



Ministry of Finance

Income and Sales Tax Department

**Procedure Manual for Joining the Jordanian National Electronic
Invoicing System**

Procedure Manual for Joining the Jordanian National Electronic Invoicing System

- ❖ You can join the Jordanian National Invoicing System if the taxpayer was a company, establishment or institution as follows:
 - You don't have an invoicing system
 - You have a traditional invoicing system
 - You have a computerized or electronic invoicing system

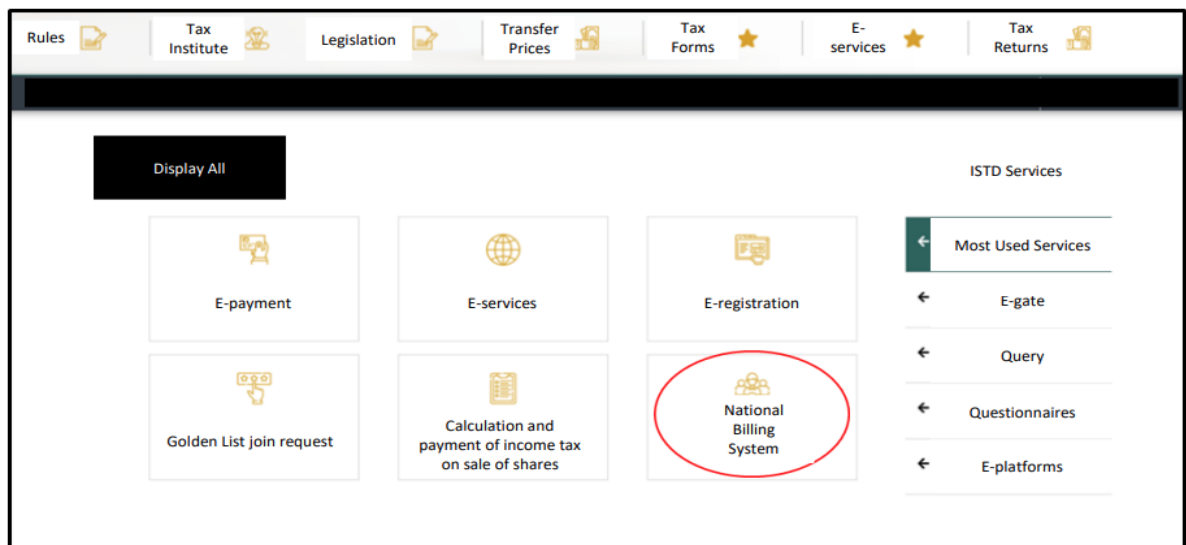
That means, for all companies, establishments and institutions obligated with organizing invoices.

Joining the system by following the following steps:

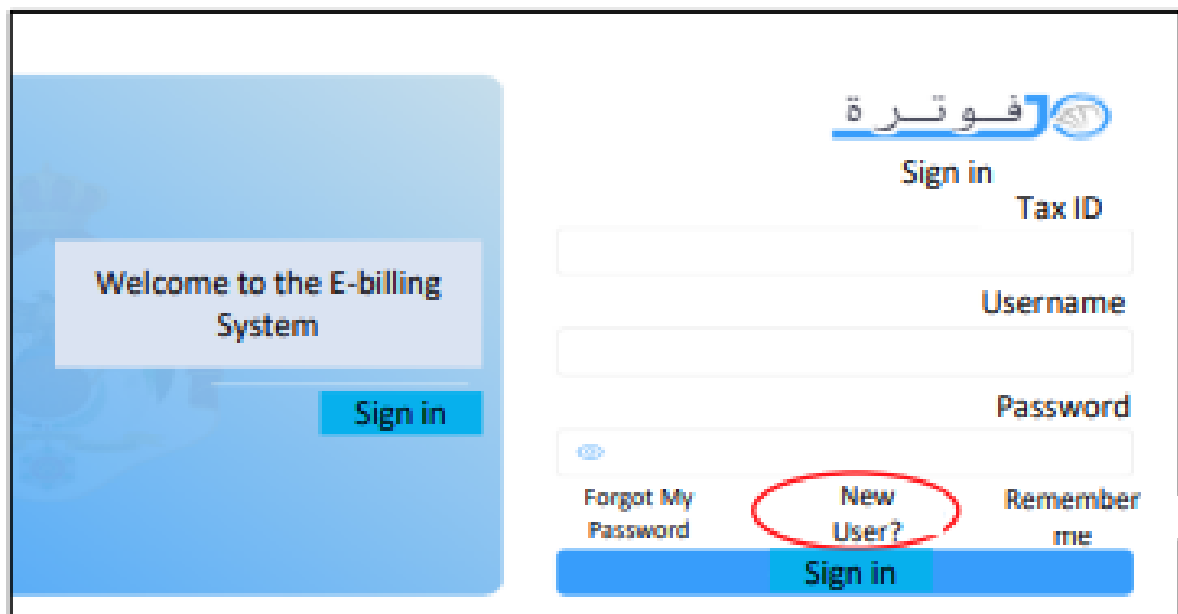
1. Log in to the Income and Sales Tax Department website stated below

