

UNITED ARAB EMIRATES
MINISTRY OF FOREIGN AFFAIRS
& INTERNATIONAL COOPERATION



الإمارات العربية المتحدة
وزارة الخارجية
والتعاون الدولي

UAE
MOFAIC

eDAS

Application Submission
User Manual

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Chapter 1

ABOUT THIS USER MANUAL

This user manual aims to guide you through the steps required for submitting your attestation request to MoFAIC.

1.1. USER:

- Banks
- Broker companies
- Import/export companies

1.2. PURPOSE:

This user manual aims at helping the users to perform the following:

- Familiar with the system
- Submit attestation application
- Reply to MoFAIC queries

1.3. CALLOUTS

The tips are provided in this box:



Tips help you complete your application.

ABOUT EDAS

eDas is a cutting-edge system that's based on the AI in processing the applications. In general, there are two types of applications:

- Invoice
- COO

Also, during submission, user can request for the COO to be attested along with the Invoice. Even though the AI will handle applications automatically, but there are certain cases that the manual attention is needed.

This user manual will guide you with the detailed steps to submit the applications.

Prerequisite

It's recommended to enable the popups in your browsers and ensure to use the following browsers for better user experience:

1. Chrome, version 97.0 or later
2. Edge, version 97 or later
3. Firefox, version or later

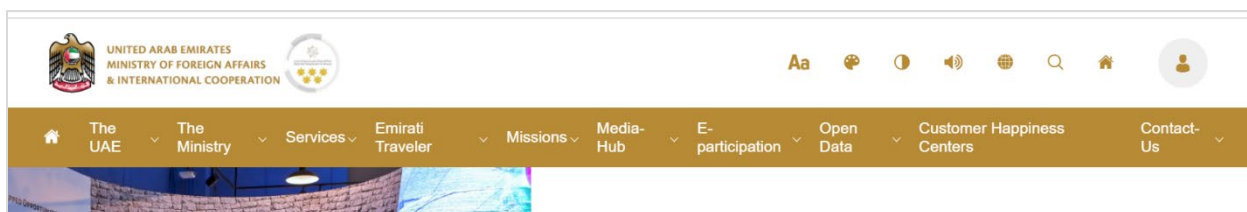
Chapter 2

LOGIN FOR THE FIRST TIME

Follow these steps:

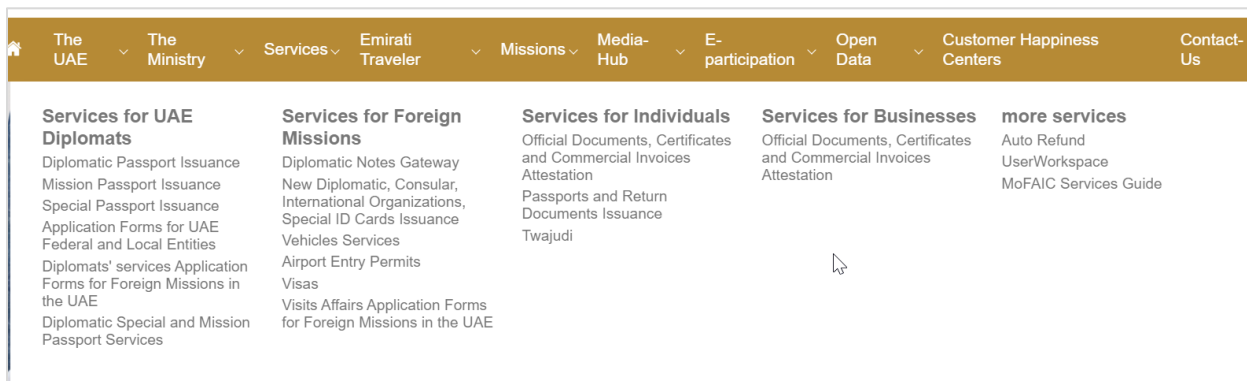
1. Go to MoFAIC website or type this link in your browser:

<https://attest.mofaic.gov.ae/> the following page will be displayed.



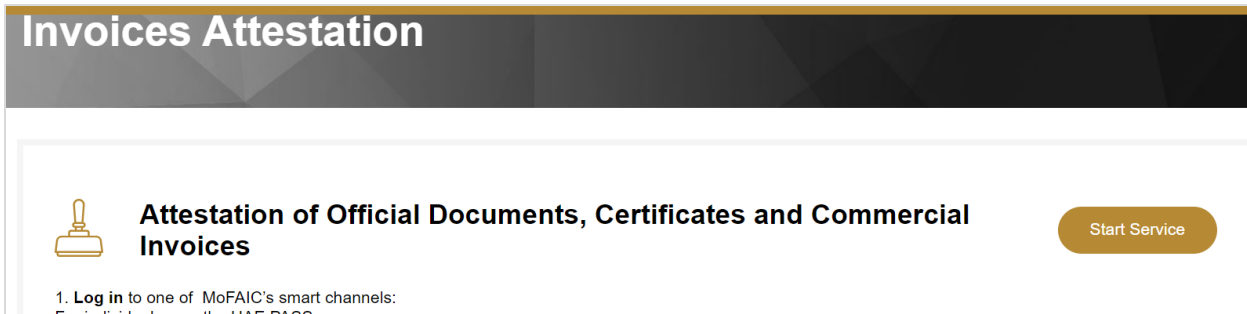
Screen 1 – MoFAIC Website

2. Click on Services then select Services for Business – Official Documents, Certificates and Commercial Invoices Attestation.



