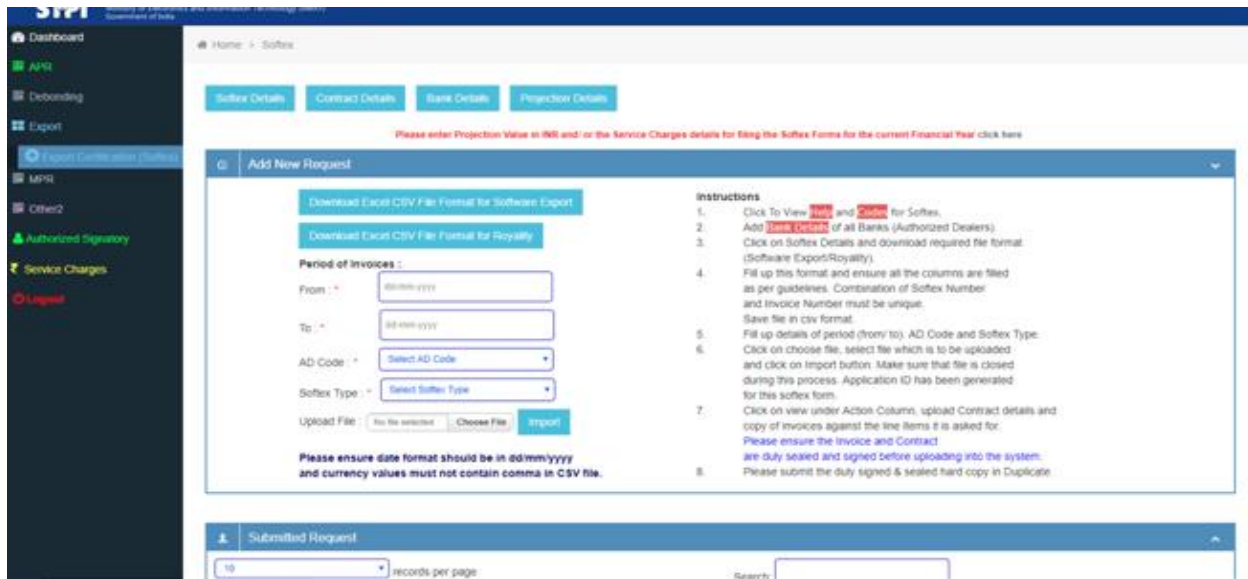


Filing of Softex Manual (New)

Click on Export from left menu following screen will appear:



Download CSV (Excel) file format as per the requirement and make sure there is proper number format without comma and no Scientific notation format, something like 2.5E+07 value is there. If the number is more than 12 digits anywhere ie in Invoice Number put ' or any other special character to recognize as character and this will disable the excel to convert the field in Scientific notation. Following are the columns of the file, please make sure of this in your CSV file.

1	Contract No.	The Contract Number exactly as entered or generated in Application	Not Mandatory
2	Contract Date (dd/mm/yyyy)	Date of Contract/ Agreement/ PO	Mandatory
3	Client Name	Name of Client	Mandatory
4	Client Address	Address of Client	Mandatory
5	Country Code	Two Digit CountryCode as provided by RBI	Mandatory
6	Mode Of Realization	Enter 3 only	Mandatory
7	Software Type	906/ 907/ 908/ 909/ 910/ 911	Mandatory
8	Software Category	Left Blank	Not Mandatory
9	Softex No.	Softex No. exactly as issued by RBI	Mandatory
10	Invoice No.	Invoice Number	Mandatory
11	Invoice Date (dd/mm/yyyy)	Invoice Date in dd/mm/yyyy format only please check thoroughly your system date also be in ddmmyyyy format	Mandatory
12	HSN/SAC Code		Not Mandatory
13	Currency Code	Three Digit Currency code as provided by RBI	Mandatory
14	Export Value	Invoice Value (in Foreign Currency)	Mandatory
15	Commission Amount	Commission Amount if any in foreign currency	Not Mandatory
16	Deduction Amount	Deduction Amount if any in foreign currency	Not Mandatory
17	Transmission Amount	Transmission Amount if any in foreign currency	Not Mandatory
18	Export Value (INR)	Converted Invoice Amount in Indian Rupees	Mandatory

After uploading .CSV (Excel File) a new request been generated with only **View** Option as per the following screen:

Period of Invoices :

From : *

To : *

AD Code : *

Softex Type : *

Upload File :

Please ensure Contract Number are in place in CSV file.