<https://www.istd.gov.jo>

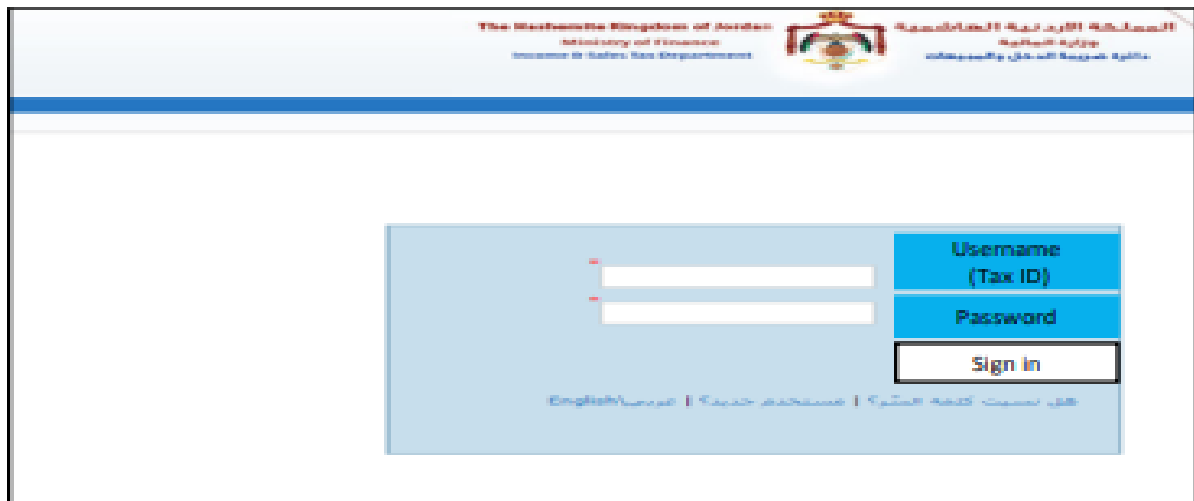
2. Click on the (National Invoicing System) icon.



By Clicking on the National Invoicing System, the following screen will pop out:



3. Click on the (New User) icon at the bottom of the screen, and the following screen will pop out



4. Fill in the tax number, username, and password of the company, establishment, or institution then click on the login button.

A screen will pop out showing all the taxpayer's information, including a new field called (National Invoicing)

5. Click on the (National Invoicing) tab



التاريخ	رقم الطلب	رقم تقديم الطلب	المدينة	معلومات	الفترة	الأسئلة	اسم الخدمة	رقم السجل
24/06/2018	11/06/2018	تحويل	---	---	---	---	التداول على البيانات الشخصية والمالية	2018061000427

6. Enter the code that appears on the screen, then click on the (National Invoicing System) icon at the bottom of the screen

A screen will appear showing your Tax ID

7. Enter the username and password, and then reset your password to confirm.
- ❖ Note: Consider the following in the password:
 - ✓ The total number of characters in the password must be 8 characters.
 - ✓ The password must contain numbers and letters
 - ✓ Characters must not be less than two
 - ✓ One of the characters must be an uppercase letter.

Then click on (create an account) icon at the bottom of the screen.

8. Thus, you have completed all the necessary procedures to join the electronic national invoicing system, and your Home Screen will be as follows:

