

# Taxpayer's Manual

Navigating the NRSMB e-Invoice Portal —  
a step-by-step guide for taxpayers

**Version 0.2**

Enablement & Onboarding

# Getting Started

Before you begin, check that your device meets the basic requirements. The portal works on both web and mobile.

## FOR WEB APPLICATION USERS

### Supported browsers

Use the latest version of Microsoft Edge, Mozilla Firefox, Google Chrome or Safari.

### Stable internet connection

A reliable connection is essential for seamless interaction with the platform.

## FOR MOBILE APPLICATION USERS

### Supported operating systems

Your device must be running Android or iOS.

### Stable internet connection

As with the web application, a stable connection is key to uninterrupted use.

#### NOTE

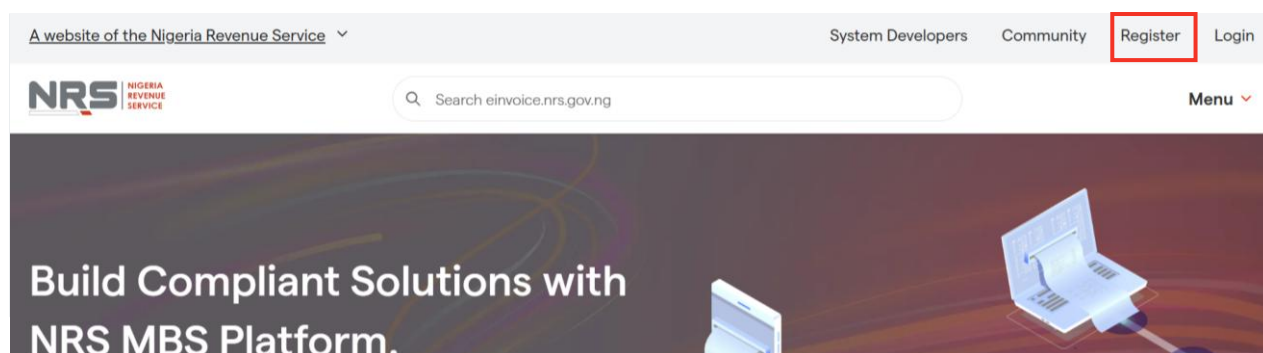
*Keep your browser updated. Older versions may not render correctly.*

# Enable Your Business for e-Invoicing

Enrolment takes about five minutes. You will need your TIN or Tax ID and access to the email address registered against it.

## 1 Open the portal and find enablement

- Visit [einvoice.nrs.gov.ng](http://einvoice.nrs.gov.ng) and open the "Businesses" menu.
- Click "Register" at the top right corner.



## 2 Select Taxpayer as Registration Type & Complete the enablement form

- Fill in every required field. All information collected is used to profile your business.
- Click "Submit data" to enable your account for e-Invoicing.

Tax ID \*

Enter Tax ID

Industry \*

Select option

Search categories... (minimum of 2 characters)

What ERP solution does your business use? \*

Select ERP solution

Select reporting method ⓘ

Select reporting method

Aggregate Turnover Details (in the preceding financial year) \*

Select aggregate turnover

Do you need Peppol enabled for cross border invoice exchange? (Optional) ⓘ

Select option

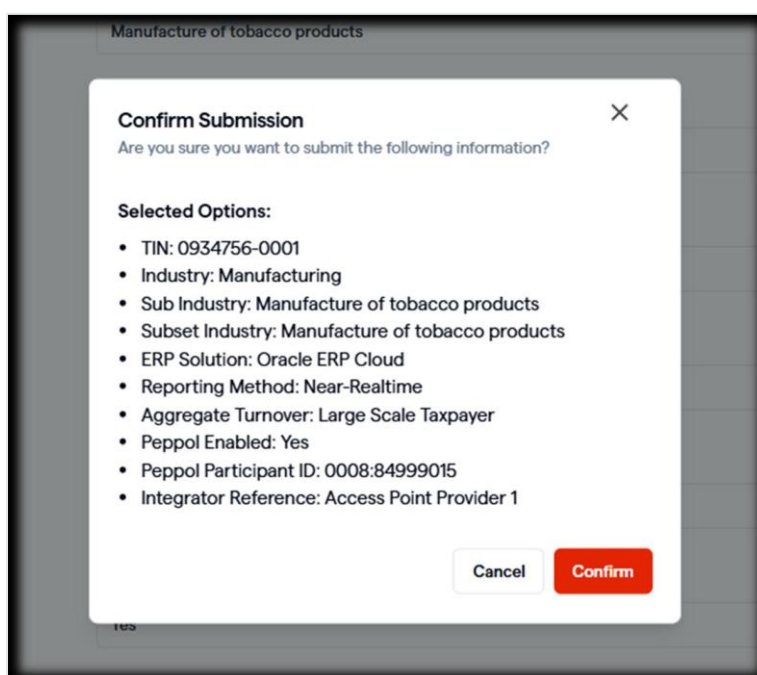
Submit data

## Confirm Your Submission

Review everything before you confirm — the TIN cannot be changed afterwards.

### Check the summary, then confirm

- ▀ The pop-up lists every value you selected.
- ▀ Click "Confirm" to submit, or "Cancel" to go back and edit.



#### NOTE

*Every field other than the TIN or Tax ID can be changed later on the portal.*

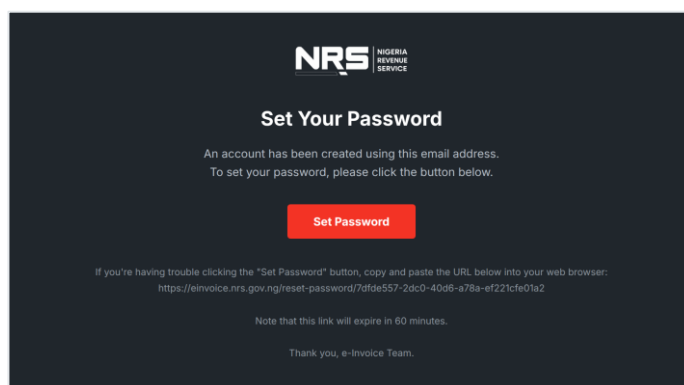
*The PEPPOL field applies to organisations involved in cross-border transactions. Select 'Yes' if you plan to use the PEPPOL network for invoice interchange; otherwise, choose 'No'.*

# Set Your Password

A notification is sent to the email address attached to your TIN.

## 3 Open the email and set your password

- Click "Set Password" to create the password for your e-Invoicing account.
- The link expires 60 minutes after it is sent.



On the resulting page, enter and confirm your new password. It must meet every requirement listed, then click "Create password".

### Create password

Enter your new password

Password

Confirm Password

- ☐ Password must be at least 8 characters
- ☐ Password must contain an uppercase letter
- ☐ Password must contain a lowercase letter
- ☐ Password must contain a number
- ☐ Password must contain a special character
- ☐ Password must be the same with confirm password

Create password

## Log In to the Portal

Use your new password and the email address already registered against your TIN.

### 4 Sign in to your e-Invoicing portal

- Enter your registered email address and the password you just created.
- Click "Login" to access your portal.

#### Login to e-invoice portal

Email

Password

Login



#### NOTE

*If the password is rejected, use "Forgot password" on the login screen rather than re-running enablement — your TIN/TAX ID is already enabled.*

# Enablement Complete

A confirmation notification lands in your portal.

## 5 Complete Integration and Enable Two-Factor Authentication

- Navigate & General Information to complete your account information
- Scroll down the page and activate Two-Factor Authentication as well as enforce IP whitelisting where applicable

Overview
Signed Invoices 134
My Account
Notifications 88
TEST MODE ☐

Two factor authentication

Enable

Enabling two-factor authentication makes your account more secure by requiring a one-time code along with your password.

IP Whitelisting

☐ Enforce IP whitelisting
[Whitelist an address](#)

Add approved IP addresses to restrict access to your account

IP addresses

### NOTE

*This notification is not triggered yet. It will be activated when the system goes live.*

*You can change your Access Point Provider at any time — a link like the one above is sent so you can complete the new integration.*

*You can integrate with more than one Access Point Provider, which lets you switch between them at will.*

# Manage Access Point Providers

Your Access Point Provider helps exchange invoices between you and your trading partners. You can hold several and switch between them.

## 1 Logging to your portal

After logging in, click "My Account", then "Access Point".

## 2 Review your providers and set a default

Scan the list of Access Point Providers and check their status.

Toggle the "Default" switch on your preferred provider. You can change this at any time.