3. Add **Contract Number**.
4. Click on Add Softex Details and download file format. Fill up this format and ensure all the columns are filled as per guidelines. Combination of Softex Number and Invoice Number must be unique. Save file in csv format.
5. Click on choose file, select file created at slno 3 and click on Import button. Make sure that file is closed during this process. Application ID has been generated for this softex form.
6. Click on view under Action Column of Submitted Request. Please check that status of each row is Pending under Current status column. If not, click on edit button under action column, update data of all reject rows.
7. Click on Upload Details button under Action Column. Upload documents related as PDF file and click on Final Submit.

Submitted Request								
10 records per page		Search: <input type="text"/>						
S.No.	Application No	Period	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Current Status	Action
1	44434d2044613101190654	01-01-2019 31-01-2019	4	99	1222056.00		Not Completed	<input type="button" value="View"/>

By Clicking on View Button the following screen will appear. It is mandatory to upload invoices and contracts wherever the button is appearing under upload invoice and upload contract column. Details can be updated by clicking button under Action Menu. If you have already uploaded contract / Agreement, there is no need to upload contract again just click on action button and select/ enter the contract number accordingly.

Search : [Click Here to export to excel](#)

Application No : 44434d2044613101190654												
Sno.	Client	Softex No	Invoice No	Invoice Date	Country Code	Currency Code	Export Value	INR Value	Current Status	Action	Upload Invoice	Upload Contract
1		S18000079237	10	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="📄"/>	<input type="button" value="📄"/>
2		S18000079238	55	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="📄"/>	<input type="button" value="📄"/>
3		S18000079236	69	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="📄"/>	<input type="button" value="📄"/>
4		S18000079236	81	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="📄"/>	<input type="button" value="📄"/>
5		S18000079239	88	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="📄"/>	<input type="button" value="📄"/>
6		S18000079236	1	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="🗑"/>	
7		S18000079237	2	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="🗑"/>	
8		S18000079238	3	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="🗑"/>	
9		S18000079239	4	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="🗑"/>	
10		S18000079236	5	04-12-2017	SE	EUR	1275.00	12344.00	Pending	<input type="button" value="⚙"/>	<input type="button" value="🗑"/>	

<< previous **1** 2 3 4 5 6 7 8 9 10 next >>

By clicking the Button in Action menu following screen appears to update the particular line item, if you have already uploaded contract into the system please enter exact contract number and update the row, the details will be auto populated:

Softex Details (44434d2044613101190654)

Financial Year:*	2018-2019	Contract No. :	
Client Name : *	ABC	Client Address : *	XYZ
Contract Date : *	01-01-2011	Softex No:*	S18000079237
Invoice No:*	10	Invoice Date:*	04-12-2017
AD Code:*	00005962900009	Currency Code:*	EUR
HSN/ SAC Code :		Export Value (in Foreign Currency):*	1275.00
Country Code:*	SE	Transmission Amount:	0.00
Commission Amount:	0.00	Deduction Amount:	0.00
Mode Of Realisation:*	3	Export (INR Value):*	12344.00
Software Type:*	907	Software Category :	

[Search Details](#)

Refer Below screenshot where the client detail is fetched from the system and displayed when the contract/ agreement number is available.

Search :

[Click Here to export to excel](#)

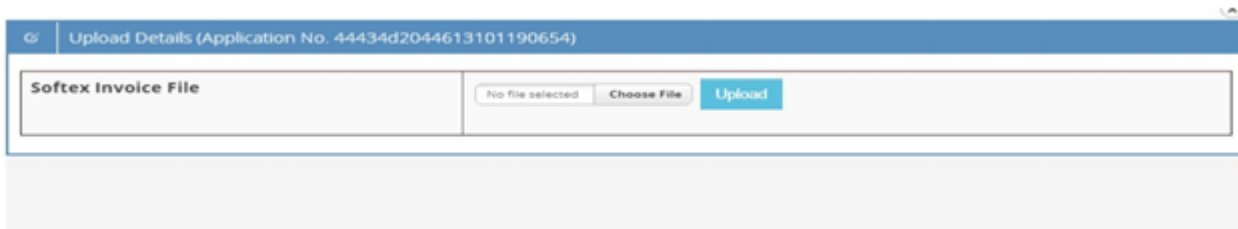
[Back](#)

[Add New Detail](#)

