



**Ministry of Finance**  
**Income and Sales Tax Department**

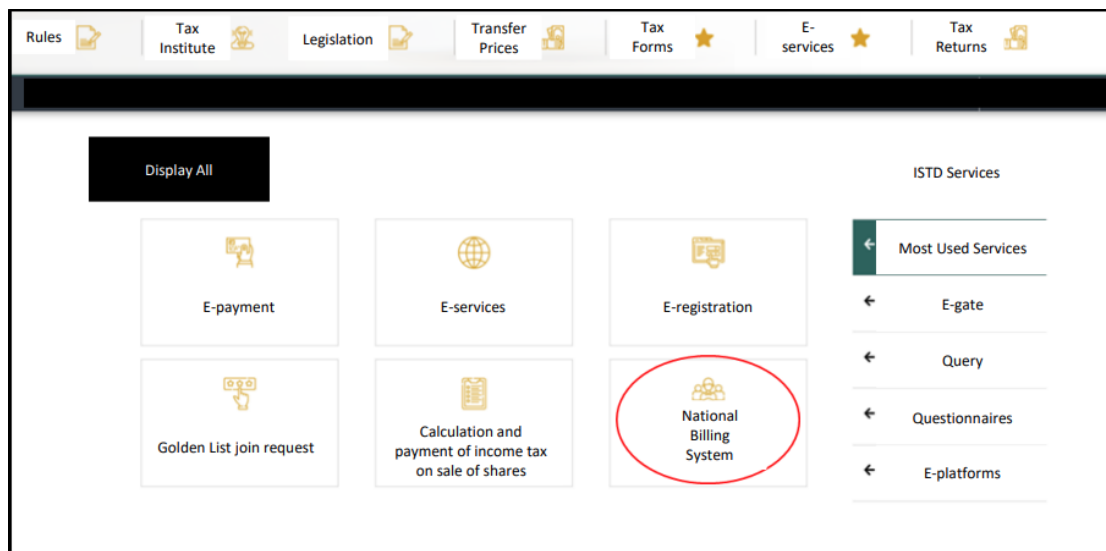
**Procedures Manual**  
**Organizing the invoice in the Jordanian**  
**National Electronic Invoicing System**

A user who works for a company, establishment or institution who has previously joined the national invoicing system organizes electronic invoices by the following procedures:

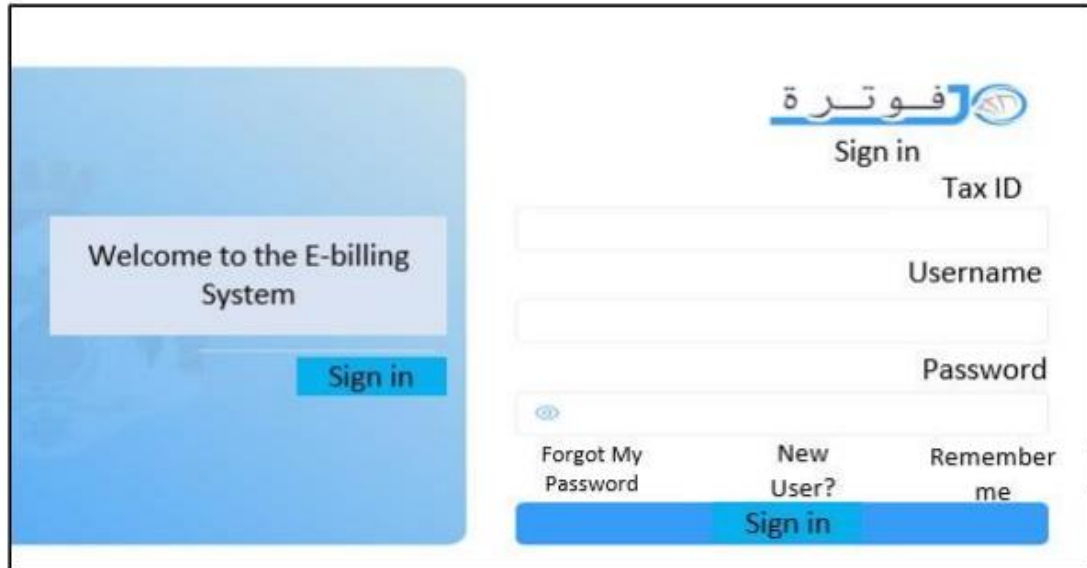
1. Log in to the website of the Income and Sales Tax Department shown below

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

2. Click the (National invoicing (billing) system) icon shown in the picture below.

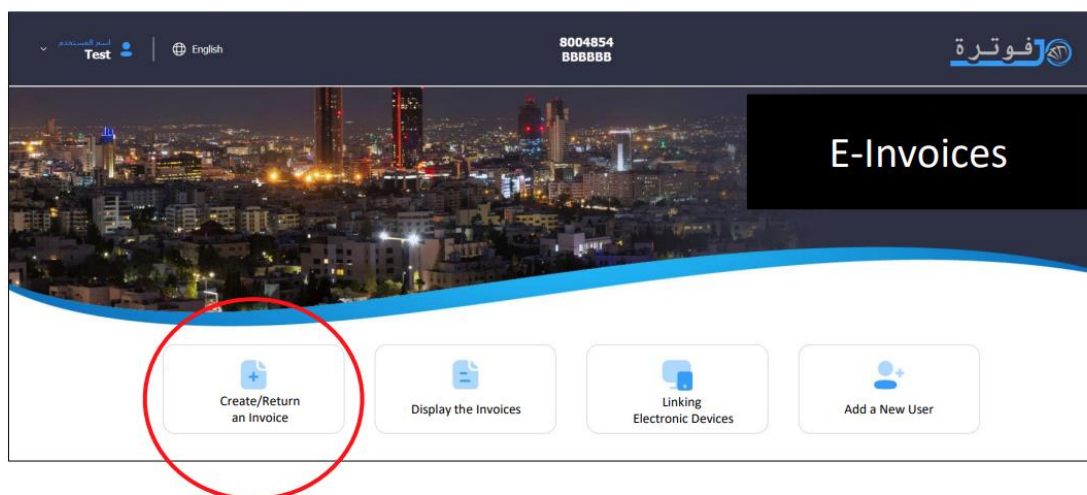


3. By clicking on the (National invoicing System), the following screen pops out:

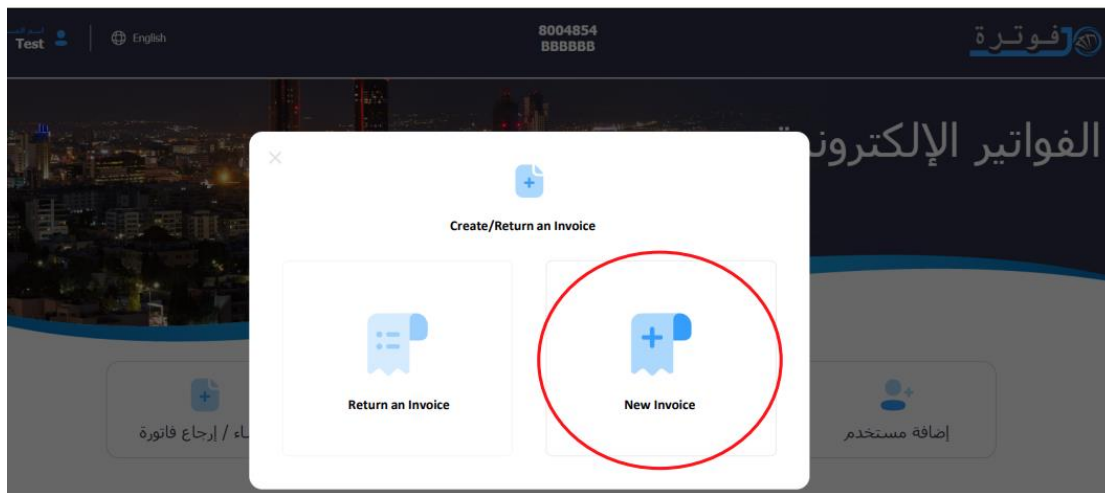


Fill in the tax number, username, and password of the company, establishment, or institution then click on the login button.