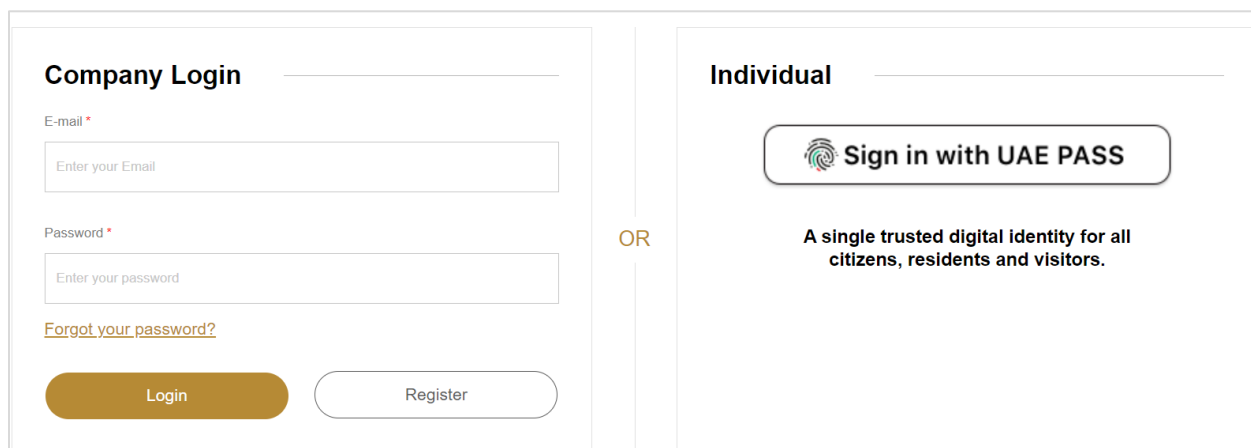
Screen 1 - Services

3. The following page will be displayed.



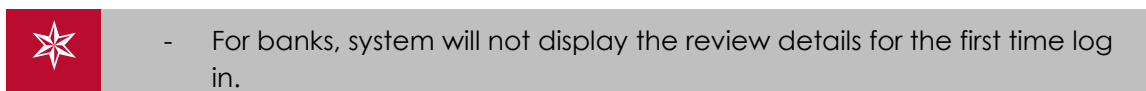
Screen 1 – Start Service

4. Click on Start Service.



Screen 1 – Company Login

5. Under Company Login, enter your username and password then click on Login. Upon successful authentication, system will allow you to log in.




6. Review your details then click on Submit.

Chapter 3

KNOW THE SYSTEM

1.1. Change the language

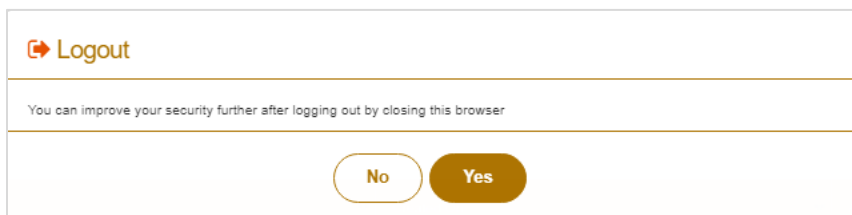
1. Click on this icon .



Screen 1 – Change the Language

1.2. Log out

1. Click on , system displays this message.

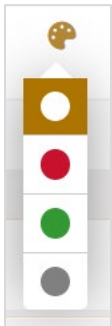


Screen 2 – Log out confirmation Message

2. Click on Yes. You will be logged out.

1.3. Change color

1. Click on , the following color palette will be displayed.

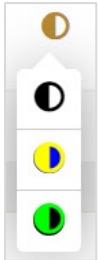


Screen 3 – Color Palette

2. Select the color that you want to get it applied.

1.4. Change color contrast

1. Click on , the following options will be displayed.

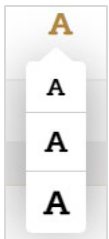


Screen 4 – Color Contrast Options

2. Select the contrast that you want to get it applied.

1.5. Change Font Size

1. Click on , the following options will be displayed.

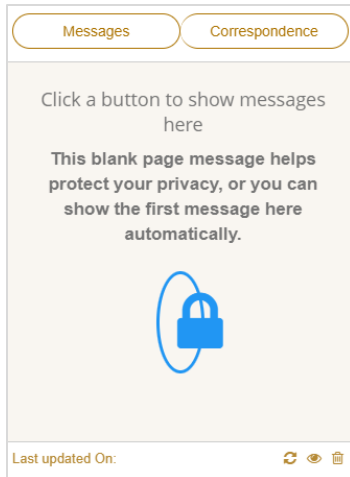


Screen 5 – Color Font




2. Select the font size that you want to get it applied.

1.6. in-app notifications

1. Click on the icon. 



Screen 6 In-App Notifications

2. Click on messages or correspondence and the relevant details are displayed.
3. Click on  to view the details of the message.
4. Click on  to delete the message.
5. Click on  to download messages, if any.