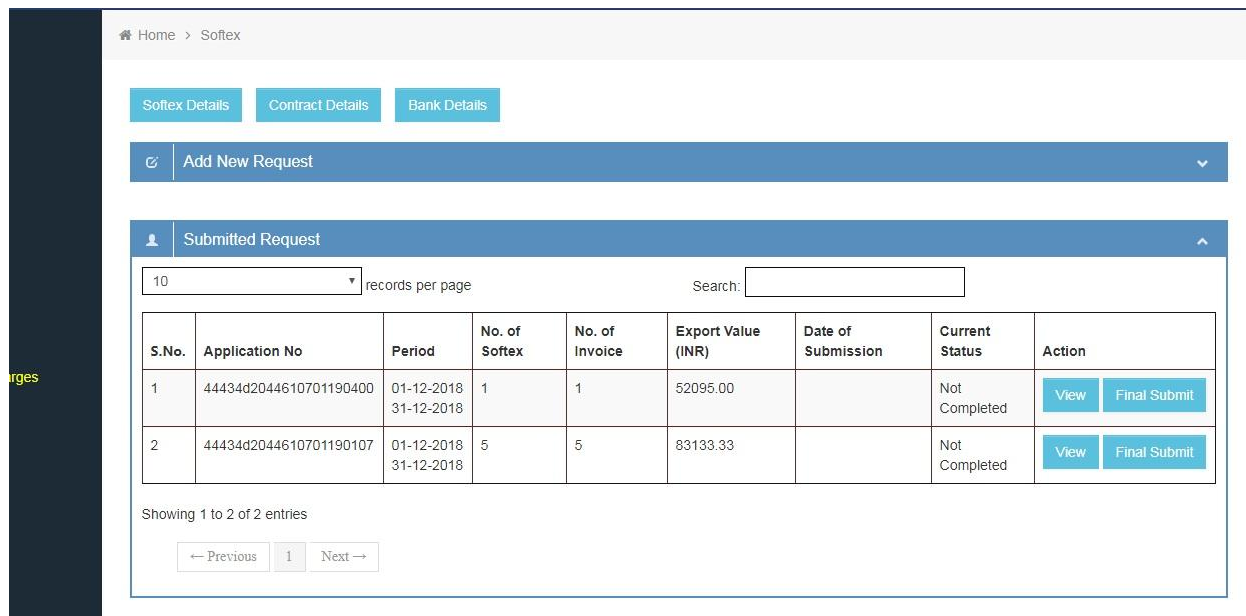
Application No : 44434d2044613101190654

Sno.	Client	Softex No	Invoice No	Invoice Date	Country Code	Currency Code	Export Value	INR Value	Current Status	Action	Upload Invoice	Upload Contract
1	sNf7c/2022(INSOURCE INC)	S18000079237	10	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
2		S18000079238	55	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
3		S18000079236	69	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
4		S18000079236	81	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
5		S18000079239	88	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
6		S18000079236	1	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
7		S18000079237	2	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
8		S18000079238	3	04-12-2017	SE	EUR	1275.00	12344.00	Pending			

