




Manual Self-registration E-invoice portal



Before you start the self-registration, it is convenient to have the following information:

- Your KvK-number,
- KvK-location number (this number is not the same as the KVK number)
You can look up the KVK-number on the website [Handelsregister kvk](#),
- Address details of your company, as stated in the Handelsregister
- Bank details on which the money must be deposited.

Important!

The system in which you will register and e-invoicing works best in the following webbrowsers:

Internet Explorer  Mozilla Firefox  Safari 

The use of other web browsers such as Microsoft Edge  or Google Chrome  can lead to system errors, which leads to problems in your registration.

If you do not have Internet Explorer or Mozilla Firefox yet, you can download it for free.

Open the webpage [Zelfregistratie E-factuurportaal](#)

The screen as shown below appears:

Bedrijfsnaam - Enter your company name in the text field as stated in the Handelsregister (KVK).

BTW-plichtig – Are you not liable for BTW? Select 'No' by clicking the arrow next to the text box.

BTW-nummer – Are you liable for BTW? Enter the BTW number. The BTW number is also referred to as the BTW identification number and consists of:

- the country code NL
- an RSIN / tax number or citizen service number
- an addition of 3 positions: B01 to B99
- The BTW number has 14 characters and looks like this: NL001234567B01.

Does your number have less than 14 characters? Fill in the country code with zeros.

KVK number - the 8-digit Chamber of Commerce number, for example 12345678.

DUNS-nummer - Do you have a DUNS number? Enter the DUNS number in the text field.

The DUNS number is not mandatory.

Enter the **details** of the **contact person**.

Pay attention! The e-mail address is used as the user name for the e-invoice portal.

Click on Doorgaan when you have filled in all details.

Register the address details by clicking on Aanmaken.

DigiInkoop **Portaal Internetleveranciers**  **Rijksoverheid** Sluiten Voorkeuren

Registratie leveranciersportaal: aanvullende details

Bedrijfsnaam **Voorbeeld E-factureren B.V.**
Belastingland **Nederland**
BTW-nummer
KvK-nummer **87654321**
DUNS-nummer

Adresboek

Er is ten minste één gegeven vereist.

Adresnaam	Adresgegevens	Bijwerken	Verwijderen
Er zijn geen resultaten gevonden.			

Bankdetails

Er is ten minste één gegeven vereist.


IBAN	Bankrekeningnaam	Valuta	Banknaam	Bijwerken	Verwijderen
Er zijn geen resultaten gevonden.					

Sluiten Voorkeuren

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You will see the screen below. Pay attention! Enter the address to which the KVK number is linked. Click on Toepassen when you have finished filling in the details.

Register your bank details by clicking on Aanmaken.

DigiInkoop **Portaal Internetleveranciers**  **Rijksoverheid** Sluiten Voorkeuren

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IBAN – For example NL31RABO0123456789. The IBAN consists of the following series of letters and numbers:

- Countrycode (2 letters)
- 2 control figures
- Bank code

- Account number or account identification

Account holder – The (company) name to whom the account number / IBAN is linked.

Click on Apply when you have finished filling in the details.

The screenshot shows a web interface for the 'Portaal Internetleveranciers' (Supplier Portal) under 'Rijksoverheid' (Government). The page title is 'Registratie leveranciersportaal aanvullende details >'. The main heading is 'IBAN/Rekeninghouder opgeven' (Specify IBAN/Account holder), with a note '* Geeft verplicht veld aan.' (Indicates required field). The 'Bankrekening' section contains two input fields: '* IBAN' with a placeholder example 'voorbeeld: NL98RABO0123456789' and '* Rekeninghouder'. There are 'Annuleren' (Cancel) and 'Toepassen' (Apply) buttons at the bottom right of the form. The footer includes 'Ongeautoriseerde toegang is niet toegestaan' (Unauthorized access is not permitted), 'Sluiten' (Close), and 'Copyright (c) 2008 Oracle. Alle rechten voorbehouden.' (All rights reserved).

Click on Registreren to submit your registration. The processing of your registration can take three to five working days.