1.7. View profile details

1. Click on the name in the profile picture.



Screen 7 Profile Picture

2. The following details will be displayed.

User Profile

Account Type	Bank
Full Name	Company One
Company Name	CRIMSONLOGIC
Trade License	TL1
Trade License Expiry Date	04/03/2022
Issued By	CL
TXN	
Email	company@crimsonlogic.com
Mobile No.	6598765432

Above information is correct and accurate as per my knowledge.

Above information can not be updated It can be updated in moFalc portal that will be synced up

Cancel

Screen 8 Profile Details

1.8. Search filters

1. The system displays search filters to help you find applications more accurately and quickly:

Application Ref No.	Type	Created On	company/applicant name	Application Status	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Screen 9 Application Table

2. Click on .


Is equal to
Is not equal to
Starts with
Contains
Does not contain
Ends with


Screen 10 filter elements

Filter	Explanation
equal to	Search results are displayed exactly according to the search standard you entered. Use this option when you're sure of the search standard.
Not equal to	Search results should not be equal to the search standard.
It starts with	The item to look for should always be at first.

	Example: Number 9 is at the beginning of the dial number.
Contains	Find the item to look for regardless of the application.
It doesn't contain me.	Find an item that doesn't have the search standard you entered.
ends with	The item to be searched for should always be in the end. Example: Number 9 is at the end of the application.

1.9. Signposting


1. The system displays signpost items to identify the required actions or steps and is marked with the icon .

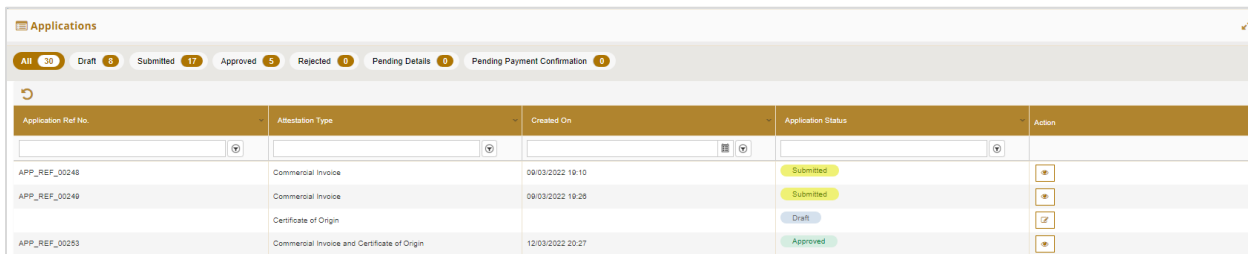
 Click on the icons at the top of each column to select filters
Click on the arrow to navigate through the pages. Also, you can select the number of applications that will be displayed in the page.





Screen 11 Signpost

2. Read the signpost carefully to learn about the actions or steps required.

1.10. Get To Know the icons

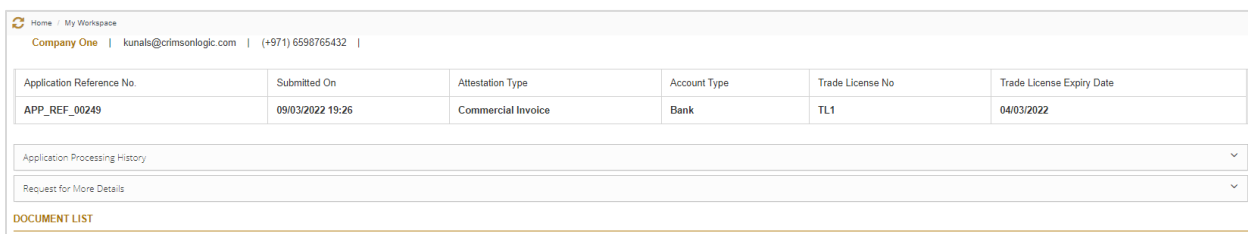
1. When this icon  appears next to your application, you can click on it to view the details.



Application Ref No.	Attestation Type	Created On	Application Status	Action
APP_REF_00248	Commercial Invoice	09/03/2022 19:10	Submitted	
APP_REF_00249	Commercial Invoice	09/03/2022 19:26	Submitted	
APP_REF_00253	Certificate of Origin	12/03/2022 20:27	Draft	
	Commercial Invoice and Certificate of Origin		Approved	

Screen 12 Applications Submitted

2. Click on the icon .




Application Reference No.	Submitted On	Attestation Type	Account Type	Trade License No	Trade License Expiry Date
APP_REF_00249	09/03/2022 19:26	Commercial Invoice	Bank	TL1	04/03/2022

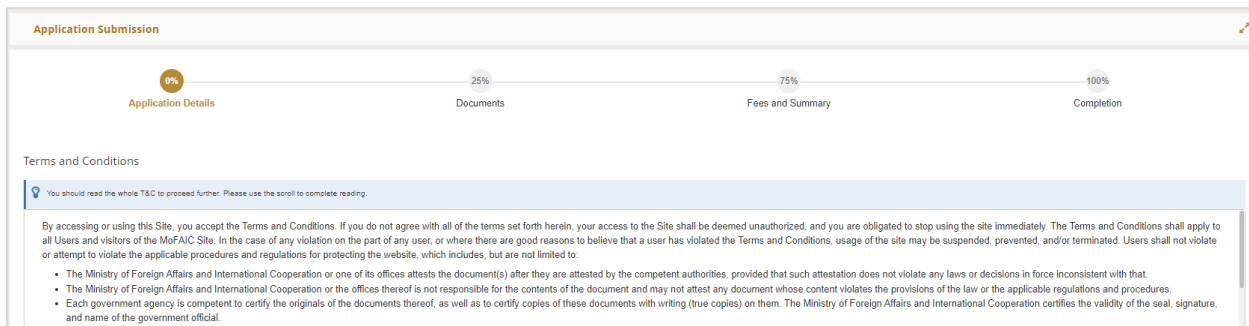
Application Processing History

Request for More Details

DOCUMENT LIST

Screen 13 Application details

3. When this icon  appears next to the application, you can click it to edit.

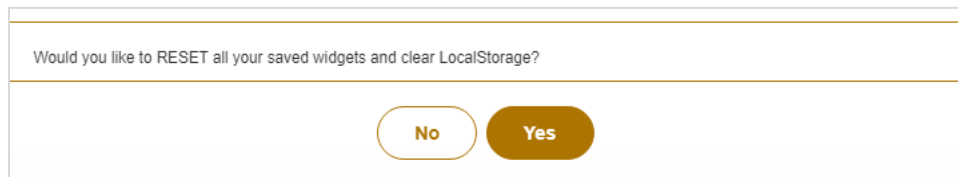


Screen 14 Application

1.11. Clear cache

1. Sometimes you may feel that the page has become slow when you use the system for a long time, but you can use the following steps to clear cache.

2. Click on  at the top of the page.



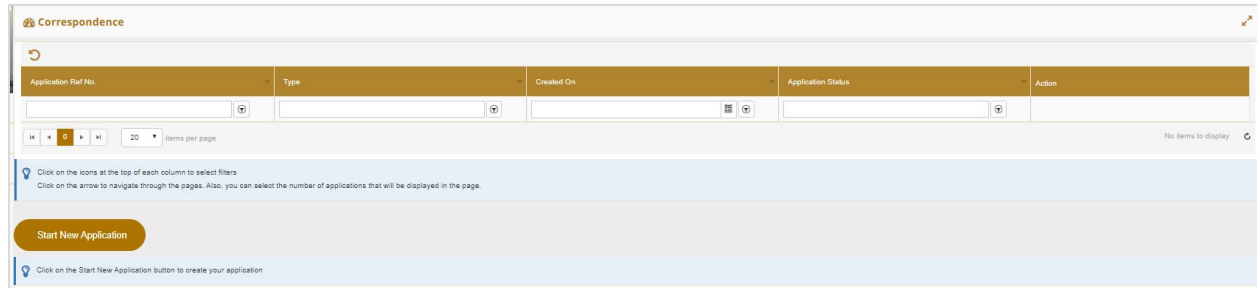
Screen 15 Clear storage files

Chapter 4

SUBMIT ATTESTATION APPLICATION

Follow these steps:

1. Log in to your account then click on “Start New Application” button



Screen 1 Start New Application

2. (Applicant Details) The Email and Phone number for the transaction can be updated

The screenshot shows the 'Application Details' page. At the top, there is a progress bar with four steps: Application Details (25%), Documents, Fees and Summary, and Completion. The 'Terms and Conditions' section is expanded, showing a scrollable area with text. Below this, there is a section for 'Applicant Details' with the following fields: Account Type (Bank), Trade License (TL1), Trade License Expiry Date (04/03/2022), Full Name (Company One), Email (company@companyone.com), Mobile No. (United Arab Emirates(+971)), and Street/County Code (609676432). At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.


Screen 2 Application Creation page



- You can update the email and mobile number to receive notifications.