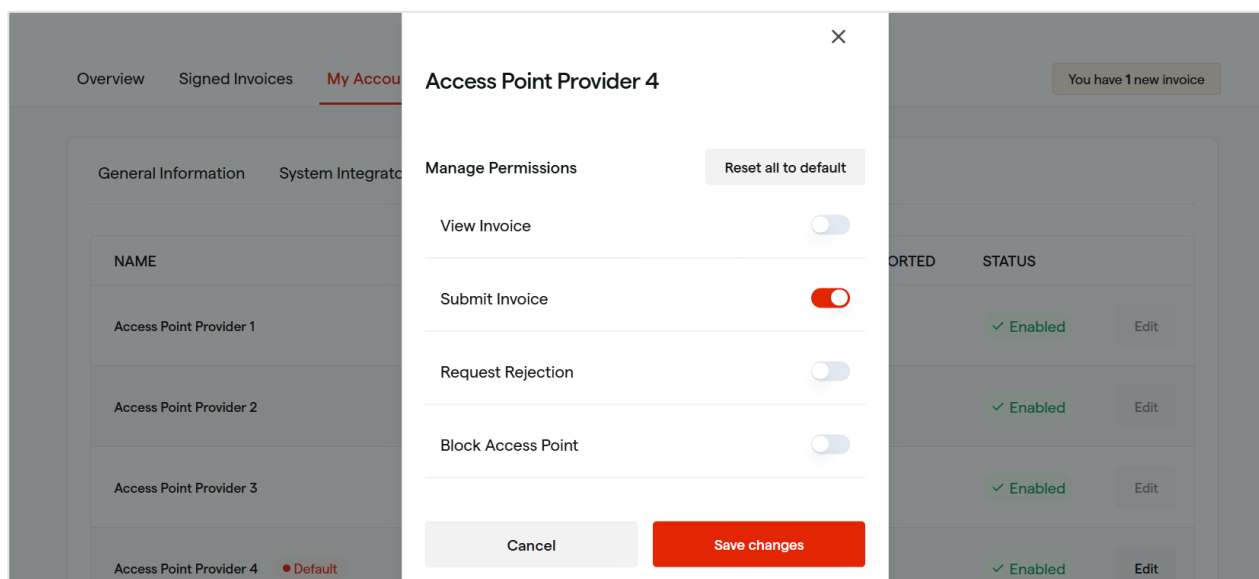
| NAME                    | DEFAULT                                                                                       | ACTIVATION DATE                | IS PEPPOL SUPPORTED | STATUS    |      |
|-------------------------|-----------------------------------------------------------------------------------------------|--------------------------------|---------------------|-----------|------|
| Access Point Provider 1 | ● Default  | 1st November, 2024. 1:58 pm    | No                  | ✓ Enabled | Edit |
| Access Point Provider 2 |            | 24th September, 2024. 10:13 am | No                  | ✓ Enabled | Edit |
| Access Point Provider 3 |            | 13th September, 2024. 1:14 pm  | No                  | ✓ Enabled | Edit |
| Access Point Provider 4 |            | 3rd July, 2024. 10:12 pm       | No                  | ✓ Enabled | Edit |

## Set Provider Permissions

Each provider holds only the permissions you grant it.

### 3 Edit permissions for a provider

- Click "Edit" beside the provider you want to change.
- Toggle each permission on or off to grant or revoke it.
- Click "Save changes" to apply, or "Cancel" to discard.



#### NOTE

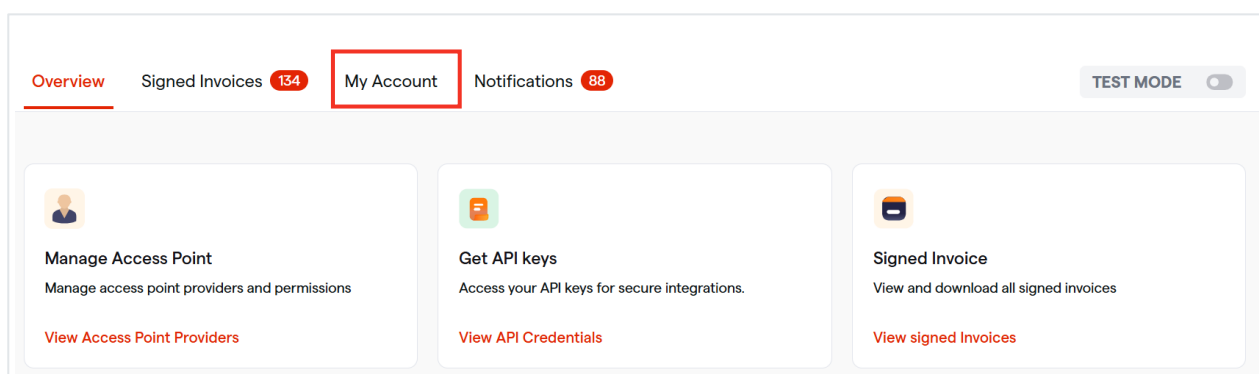
"Submit Invoice" is the permission your provider needs to transmit on your behalf. Revoking it stops invoices being sent through that Access Point.

