



SolLogs

SDEX

SOLLOGS DATA EXCHANGE

Integrated Smart Tool

Invoice DataEx Tool

www.sollogs.ae

HOW TO ACCESS THE INVOICE DATA EXCHANGE TOOL ?

1. Visit www.sollogs.ae
 2. Sign In to your account
 3. Go to Pricing > Plans & Pricing
 4. Choose the payment plan of **SDEX Product** that suits you, and Subscribe to it
- Now, Users can easily access the **INVOICE DATAEX TOOL** through the following three simple ways :
- a. Go to Portal's Home Page and Click on "INVOICE DATAEX TOOL"
 - b. Go to E-Products > SDEX (Sollogs Data Exchange) and Click on "INVOICE DATAEX TOOL"
 - c. Go to User's SDEX Tools and Click on "INVOICE DATAEX TOOL"


Note : Only Subscribed Users In the Sollogs Portal will be able to access SDEX Tools.

HOW TO USE THE INVOICE DATA EXCHANGE TOOL ?

1. Choose the location of shipment from the radio button (option box)
 - a. **UAE Mainland** : Any place In the UAE (that is not considered as a Dubai Free Zone), that includes Other Emirates and Other Emirates Free Zones
 - b. **Dubai Free Zone** : Designated area In Dubai where Customs Duty is not applicable
2. Select the type of declaration required from the dropdown list
 - a. Import Declaration [or] Export Declaration
 - b. Transit In [or] Transit Out / Between the Dubai FZE / Within the Dubai FZE
3. Click on the "Browse for file" Button to upload the filled Invoice Input form (Excel File)
4. Click on the Validate Button to verify the details of the Invoice Input form as per Customs requirements
5. Download your output file to upload the Invoice on the Dubai Trade Portal

Note : The Invoice DataEx Tool is uniquely designed to validate the Invoice details and Invoice line items as per the requirements of Dubai Trade Portal and Dubai Customs. If the Validate button does not turn into a Download button after clicking on it, kindly check the remarks column for validation errors.

Invoice DataEx Tool



Invoice Input Form

Please Select any one option

UAE Mainland Dubai Free Zone

Import v

Browse for file ...

WHAT IS AN INVOICE INPUT FORM ?

An **Invoice Input Form** is a form (or a file, such as an Excel File)

By uploading this form in the Invoice DataEx Tool of SDEX, Users can quickly create an output file (*.txt) format

This format is used to upload the invoice details on the Dubai Trade Portal

HOW DO I ENTER THE DETAILS IN AN INVOICE INPUT FORM ?

1. There are two sheets in a file [Invoice Input Form], named "IH and ID"
 - a. The Invoice Header (IH) sheet is specially designed to upload the details of Invoice(s) in the Dubai Trade Portal
 - b. The Invoice Detail (ID) sheet is specially designed to upload the details of Invoice Line Item(s) in the Dubai Trade Portal
2. In the Invoice Header Sheet, entering the details of each row is considered as the details of a single invoice

To Enter Invoice Header Information	
Serial Number	Enter the serial number [1,2,3...] is considered as Invoice 1, Invoice 2, Invoice 3...
Invoice Number	Enter the invoice number of the shipping invoice
Invoice Date	Enter the date of the invoice
Number of Pages	Enter the total number of pages of the invoice
Invoice Type	Enter the type of the invoice such as commercial, sales, proforma etc...
Seller Name	Enter the seller's name in the field. This is the person or entity which is actually selling the goods to the buyer
Payment Terms	Enter the terms of settlement between the buyer and the seller such as bank transfer, cash, TT, LC etc...
Invoice Value & Currency	Enter the total value of the goods as per the invoice along with the currency code such as AED, USD, INR etc...
Terms of Delivery (INCO Term)	Enter the INCO term under the goods that are transported or sold such as CIF, C&F, FOB etc...
Freight Cost & Currency	Enter the freight charges incurred for moving the goods from the origin to the destination along with the currency
Insurance Cost & Currency	Enter the cost of insurance incurred while moving the goods from the origin to destination along with the currency If nothing is provided, based on the INCO term a fixed insurance rate will be applied
Buyer Name	Enter the buyer's name in the field. This is the person or Entity which is actually buying the goods from the seller

Note : Users can create multiple invoices at a time using an Invoice Input form

3. In the Invoice Detail Sheet, entering the details of each row is considered as the Invoice Line Items (goods details) of a particular Invoice.

To Enter Invoice Detail Information	
Serial Number	Enter the serial number as sequence [1,2,3...]. Sequence number should start from 1 to N of each and every invoice
HSCode	Enter the commodity code (HS Code) of the goods (product)
Goods Description	Enter the description of the goods being declared by invoice line item
Goods Condition	Enter the condition of the goods being declared by invoice line item (such as New or Old)
Statistical Quantity	Enter the quantity of the goods being declared by invoice line item Measurement Unit will be auto displayed by system according to the commodity (e.g.Liters, KWH, Pack)
Weight	Enter the weight and weight unit of the invoice line item
Value of Goods	Enter the line item value of the goods being declared as per the invoice
Country of Origin	Enter the origin of the goods. i.e., country of manufacture
Invoice Reference Number	Enter the invoice number as a reference against each line item for generating a single or multiple invoices
Permit Number 1 & 2	Enter the permit number provided by the competent authority (if available)
Supplementary Quantity	Enter the quantity only where duty is calculated on number of pieces or weight (such as Tobacco products).
Exemption Type	Enter the exemption type in case Duty Exemption is being claimed against the invoice line item.
Exemption Reference Number	Enter the reference number provided by the exemption approving authority (if exemption type is selected)
Declaration Reference Number	Enter the previous declaration number (if any) related to the current declaration.

HOW TO DOWNLOAD AN INVOICE INPUT FORM ?

1. Go to User's SDEX Tools > Download Center
2. Click on the "Invoice" button to download the template of the Invoice Input Form along with the Code File and the Read Me File

Note :

1. Users need to enter the "Invoice Ref No." field (Invoice Number as a reference) for generating a single Invoice or multiple Invoices
2. In a single Invoice Input form, the User can enter the HSCode (goods) details of multiple Invoices by entering the "Invoice Ref No."
3. Click on the third row of the Invoice Input form (excel file) and read the description of each field to fill out a form without any errors
4. Refer to INV-Code File for entering the Invoice Header and Invoice Line Item details in the Invoice Input Form without any errors