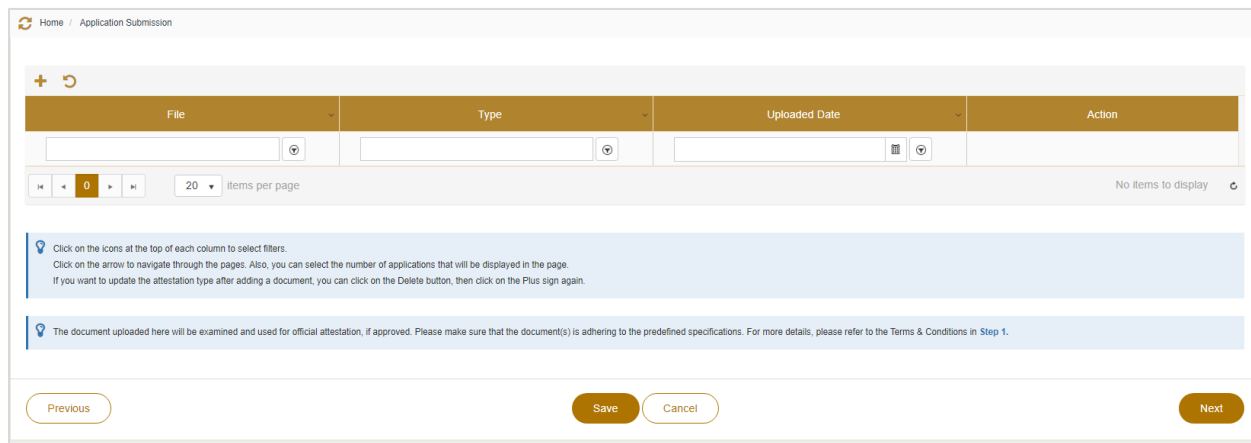
3. Tick in the box I agree with above terms and conditions. to accept the terms and conditions then click on Next.

4. Click on Next.



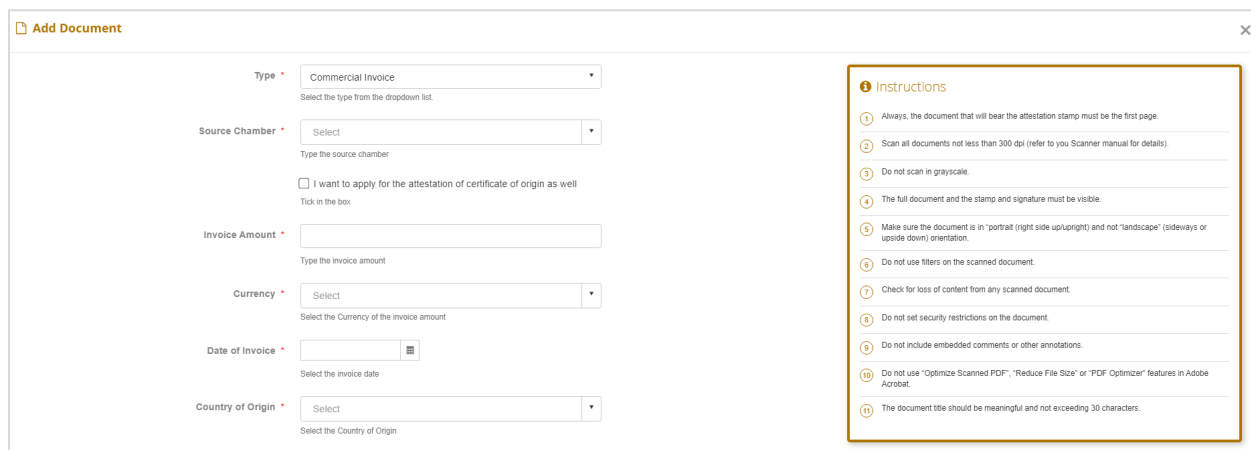
- You can click on Save to save your application as a draft to update it and submit it later.

5. The following page will be displayed.



Screen 3 Documents Page

6. Click on the , the following page will be displayed.




Screen 4 Add Document

Fields Explanation:


Field	Explanation
Fields marked with red (*) are mandatory.	

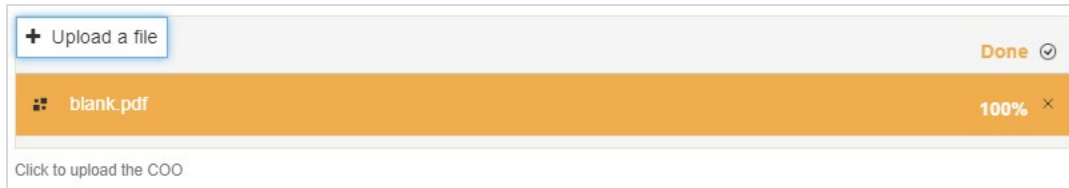
Type*	Attestation Type: - Commercial Invoice - COO
Chamber of Commerce*	Chamber issuing and attested the document.
I want to apply for the attestation of certificate of origin as well	Tick in this option if you want the COO to get attested with the Invoice.
Invoice Amount*	Invoice amount.
Currency*	Invoice currency
Importer's Name	Importer's name
Company*	Company name
Address*	Company Address
Date of Invoice*	Date of the invoice
Country of Origin*	Goods country of origin
Consignee*	Consignee name
Port of Export	Port of export
Upload Invoice*	Upload the invoice
Upload COO*	Upload COO



