

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.

Rules Carlos Tax Legislat	ion Prices	Tax E- Forms 🕈 servic	res 🚖 Tax Returns 🔐
Display All			ISTD Services
1		E9	Most Used Services
E-payment	E-services	E-registration	← E-gate
600	Ĩ		← Query
Golden List join request	Calculation and payment of income tax	National Questionnaires Billing System	Questionnaires
	on sale of shares		 E-platforms

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

	فــو تـــر ة Sign in Tax ID
Welcome to the E-billing System	Username
Sign in	Password Forgot My New Remember Password User? me
	Sign in

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

The Hashensite Haugdom of Ander Ministry of Finance Insume it failes for Department
- Usemame (Tax ID)
Password
Sign in
من سبيت كنمه البلتي؟ [مستخدم حديد؟ [مربعيه] منها

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



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

Electronic Billing System	
8304854	Taxpayer ID
شىركە مساشمە	Taxpayer Type
	Commercial Name
وسط و شرق عمان	Taxpayer Directorate
PAOB PAOB PAOB PAOB PAOB PAOB PAOB PAOB	ادخل الرمز الطاهر: عبد الشفط على زر "تسجيل الدخوا الإنكروني"، سيقوم الطام بنخويك الإنكروني لعايات توريد الفواتين.

A screen will appear showing your Tax ID

	۵ فسوتسرة
	Create Account
	Tax ID
	[8006385]
Welcome to the E-billing	Username
System	Password
	۵
Sign in	Re-enter Password
	۲
	Create Account
	حفر نبية حساب فسيصل الدجول

- 7. Enter the username and password, and then reset your password to confirm.
- ✤ Note: Consider the following in the password:
 - \checkmark The total number of characters in the password must be 8 characters.
 - \checkmark The password must contain numbers and letters
 - \checkmark Characters must not be less than two
 - \checkmark 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:

