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Ministry Of Digital Economy
& Entrepreneurship

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Intended Audience

The intended audience of this document is the end user who will use this platform for their business needs. Before project launch, it will be used as a document that will be enhanced by the stakeholders periodically until it is perfected. It will outline the step-by-step process from the beginning (onboarding) to the end (generate human readable e-invoices).

Platform Overview

The purpose of this platform is to allow end users to generate e-invoices. To accomplish the user must be registered on the Government of Jordan web portal known as ISTD, with a URL istd.gov.jo. That

process is handled by the ISTD authority utilizing their process and due diligence. A section of this user manual may be devoted to that process in the near future.

Upon registering on the ISTD web e-service, it automatically redirects the user to the Registration module on our JoFotara portal. After completing this simple register screen it proceeds to the *login* screen in which the user can login and access the features of our platform.

A central theme to our platform is being able to create users that can also access and benefit the functionality. The Admin (first user) must validate the authenticity of their account by entering their phone number and getting a secret code via OTP. OTP refers to “Over The Top” which is another way of saying *getting an SMS with a code* that can be entered into the OTP screen to validate that the phone number entered is actually belongs to that taxpayer.

Admin (first user) can create sub admins. Sub admins have slightly limited access to features as is outlined later in this manual. The main Admin can activate or deactivate sub admins and perform other administrative tasks.

What begins by a Registration module, then login, then creating sub admins. Once the user who is the Admin registers, they can proceed to login to the portal. This is the onboarding to the e-Invoicing platform. The admin can then proceed to add sub admins, create devices, make new e-invoices, and modify them. Following that, the admin(s) can generate the invoice which come as a human readable format (PDF).

The platform will include a mobile application for Android and iPhone that mainly allows users login and produce e-invoices. The apps are *native*, which is another way of saying they are done in the best format to ensure high performance and best security. The apps will be downloadable from Google Play and Apple App Store, respectively. Technically speaking, the Android app can be downloaded outside Google Play, such as on the ISTD website. iPhone apps can only be downloaded from the App Store.

There are three kinds of invoices that exist on this platform. The type of invoice is dependent the type of taxpayer. The *income tax* taxpayer pays no taxes. The *general tax* taxpayer pays the general tax such as 15% or 16%, and finally the *special tax* has “special tax” field.

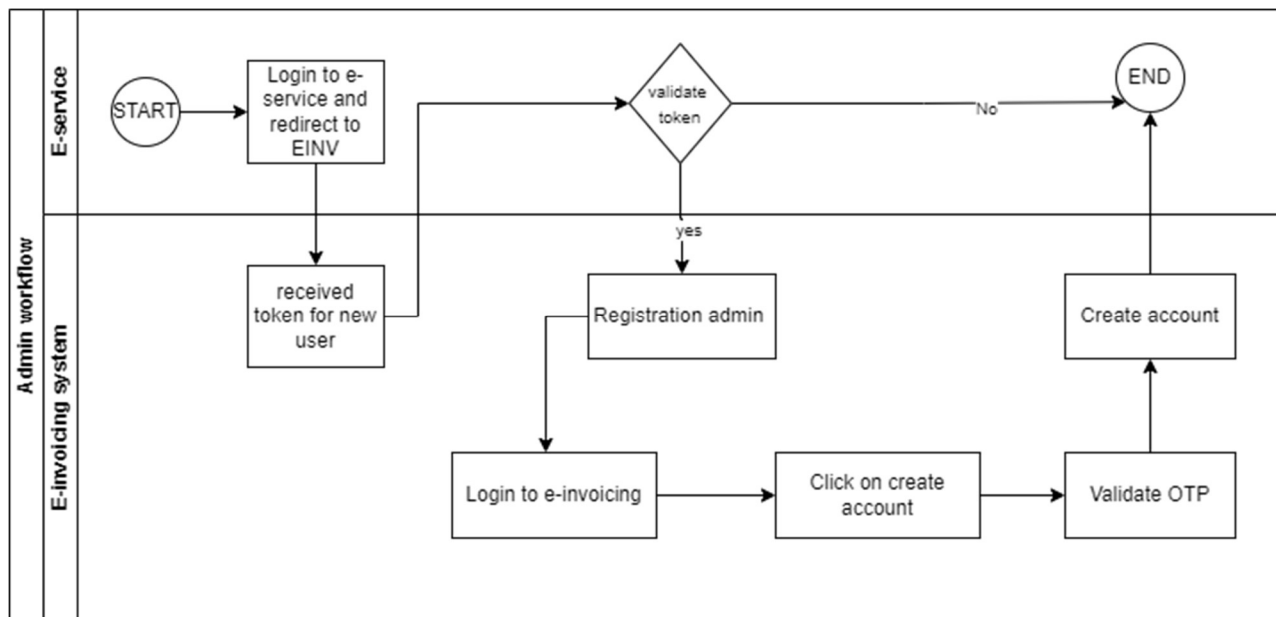
The platform allows for integration via an API (Application Programming Interface), it is a way for different systems to speak together without human intervention. This happens on the platform by creating and using special *devices*. Each device has its properties such as a secret key and current ID. Devices can be disabled and enabled easily.

Validations are done using UBL 2.1 standards. Validations are present to ensure data integrity. For example, it can be a limitation on how long an address can be or the structure of date and time.

This User Manual will highlight the process of creating a General Tax invoice. Special and Income Tax invoices are defined and clear in this document nonetheless.

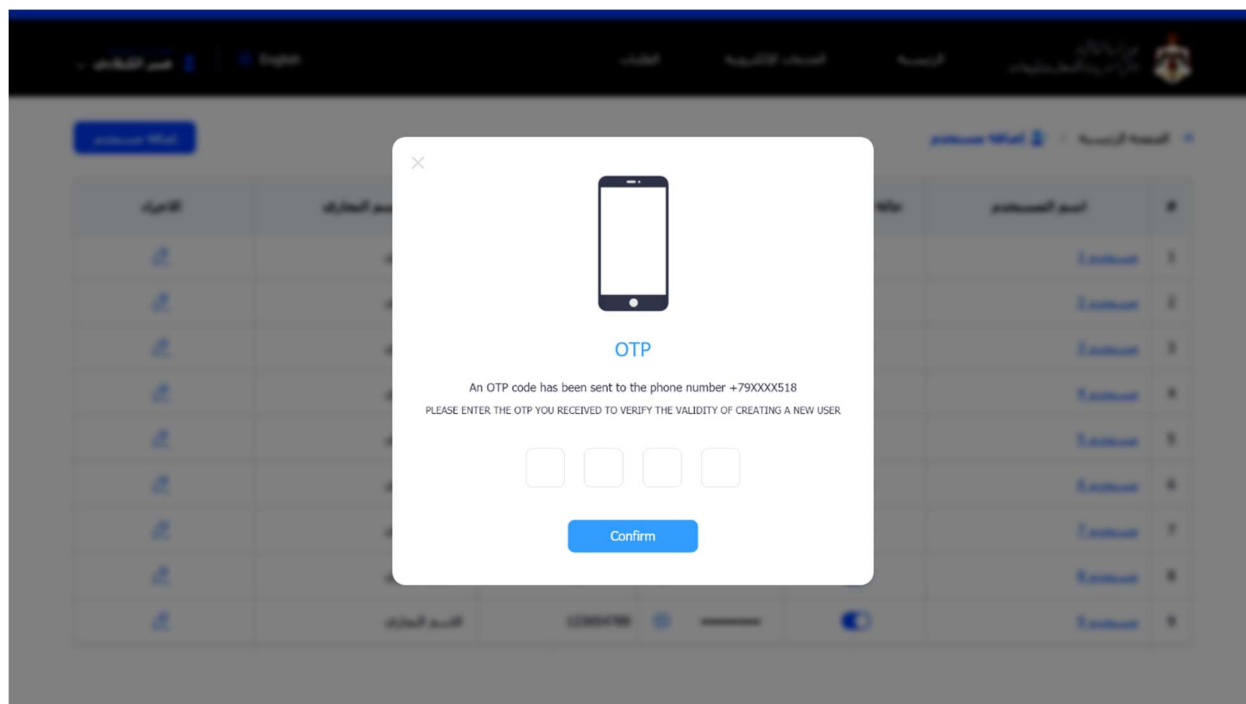
Registration and Login

Flow is below followed by screenshots and step-by-step process to register and to login.



As we can see the conclusion is either an account created or it fails because of a non-valid token.

For the first time Admin (not sub admin), an OTP will be used to verify your phone number. See below how to enter and submit the code received in the SMS.



Register

The process begins by Registration on the ISTD e-service and it redirects to the JoFotara portal. Fill in the required information. The below screen will be translated to English in the next update.

المساعدة الإقساط الخدمات الداخلية بيان الضرائب الفحقات براءة القمّة القطاعات قسم المعلومات الأسعار التحويلية الإقرارات الضريبية أبحاث الشخصية

مساعدة

نظام الفوترة الإلكتروني

888888	اسم المكلف:	8004854	رقم المكلف:
ملف عامل	حالة الملف:	شركة مساهمة	نوع المكلف:
111111111	رقم السجل التجاري:		الاسم التجاري:
		وسط و شرق عمان	مديرية المكلف:

U4LY

XXXX

ادخل الرمز الظاهر:

عند الضغط على زر "تسجيل الدخول" الموضح إلى نظام الفوترة الإلكتروني".
 سيعوم النظام بتحويلك إلى نظام "نظام الفوترة الإلكتروني" لعاباء توريد الفواتر.

نظام الفوترة الإلكتروني

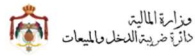
1. To start, you, the taxpayer, must have a valid username and password on e-service system.
2. By accessing the ISTD portal, you can register and add an account
3. All information related to Taxpayer should be returned using API from e-service system
4. Taxpayer can edit selected Taxpayer information
5. Admin can create account/accounts, revoke and can integrate new device (Secret key and Current ID).
6. Admin can be able to add all accounts based on the activity for taxpayer.
7. All accounts should be reference to the same Tax number.
8. The sub admin account should be able to create, revoke and view invoice only.

Information you will need:

Information related to taxpayer (once integrate with e-service)

9. Tax number
10. Name
11. Mobile number
12. Location
13. Income Serial Number
Information needs to add it for an account
14. Username and password
15. Id
16. Name of the user
17. Activities

Registering on the ISTD web portal will redirect the user to the JoFotara web portal to complete the registration. See below:



Sign Up

Taxpayer Number

123456

User Name

User Name

Password

••••••••



Sign Up

Already have an account? [Login](#)

عربي

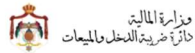
You are welcome in

Electronic Billing

Login

Login

With a Taxpayer Number, a User Name, and a Password ready you can login to the portal. Should you have your password forgotten you can reset it. See below:



Login

Taxpayer Number

123456

User Name

User Name

Password

••••••••

☐ Remember Me

Login

Forgot your password?