Attestation Application Types:

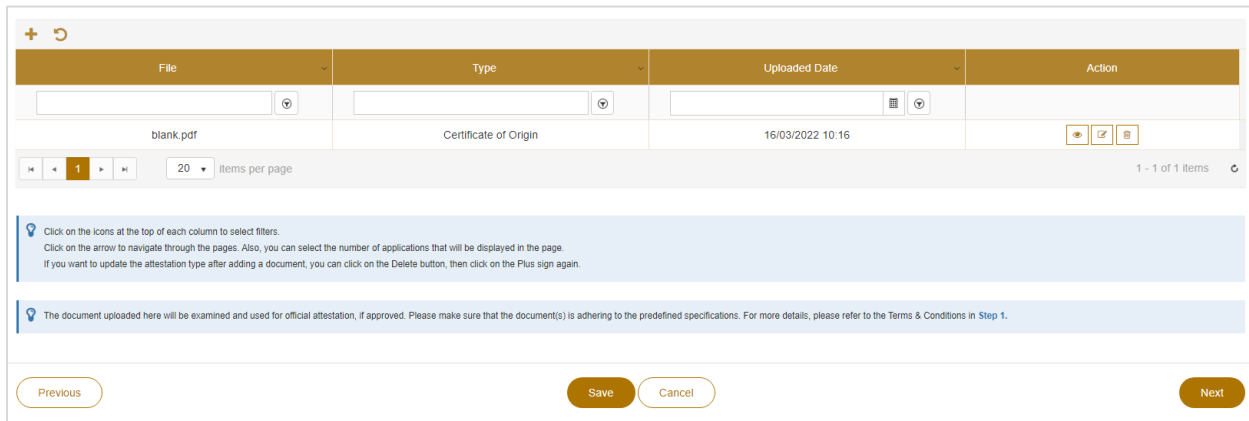
- Commercial Invoice
- Commercial Invoice and Certificate of Origin
- If you select **Commercial Invoice**, you must attach the certificate of origin.
- You can get the certificate of origin attested by ticking in the box **I want to apply for the attestation of certificate of origin as well**
- Fields displayed are changed based on the attestation type.

7. Enter the details then click on . System displays the upload dialog to select the file.
8. The file will be added.



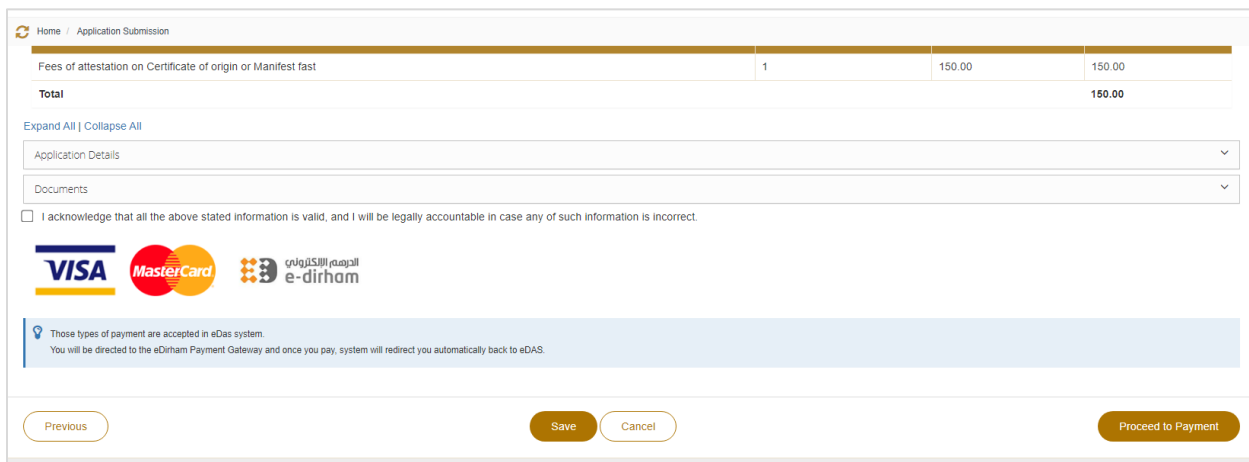
Screen 5 Uploaded document

9. Once you upload all the documents, click on Ok.

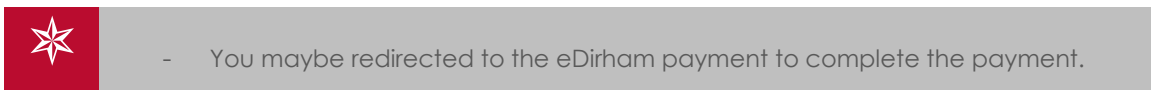


Screen 6 Documents Added

10. Click on Next.



Screen 7 Payment



11. Tick in the box *I acknowledge that all the above stated information is valid, and I will be legally accountable in case any of such information is incorrect then click on Proceed to Payment.*

Confirmation

You will be redirected to the Payment Gateway. Once you make the payment, system will redirect you again to eDAS. Are you sure that you want to proceed with the payment now?

