.html>
- 2 Open a workbook at <https://excel.office.com>
- 3 **Insert** → **Add-ins** → **Upload My Add-in**, and choose the file
- 4 GoRoute appears on the **Home** tab

Everything else in this guide works the same way.

GoRoute is an accredited Oman Fawtara service provider and a certified Peppol Access Point. ·
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