Don't you have an account? [Sign up](#)

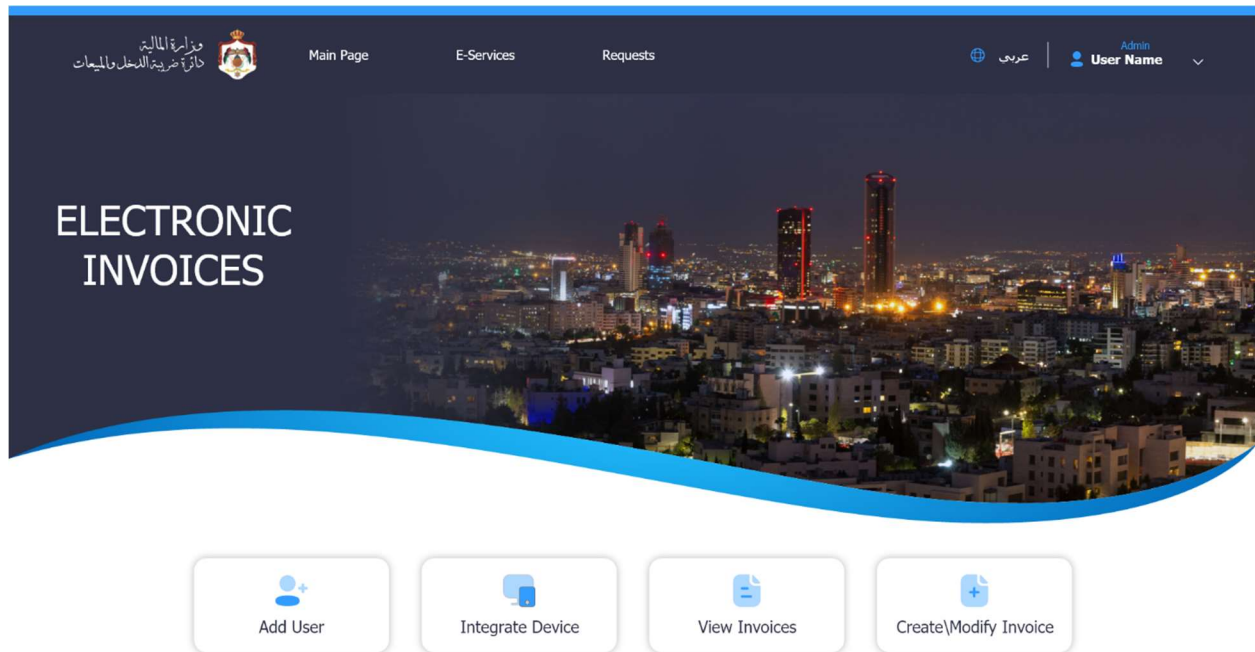
عربي

You are welcome in

Electronic Billing

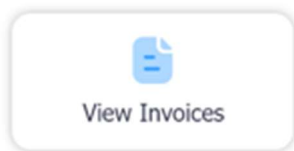
Login

Admin Portal Page

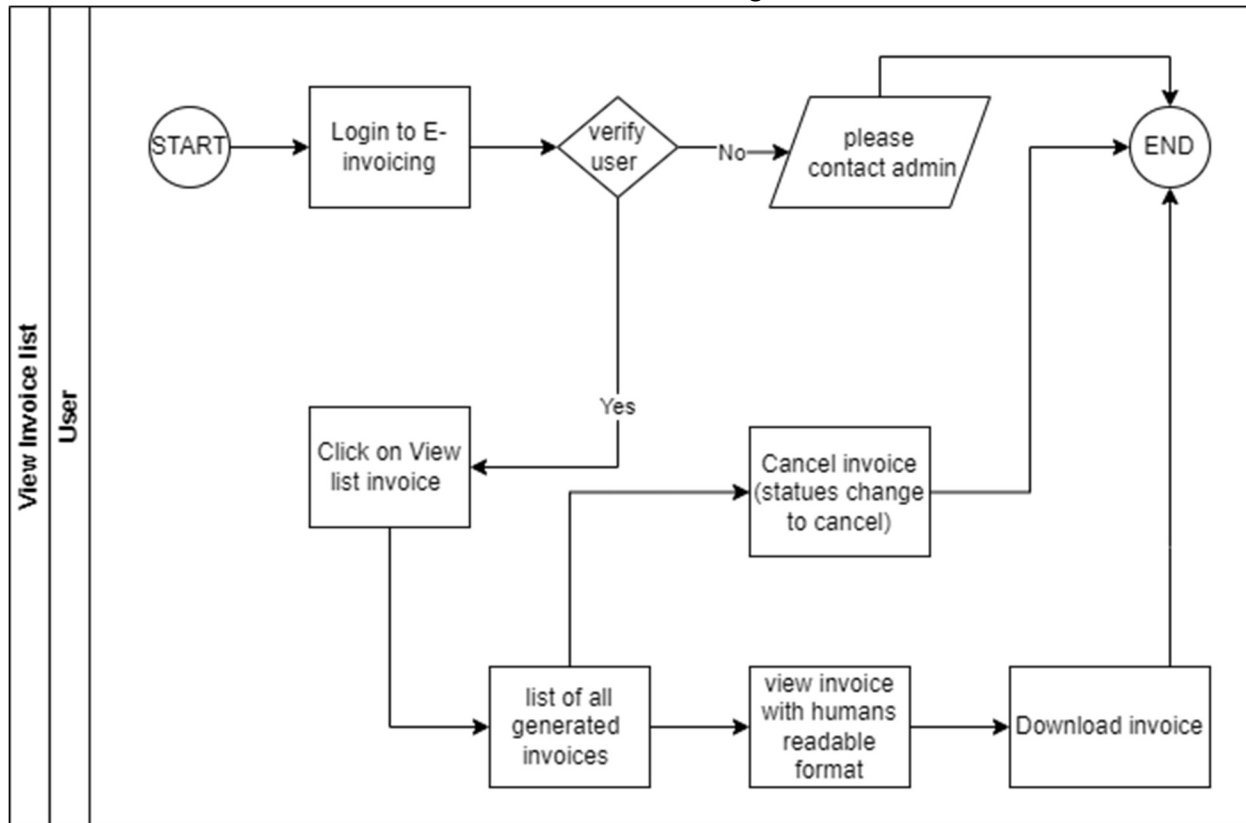


This is the portal for Admins (not sub admins). Let us begin with View Invoices so we can understand what they are, how they are accessed, stored, and downloaded. Then we will look at adding users, integrating devices, and creating/modifying invoices.

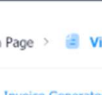
View Invoice List



This is a screen that shows all the invoices that have been created. Below is the flow of how to go from *start to end*. Below chart will be amended to exclude canceling an invoice.



To view the list of invoices that are in your account you must login to JoFotara with a valid account, click on view list of invoices, which will show you the list, as below:


Main Page
E-Services
Requests

Admin User Name

[← Main Page >](#) [View Invoices](#)

Invoice Generated This Year 2	All Generated Invoices 6	All Generated Notes 2	Total 8
---	--	---	---

#	Invoice Type	User Name	Income Serial Number	Type Of Note	Invoice Reference Number	Invoice Date	Amaount	Status	Download
1	Cash	User	123654789	Debit	123456789	10 Apr 2021	55000 JOD	Approved	
2	Receivable	User	123654789	Debit	123456789	10 Apr 2021	55000 JOD	Approved	
3	Cash	User	123654789	Credit	123456789	10 Apr 2021	55000 JOD	Approved	
4	Receivable	User	123654789	Debit	123456789	10 Apr 2021	55000 JOD	Approved	
5	Cash	User	123654789	Credit	123456789	10 Apr 2021	55000 JOD	Approved	
6	Cash	User	123654789	Debit	123456789	10 Apr 2021	55000 JOD	Approved	
7	Receivable	User	123654789	Credit	123456789	10 Apr 2021	55000 JOD	Approved	
8	Receivable	User	123654789	Debit	123456789	10 Apr 2021	55000 JOD	Approved	
9	Cash	User	123654789	Credit	123456789	10 Apr 2021	55000 JOD	Approved	
10	Receivable	User	123654789	Debit	123456789	10 Apr 2021	55000 JOD	Approved	

[< Page 1 of 5 >](#)

Invoice Generated Successfully

E-Invoice Date

10/1/2022

E-Invoice number

EIN-00001

Company invoice number

EIN-3885



Seller Identification

Seller name

Sara Mohammad Yaghmour

Taxpayer number

25364765

Income serial number

53625345

Country

Jordan

Phone number

00962781051162

Postal code

11196

Buyer Identification

Buyer name

Mohammad Ahmad Mohammad

Additional buyer ID type

National Id

Additional buyer ID number

53625345

Province

Amman

Phone number

00962781051162

Postal code

11196

Line Item

Goods or service description	Quantity	Unit price (JOD)	Amount	Discount amount	Total amount	Special tax value	General tax rate	General tax values	Total after tax
Watch	2	8	16	1	15	2	16 %	2.72	19.72

Total invoice value (exclude general tax)	17.5 JOD
Total discount	1 JOD
Total amount of the general tax	2.64 JOD
Total invoice	19.4 JOD

Notes

Example of notes

Print

Exit

The invoice can be printed as well as seen above. The platform also offers a robust searching feature. You can enter a keyword into the text box near the search icon, or you can click the filter icon which will

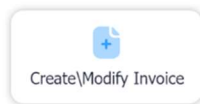
show the popup below:

The screenshot shows a 'Search Options' modal window overlaid on a blurred background of a financial application. The modal has a title bar with a close button. It contains several search filters arranged in two columns:

- Invoice Type:** A dropdown menu with 'Invoice Type' selected.
- Type of Note:** A dropdown menu with 'Type of note' selected.
- Date:** Two date pickers labeled 'From' and 'To'.
- Income Serial Number:** A dropdown menu with 'Income Serial Number' selected.
- Invoice Status:** A dropdown menu with 'Invoice Status' selected.
- Invoice Editor:** A dropdown menu with 'Invoice Editor' selected.

At the bottom right of the modal are two buttons: 'Search' (in blue) and 'Cancel' (in white with a blue border). The background application is in Arabic, with a header bar and a table of data visible.