Ok **Cancel**

Screen 8 Confirmation Message

12. Click on Ok. The payment will be made.

Application Details Documents Fees and Summary **Completion**

THANK YOU!

Your application of the attestation of document(s) was successfully submitted.
You will get notification once your application is processed by MOFAIC.

Application Reference Number : **AS2022041300001**

Submitted on : **13/04/2022 01:02**

[Download Receipt](#)

Click on My Workspace button below to go back to your Workspace to view your application details or to submit another one.

My Workspace

Screen 9 Application Paid

13. Click on My Workspace to go back to the homepage.

Chapter 5

BULK SUBMISSION

Follow these steps:

1. Proceed from the steps given above until to reach this page.


The screenshot shows a table titled 'DOCUMENTS' with the following columns: File, Type, Uploaded Date, and Action. A single record is displayed with the following details:

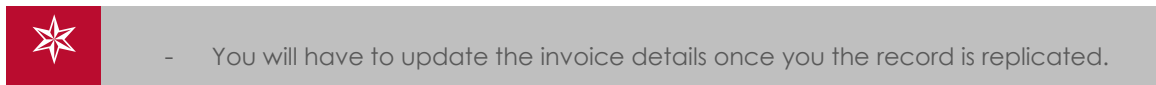
File	Type	Uploaded Date	Action
blank.pdf	Commercial Invoice	16/03/2022 10:28	[Icons for Add, Edit, Delete, Refresh]

Below the table, there is a pagination control showing '20 items per page' and '1 - 1 of 1 items'. Two informational messages are displayed below the table:

- Click on the icons at the top of each column to select filters. Click on the arrow to navigate through the pages. Also, you can select the number of applications that will be displayed in the page. If you want to update the attestation type after adding a document, you can click on the Delete button, then click on the Plus sign again.
- The document uploaded here will be examined and used for official attestation, if approved. Please make sure that the document(s) is adhering to the predefined specifications. For more details, please refer to the Terms & Conditions in Step 1.

Screen 1 Documents Added

2. Click on this Icon  to replicate the record.

 - You will have to update the invoice details once you the record is replicated.

3. The following message will be displayed.

Confirmation

This will copy the invoice details for your next invoice. The common details of this invoice including the certificate of origin will be replicated from this invoice. You will have to complete the remaining details of the invoice copied. Please click Confirm to continue.

Cancel **Ok**

Screen 2 Confirmation Message

4. Click on Ok. The record will be replicated.

DOCUMENTS

File	Type	Uploaded Date	Action
blank.pdf	Commercial Invoice	16/03/2022 10:28	
	Commercial Invoice	16/03/2022 10:31	

20 items per page 1 - 2 of 2 items

Click on the icons at the top of each column to select filters.
 Click on the arrow to navigate through the pages. Also, you can select the number of applications that will be displayed in the page.
 If you want to update the attestation type after adding a document, you can click on the Delete button, then click on the Plus sign again.

Screen 3 Replicated Record

- Click on to view the details.
- Click on to delete the record.

5. Click on to edit the replicated record.

Update Document

Type: Commercial Invoice

I want to apply for the attestation of certificate of origin as well
 Tick in the box

Source Chamber * Aizu Chamber of Commerce and Industry
 Type the source chamber

Invoice Amount *
 Type the invoice amount

Currency * Select
 Select the Currency of the invoice amount

Date of Invoice * 02/03/2022
 Select the invoice date

Country of Origin * Algeria
 Select the Country of Origin

Consignee * Tamer

Instructions

- Always, the document that will bear the attestation stamp must be the first page.
- Scan all documents not less than 300 dpi (refer to you Scanner manual for details).
- Do not scan in grayscale.
- The full document and the stamp and signature must be visible.
- Make sure the document is in "portrait (right side up/upright) and not "landscape" (sideways or upside down) orientation.
- Do not use filters on the scanned document.
- Check for loss of content from any scanned document.
- Do not set security restrictions on the document.
- Do not include embedded comments or other annotations.
- Do not use "Optimize Scanned PDF", "Reduce File Size" or "PDF Optimizer" features in Adobe Acrobat.
- The document title should be meaningful and not exceeding 30 characters.

Screen 4 Edit the Replicated Record

6. Proceed with completing the details and click on Save.

- When the invoice is replicated, the uploaded COO will be replicated as well.
- If you replaced the uploaded COO, it will be replaced for all the replicated records.