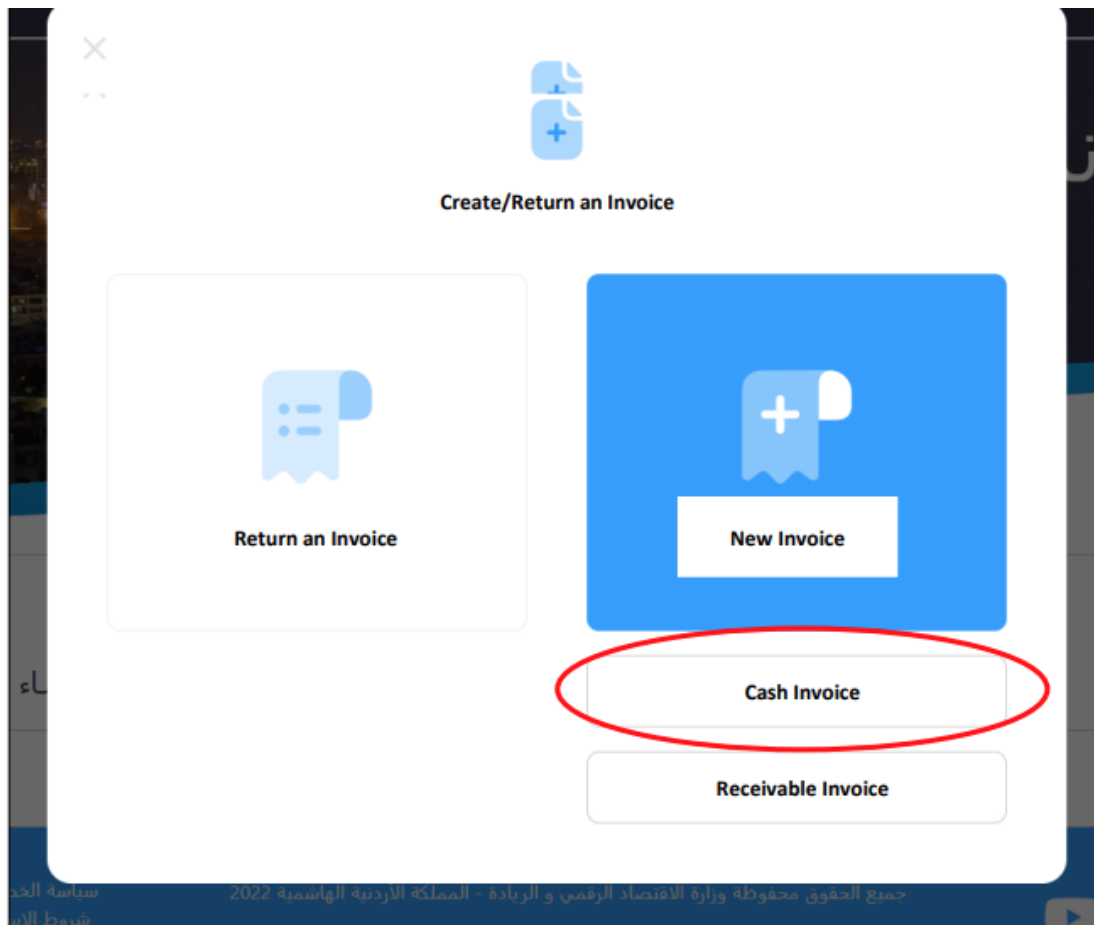
4. Click on the Create/Return Invoice icon as shown in the picture



5. Choose the New Invoice icon as shown in the picture.



6. Choose a cash invoice or receivables, as shown in the picture:



7. Seller information appears automatically, Invoice data is entered as shown in the picture:

After completing the data filling in the above form, click on the Add icon, and this process is repeated for each good or service.

Upon completion of adding all goods and services and verifying all data, click on the Issue icon.

Note: It is not required to enter the purchaser's' data if the invoice value is less than 10,000 dinars.

Product/Service Information

Unit Price (JOD) Qty Product/Service Description Type

GST Percentage Discount (JOD)

16% 0

Add

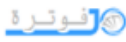
Procedure	Final Total	GST Value (JOD)	GST Percentage	Total After Discount (JOD)	Discount (JOD)	Total Price (JOD)	Unit Price (JOD)	Qty	Product/Service Description
	1148.400	158.400	16 %	990.000	10	1000.000	500.000	2.000	Fridge
	174.000	24.000	16 %	150.000	0	150.000	150.000	1.000	Washing Machine

1,150,000	Total before Discount (JOD)
10,000	Total Discount (JOD)
182,400	Total GST (JOD)
1,322,400	Total after Discount & GST (JOD)

Remarks


Exit Issue

After successfully issuing the invoice, it will appear as shown in the image. It can also be saved on the device or printed out by clicking on the 'Print' icon.



National Billing - Jordan

Income & Sales Tax



**Invoice**

Invoice Date

08/12/2022

No. of E-Invoice

EIN00001

Seller's Invoice No.

	<b>Postal Code</b>	<b>Phone No.</b>	<b>State</b>	<b>Income Source Sequence</b>	<b>Tax ID</b>	<b>Seller Data</b>
	-	799069004	Jordan	9932895	8004854	888888

	<b>Postal Code</b>	<b>Phone No.</b>	<b>State</b>	<b>No. of additional Identifiers</b>	<b>Type of additional Identifiers</b>	<b>Buyer Data</b>
	-	-	-	-	-	Name

Product Information									
Final Total	GST Value (JOD)	GST Percentage	Total After Discount (JOD)	Discount (JOD)	Total Price (JOD)	Unit Price (JOD)	Qty	Product/Service Description	

0.000	Total before Discount (JOD)
0.000	Total Discount (JOD)
0.000	Total GST (JOD)
0.000	Total after Discount & GST (JOD)

Remarks

Exit

Print