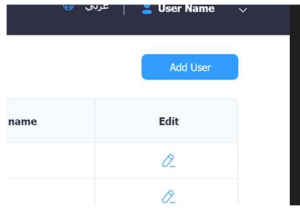
Edit Invoices



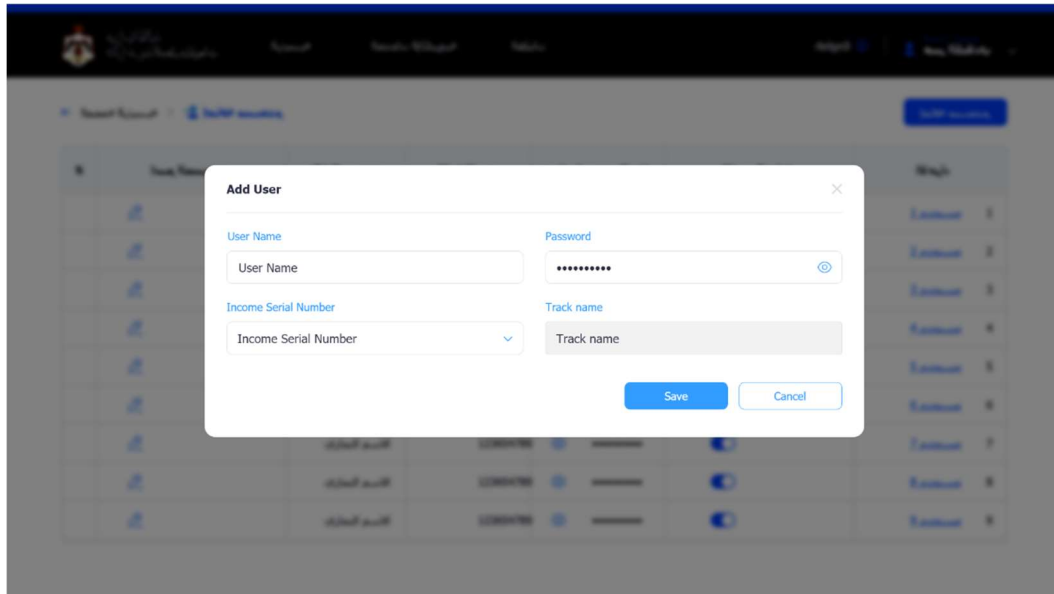
By entering into the Create\Modify Invoices screen you are able to modify financial fields. New invoices will be covered later as we create General Tax invoices.

Generate Exit

To create a new user, click the respective button above (on the main landing page) which will take you to the following screen. At the top right, click the “Add User” button as per the picture below.

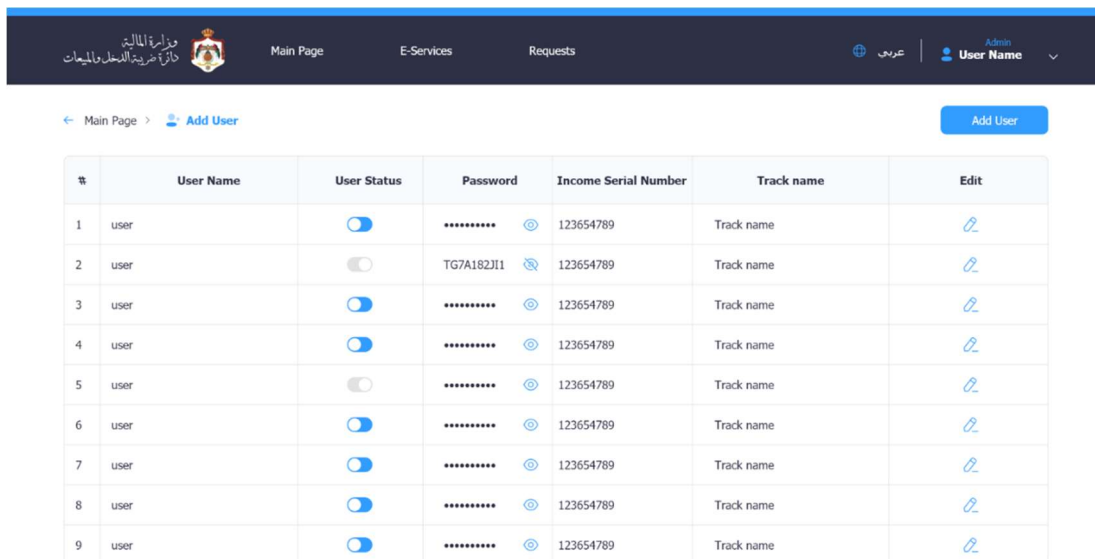


While there enter the below required information. Then click Save.

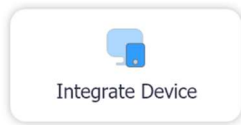


User Information

A list of users is provided as an Admin page to handle everything related to creating, disabling, and modifying users.