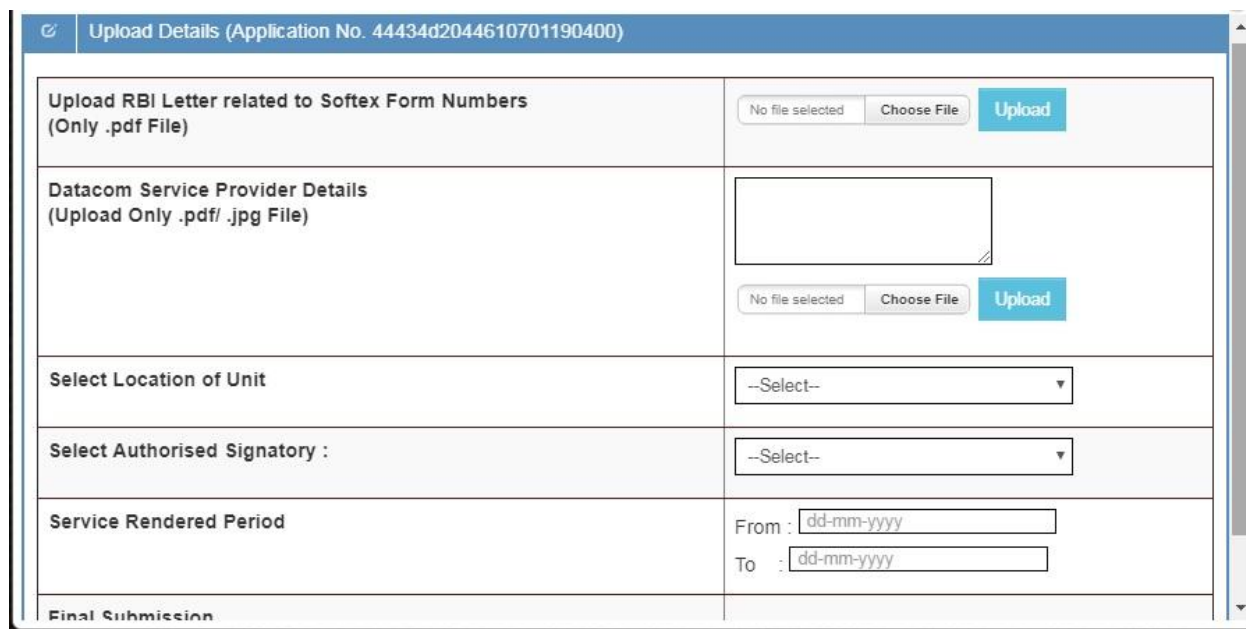
Upload required invoices only



After completion of all the (selected) uploading of Invoices and Contract the Final Submit button will appear in Softex Details.



By clicking on Final Submit following screen will appear where the RBI Letter pertaining Softex Numbers , Datacom (Internet) Bill/ Invoice for the period is to be uploaded. Also select location of the Unit from which the Export has been done.



Please note the Service Rendered Period can be different from the period of Invoices for example service rendered or actual export made in the month of October for which the Invoices raised in the month of November, please enter service render period as October and Period of Invoices as November.

After this click on Final Submit to send this Application to STPI make sure of all the details enters/ submitted before clicking on Final Submit

For Non-STP Unit, provision has been made to update year-wise projections.

Upload Digitally Signed Softex PDF Document

After final submission, the following screen will appear. By clicking on Application Number a PDF file of Softex form will get generated which needs to be download.

Upload File :

Please ensure date format should be in dd-mm-yyyy and currency values must not contain comma in CSV file.

copy of invoices against the line items it is asked for. Please ensure the invoice and Contract are duly sealed and signed before uploading into the system. Please submit the duly signed & sealed hard copy in Duplicate.

Submitted Request

10 records per page

Search:

S.No.	Application No	Period	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Current Status	Action
1	414338333338031219011141	01-10-2019 31-10-2019	1	5	2451155371.52	04-12-2019	Not Completed The application sent back to unit for ... more	View
2	414338333338061119064817	01-09-2019 30-09-2019	1	1	487184.43		Pending	View
3	414338333338061119064817	01-09-2019 30-09-2019	1	6	2291413925.24	07-11-2019	Not Completed The Application No.	View <input type="button" value="Print"/> <input type="button" value="Submit"/>

To Upload Digitally Signed PDF File

Click Here to Download PDF

In the downloaded pdf of Softex form, at the last page (Section C) of the softex, a box will appear where unit need to click and add their **digital signature** refer screenshot below (make sure to not to lock the file while signing the PDF)

softex.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools softex.pdf x 98%

We are not in the Caution List of the Reserve Bank of India.

Place : Bengaluru
Date : 11-04-2020
Name :
Designation : Associate Manager
Application No. 414338333338061119064817 (1)
Signature Of the Exporter
Stamp

Click Here to add Digital Signature to this document

Certified, on the basis of above declaration by the SEZ/STPI unit, that the software described above and the export value declared by the exporter in this form is as per the corresponding Invoice/gist of invoices submitted and declared by the Unit.

Place :
Date :
Name :
Designation :
(Signature of the Designated/ Authorised Official of STPI/SEZ/SEZ)
Stamp

2/2

By clicking on upload icon, the following screen will appear where unit needs to upload their **digitally signed pdf** document in **unlock mode**.

The screenshot shows a web browser window with a title bar that reads "Upload Digitally Signed Softex (414338333338061119064817)". The main content area is a form with the following sections:

- Declaration:** A checkbox with the text "I hereby declare that the file uploading here is the same which was generated/ downloaded from the system and is digitally signed by Authorised Signatory."
- Please Upload Softex : (Only .pdf file)**: A file upload area containing a "Choose File" button (with "No file chosen" text) and an "Upload" button.
- Authorized Signatory:** A dropdown menu with "--Select--" as the current selection.
- Final Submit**: A large blue button at the bottom of the form.

By clicking on Final Submit the date of submission of Softex will get updated.

The duly **Digitally Signed** document (after approval of STPI) may be downloaded as per screenshot 1.

Please use latest version of Chrome to download the PDF file and to sign the document latest Adobe Acrobat Reader DC also ensure to uncheck or disable the locking mode of the document during the process of signing, enabling us to counter sign the document.

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