Chapter 6

RESPOND TO MORE INFO

In some cases, MOFAIC may request you to provide more information.

Follow these steps:

1. Go to Dashboard, the following section will be displayed.

Application Ref No.	Type	Created On	Application Status	Action
APP_REF_00283	Request for Details	16/03/2022 10:44	Pending Details	

Screen 1 Application Pending Details

2. Click on

Application Reference No.	Submitted On	Attestation Type	Account Type	Trade License No	Trade License Expiry Date
APP_REF_00283	16/03/2022 10:39	Certificate of Origin	Bank	TL1	04/03/2022

Screen 2 Application

3. Click on the Request for more details section.

Request More Info Type	MOFAIC Remarks	Created On	Action
Invoice amount not correct	The invoice amount is not correct.	16/03/2022 10:44	

Screen 3 Request for more details section

4. Click on .

Request for More Details ×

Request More Info Type	Invoice amount not correct
MOFAIC Remarks	The invoice amount is not correct.

Close

Screen 4 Details requested by MoFAIC

5. Click on Close then provide the details and click on Submit.

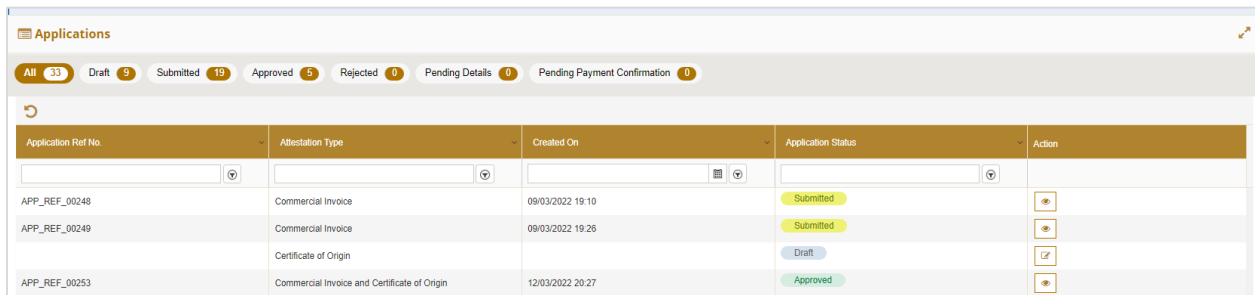
Chapter 7

DOWNLOAD THE ATTESTED DOCUMENT

Should MoFAIC approved your request, you will receive a notification and you download the attested documents as follows.

Follow these steps:

1. Go to Dashboard – Applications.

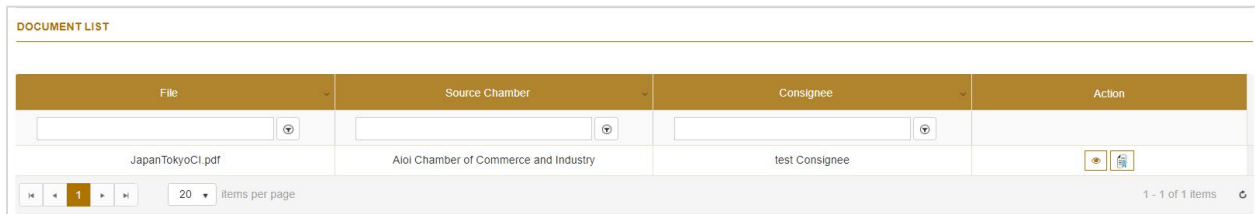


The screenshot shows the 'Applications' dashboard with a summary bar and a table of application records. The summary bar indicates: All 33, Draft 9, Submitted 19, Approved 5, Rejected 0, Pending Details 0, and Pending Payment Confirmation 0. The table has columns for Application Ref No., Attestation Type, Created On, Application Status, and Action.

Application Ref No.	Attestation Type	Created On	Application Status	Action
APP_REF_00248	Commercial Invoice	09/03/2022 19:10	Submitted	[Download]
APP_REF_00249	Commercial Invoice	09/03/2022 19:26	Submitted	[Download]
	Certificate of Origin		Draft	[Download]
APP_REF_00253	Commercial Invoice and Certificate of Origin	12/03/2022 20:27	Approved	[Download]

Screenshot 1 - Applications


2. Click on .



The screenshot shows the 'DOCUMENT LIST' table with columns for File, Source Chamber, Consignee, and Action. A document entry is visible with the file name 'JapanTokyoCI.pdf', source chamber 'Aioi Chamber of Commerce and Industry', and consignee 'test Consignee'. The Action column contains a download icon.

File	Source Chamber	Consignee	Action
JapanTokyoCI.pdf	Aioi Chamber of Commerce and Industry	test Consignee	[Download]

Screenshot 2 – Document List

3. Click on .
4. System downloads the attested document.

-- END --