



# SolLogs

**SDEX**

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**SOLLOGS DATA EXCHANGE**

Powered by Smart Technology

**Invoice DataEx Tool**

[www.sollogs.ae](http://www.sollogs.ae)

## How to Subscribe and Access the Invoice Data Exchange Tool?

### Step 1: Subscribe to a SDEx e-Product Plan

- ▶ Visit [www.sollogs.ae](http://www.sollogs.ae)
- ▶ Sign In to your account
- ▶ Go to Pricing > Plans & Pricing
- ▶ Choose the SDEx e-Product payment plan that suits your needs and click Subscribe

### Step 2: Access the Invoice DataEx Tool

Users can easily access the Invoice DataEx Tool through any of the following methods:

- ▶ From the Portal Home Page, click on “Invoice DataEx Tool”
- ▶ Navigate to e-Products > SDEx (Sollogs Data Exchange) and select “Invoice DataEx Tool”
- ▶ Go to your SDEx Tools and click on “Invoice DataEx Tool”

**Note:** Only users who have subscribed in the Sollogs Portal can access SDEx Tools.

## How to use the Invoice Data Exchange Tool?

### Step 3: Generate an EDI Output File using the Invoice DataEx Tool

- ▶ Choose the *Shipment Location* using the radio button (option box)
  - UAE Mainland – Any location in the UAE that is not part of a Dubai Free Zone, including other Emirates and other Emirates’ Free Zones
  - Dubai Free Zone – A designated area in Dubai where Customs Duty does not apply
- ▶ Select the required *Declaration Type* from the dropdown list
  - Import Declaration or Export Declaration
  - Transit In, Transit Out / Between Dubai FZE, or Within Dubai FZE
- ▶ Upload the Invoice Input Form - Click the “Browse for file” button to upload your completed invoice input form (Excel file)
- ▶ Validate the Invoice Details - Click the “Validate” button to confirm that your shipment details comply with Customs requirements
- ▶ Download the Output File - After successful validation, the output file is available for download and subsequent upload

### Invoice DataEx Tool



Invoice Input Form

Please Select any one option

UAE Mainland  Dubai Free Zone

Import

[Browse for file ...](#)

**Note :** The Invoice DataEx Tool is specifically designed to validate invoice details and line items in accordance with Dubai Trade Portal and Dubai Customs requirements. If the “Validate” button does not change to “Download” after clicking, please check the remarks column for any validation errors.