# Manage Team Members

Add colleagues who will handle e-Invoicing operations, each with their own role.

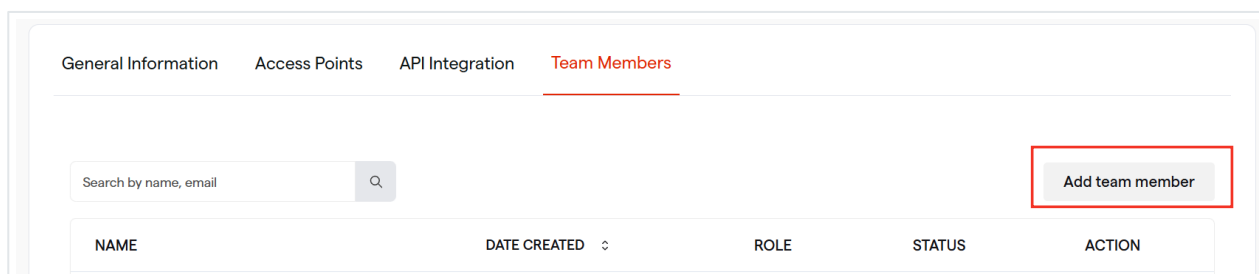
## 1 Go to My Account

Log in to your e-Invoicing portal and open "My Account".



## 2 Open the Team Members tab

Scroll to "Team Members", then click "Add team member".



## Invite and Revoke Access

Invitations are sent by email; access can be withdrawn at any time.

### 3 Send the invitation

- Enter the team member's first name, last name, email address and role.
- Click "Send invite" — an invitation is emailed to them.

Invite team members

First name\*

Last name\*

Email address\*

Role\*

Select option

Send invite

### 4 Revoke access when someone leaves

- Click "Block" beside the team member, then confirm with "Revoke Access".

OverviewSigned InvoicesMy AccountCompliants and EnquiriesNotifications

You have 0 new invoice

General InformationSystem IntegratorsAccess PointsAPI IntegrationTeam Members

test

NAME

Support Qa  
test@sandbox.com

1/8/2025, 3:50:22 PM

Developer

Active

Block

Revoke Access

Revoking access for this team member will immediately disable all their E-Invoicing privileges

Cancel

Revoke Access

Add team member

Rows per page: 10

Previous1Next

## After Setup

Three things to do once your e-Invoicing account is live.

### 1 Evaluate your accounting system

Assess it against the standards set out in the [API Documentation](#) to establish what configuration is required.

### 2 Choose your standardization route

An in-house technical team, OEM expertise, or [an NRS-approved Service](#).

### 3 Complete standardization and go live

Finish the configuration work and begin issuing electronic invoices.

## Need further assistance?

#### EMAIL

[e-invoice@nrs.gov.ng](mailto:e-invoice@nrs.gov.ng)

#### DEVELOPER COMMUNITY

[community.nrsmbs.com](https://community.nrsmbs.com)

#### PORTAL

[einvoice.nrs.gov.ng](https://einvoice.nrs.gov.ng)

#### NOTE

This document has been prepared solely for informational and educational purposes. Its content may be updated or modified at any time. It is not intended to be legally binding on the Nigeria Revenue Service and should not be considered legal advice.

This document cannot serve as a standalone legal reference. It is essential to consult the relevant laws and regulations. All businesses and entities subject to tax laws must ensure they understand their obligations and comply accordingly. The Nigeria Revenue Service will not be held liable for any damage or loss incurred due to non-compliance with applicable regulations.

#### Nigeria Revenue Service

Tax Automation · e-Invoicing Programme