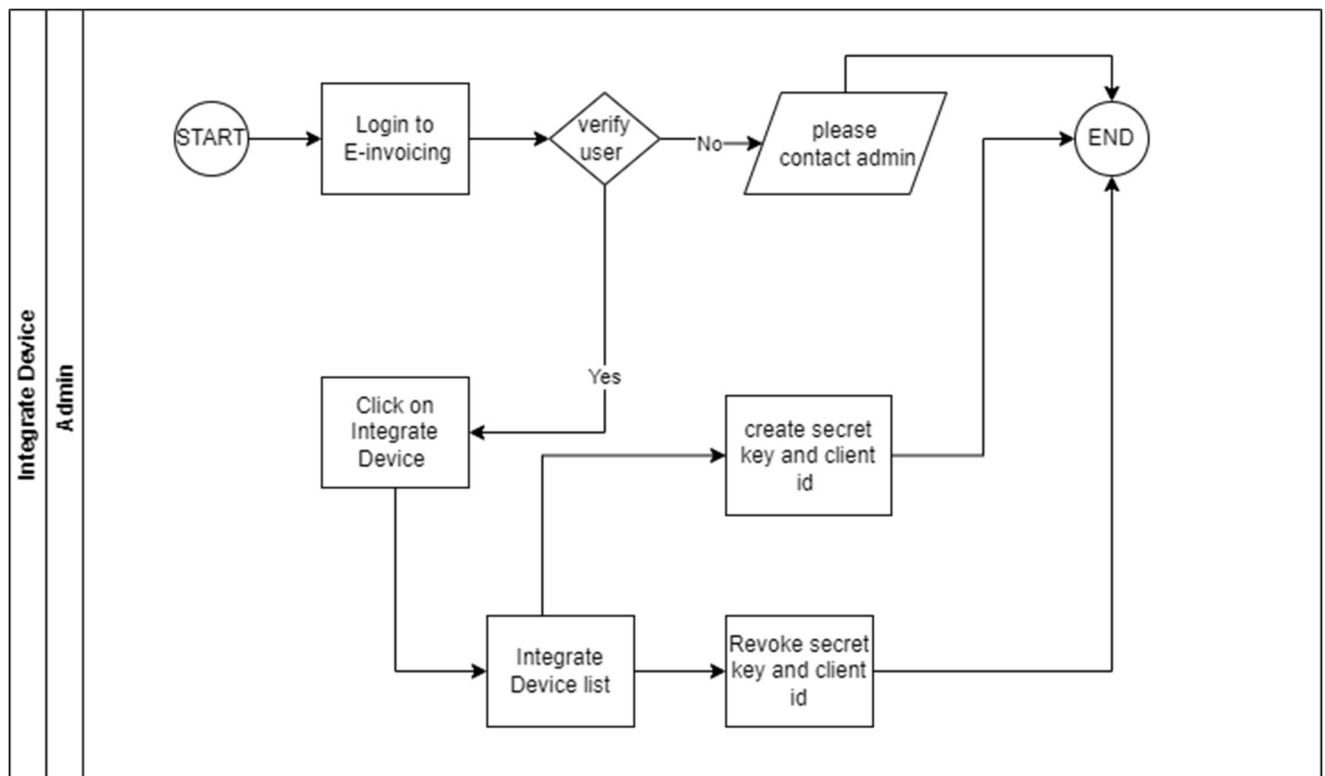


Integrate Device



This feature is for allowing the platform to be integrated with the Taxpayers and their tax department using an API. The term API refers to a way of connecting a platform with another platform using technology itself, that is, without manual work of humans. The API is for authentication, and creates a *secret key* and *client id*. It can also be used to disable a device using their *secret key* and *client id*.

Flow below:



As we can see the result is either to *disable* a secret key and client id OR to *create* a secret key and client id.

Steps to the device integration feature:

1. Click on Integrate device from e-invoicing portal
 - a. Create secret key and ID
2. List includes all generated secret key and IDs.

Note:

- Only Admins can create secret keys and IDs.
- Admin can create more than one secret key and current id (each sub admin have secret key and current id)
- Taxpayers use secret key and current id for authorization while using API
- Taxpayer will integrate with API to send invoice and validate it
- Taxpayer can disable any of secret key and current id from list

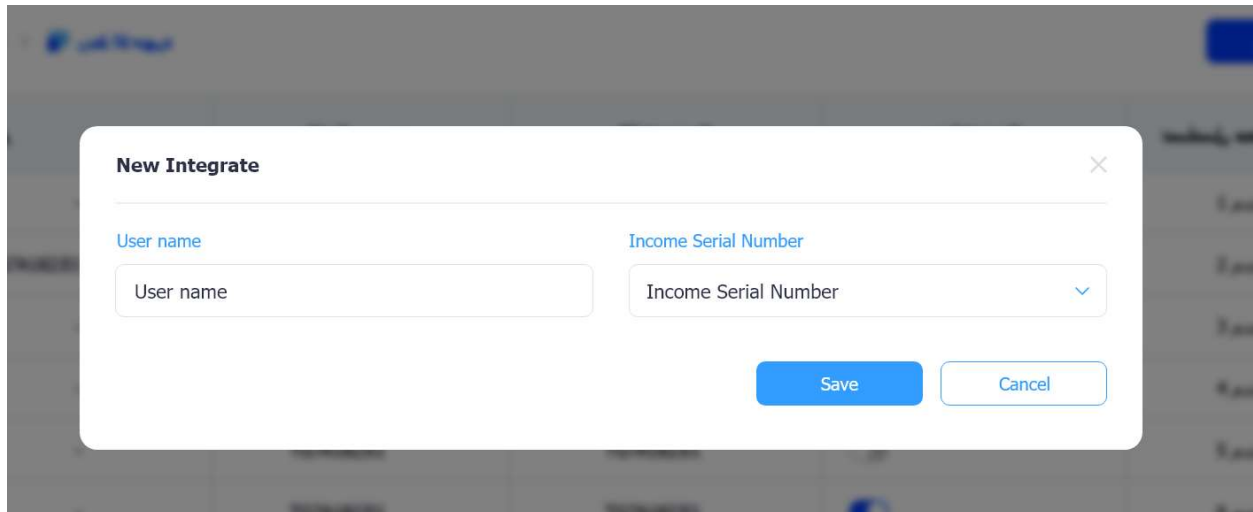
List of Devices

View list of devices. It shows Current ID and Secret Key as well disable/enable switch:

 وزارة المالية دائرة خريصة الدخل والمبيعات Main Page E-Services Requests عربي Admin User Name					
Main Page > Integrate Device New Integrate					
#	User Name	User Status	Current ID	Secret key	Income Serial Number
1	User	☒	TG7A182JI1	TG7A182JI1	-
2	User	☐	TG7A182JI1	TG7A182JI1	TG7A182JI1
3	User	☒	TG7A182JI1	TG7A182JI1	-
4	User	☒	TG7A182JI1	TG7A182JI1	-
5	User	☐	TG7A182JI1	TG7A182JI1	-
6	User	☒	TG7A182JI1	TG7A182JI1	-
7	User	☒	TG7A182JI1	TG7A182JI1	-
8	User	☒	TG7A182JI1	TG7A182JI1	-
9	User	☒	TG7A182JI1	TG7A182JI1	-

Create a device

To create a new device, click on the “New Integrate” button at the top-right corner of the Integrate Device list. It requests the user name and Income Serial Number.



New Integrate ×

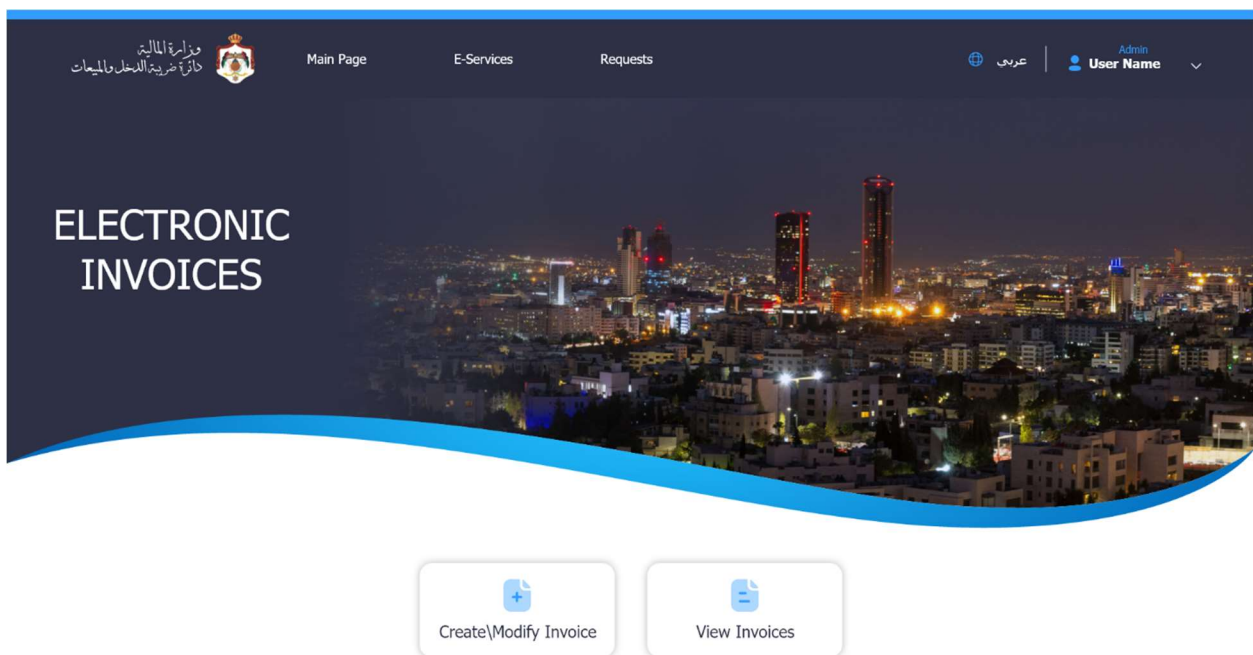
User name Income Serial Number

User name Income Serial Number ▼

Save Cancel

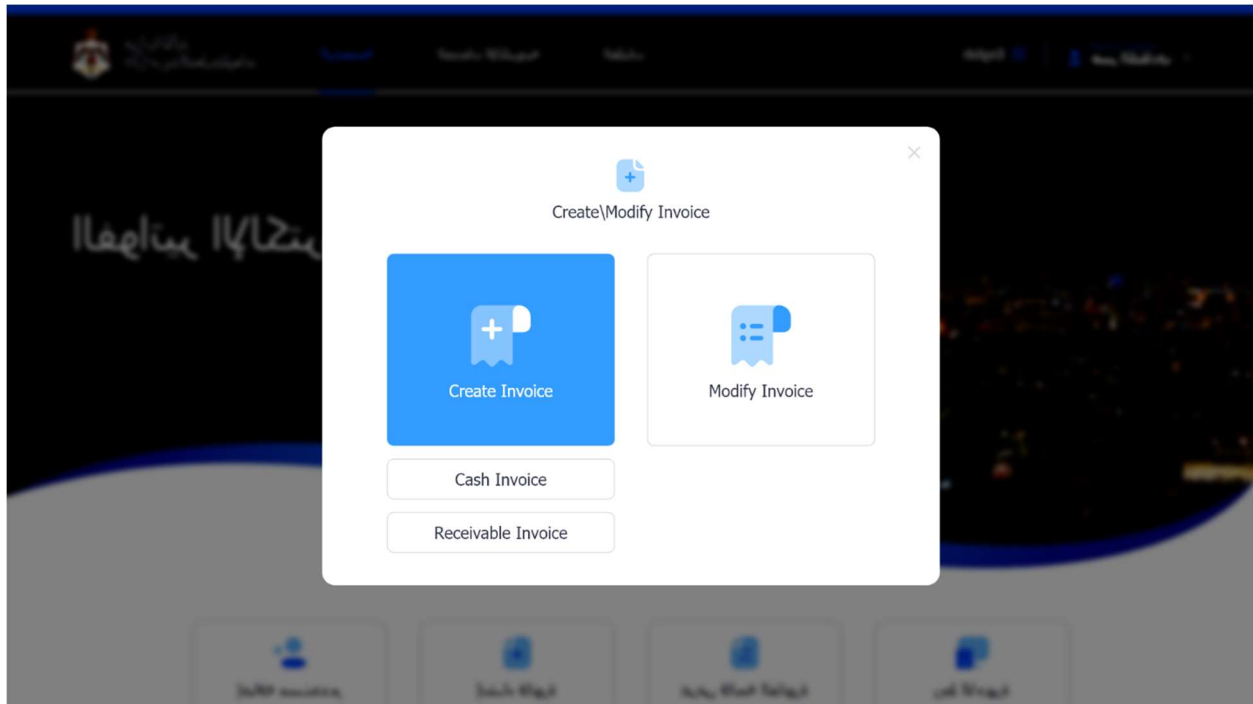
Sub Admin – Portal

They have only two features of the platform that they can utilize. They are:



Like the Admin, a sub admin user can create or modify an Invoice or view Invoices. They do not have access to devices or administrative tasks like managing users.

Choose type of invoice



Different users will have a custom invoice screen. These different invoices have some different fields to be entered.

There are three types of invoices

1. Income Tax
2. General Tax
3. Special Tax

The differences between the three invoices

For General Tax:

- Has all fields
- Drop down list to choose the tax
 - o Does calculations related to tax
- Such as 15% or 16%

For Special:

- Adds to general: has field "Special Tax value"

For Income Tax: 2 things:

- No tax charge
- Does not have an *income serial number* (drop down list)
- No taxes in the calculation

All invoices have six sections:

- Invoice Information (including Date of invoice)
- Seller Information (name, tax number, etc)
- Buyer Information (name, postal code, etc)
- Line Items (product name, price, discount, tax, etc)
- Total breakdown (tax, discount)
- Notes (anything that should be mentioned)

General Tax

General Tax has all the fields. Choose invoice type. Below is a tiny image to take a quick glance and below we will go into more detail.

INVOICE

Invoice Date: 10/1/2022 Invoice Number: EIN-00001 Invoice Serial Number: EIN-3885

Seller Information

Seller Name: John Michaelson Engineering Seller Tax Number: 123456789 Seller Address: 12345 Main St, Suite 100, New York, NY 10001 Seller Phone: (212) 555-1234 Seller Email: info@jme.com

Buyer Information

Buyer Name: Michaelson Group International Buyer Tax Number: 987654321 Buyer Address: 45678 Main St, Suite 200, New York, NY 10001 Buyer Phone: (212) 555-5678 Buyer Email: info@mg.com

Line Items

Line Item	Quantity	Unit Price	Total Price	Discount	Tax	Total Tax
Item 1	2	50	100	0	0%	0
Item 2	1	100	100	0	0%	0
Totals			200	0	0%	0

Totals

Grand Total: 100.000 Total Discount: 0.000 Total Tax: 0.000

Seller Information is automatically entered into the form. This is because the seller's information is already saved when they registered onto the JoFotara platform. Invoice Issue date is defaulted to today's date but can be changed to a previous date.

Invoice Information

Company invoice number

EIN-3885

E-Invoice number

EIN-00001

* Invoice issue date

25/09/2022



Seller Identification

Seller name

Sara Mohammad Ahmad Yaghmour

Taxpayer number

25364765

Income serial number

53625345

▼

Country

Jordan

Phone number

00962781051162

Postal code

11196

The below are mandatory fields (data entry information), they are marked by an asterisks (*):

* Invoice issue date

25/09/2022



Line Item

*Type	*Good or service description	*Quantity	* Unit price (JOD)	Discount amount	*General tax rate
Good/Service ▼	Car	2	8	1	8% ▼

Add

Buyer information is entered each time but is not required for cash. It is required for receivable:

Buyer Identification

Buyer name

Fadi Ahmad Rami Naseer

Additional buyer ID type

National Id ▼

Additional buyer ID number

9964543370

Province

Amman ▼

Phone number

00962781051162

Postal code

11183

Line Items are the Goods or Services that are being purchased. The type specifies if it normal vs. a service allowance. Then there is a description of the item. Followed by that is the quantity and the Unit price in JOD. A discount amount is optional. Finally, a General tax rate can be selected from hard-coded values in the drop down list.

If the Line type is Service allowance then you fill in just two values: Amount and General tax rate.

Line Item

*Type	*Amount	*General tax rate
Service allowance	1.5	16 %

Add

When the line item is ready, click the *Add* button below. This will add the item to the table below it. You can add many items (is there a limit) in a single invoice. At the bottom of the screen are the total values breakdown incorporating tax, discount, and the *Total Invoice* amount in JOD.

Line Item

*Type	*Good or service description	*Quantity	*Unit price (JOD)	Discount amount	*General tax rate
Good/Service	Car	2	8	1	8%

Add

#	Goods or service description	Quantity	Unit price (JOD)	Amount	Discount amount	Total amount	General tax rate	General tax values	Total after tax	
1	Watch	2	8	16	1	15	16%	2.4	17.4	 

Total invoice value (exclude general tax)	16 JOD
Total discount	1 JOD
Total amount of the general tax	2.4 JOD
Total invoice	17.4 JOD

Special Invoice

Adds to general: Special Tax Value

Buyer Identification

* Buyer name	*Additional buyer ID type	*Additional buyer ID number
Fadi Ahmad Rami Naseer	National Id	9964543370
* Province	* Phone number	*Postal code
Amman	00962781051162	11183

LINE ITEM

* Good or service description	* Quantity	* Unit price (JOD)	Discount amount	* Special tax value	* General tax rate
Car	2	8	1		8 %

Add

Income Tax

- Does not have an *income serial number* (drop down list)
- No taxes in the calculation

References

This User Manual has been prepared for taxpayers to benefit from a streamlined digitized platform that allows the users to benefit from top tier software technology utilizing Cloud, as well as Native Smartphone apps. It uses secure end-to-end communication and the best in industry standards.