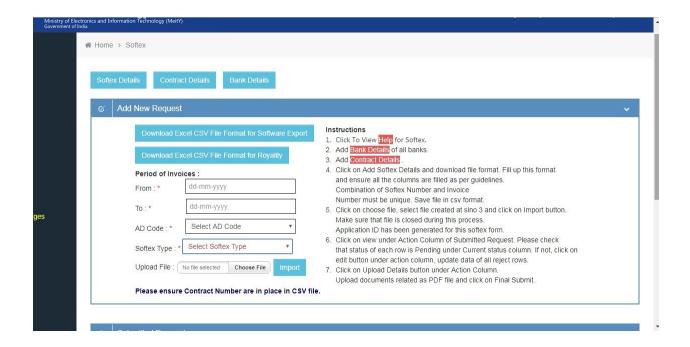
Filing of Softex Manual (New)

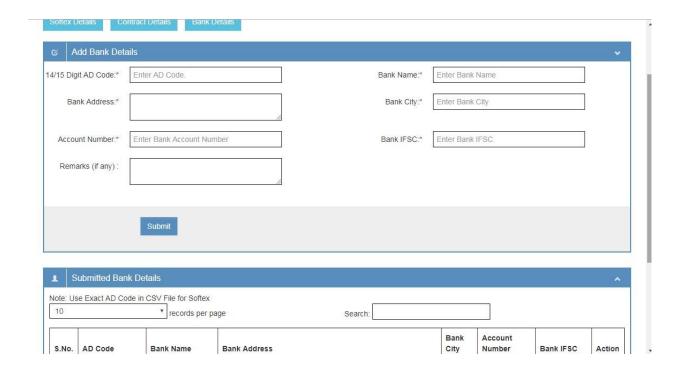
Click on Export from left menu following screen will appear:



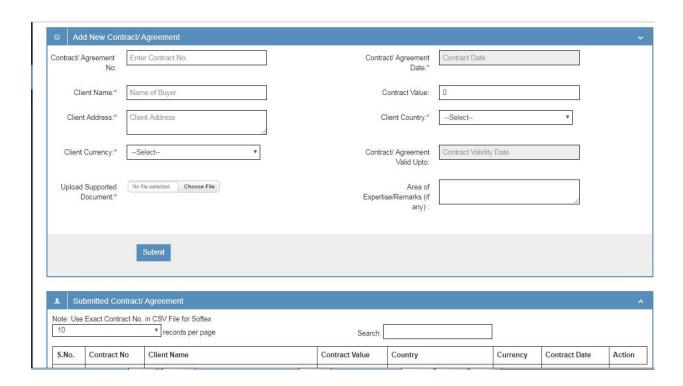
<u>Download CSV (Excel) file format</u> as per the requirement and make sure there is proper number format without comma and no Scientific notation format, something like 2.5E+07 value is there. If the number is more than 12 digits anywhere ie in Invoice Number put 'or any other special character to 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	
5	Mode Of Realization	Enter 3 only	Mandatory	
7	Software Type	906/ 907/ 908/ 909/ 910/ 911	Mandatory	
3	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	6 28	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	

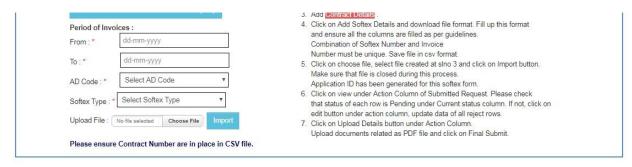
Following screen is to Add Bank(s) details:

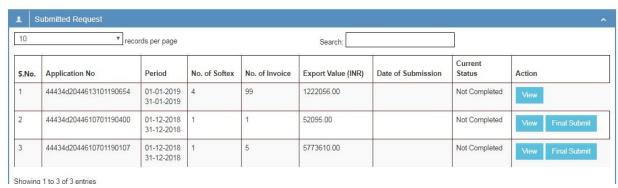


Following screen is to Add Contract Details. Please note if there is no contract / agreement number system will generate the number for reference (Any number generated here is for Reference only which will help in filing of Softex Details)



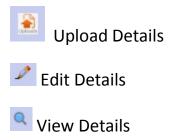
After uploading your CSV (Excel File) a new request been generated with only **View** Option as per the following screen:





By Clicking on View Button the following screen will appear where you need to upload particular invoice and contract for which the button is appearing (Mandatory as this will disable the Final Submit of this application) the details can be updated by clicking button (Pen Icon) 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.





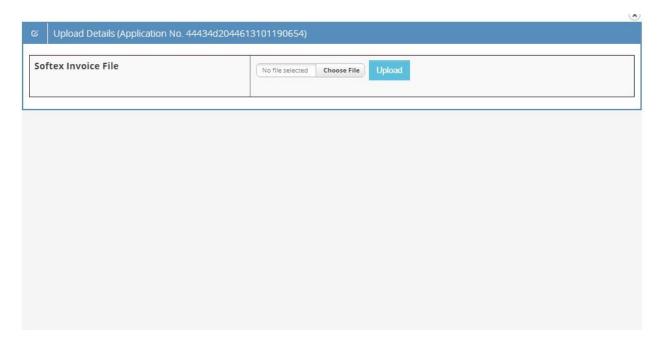
By clicking the Pen Icon in Action menu following screen appears for update the particular line item, if you have already uploaded contract into the system please enter exact contract number and update the row, the details will be auto populated

Financial Year:*	2018-2019	Ψ 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 Foreig Currency):*	gn [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 :	

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



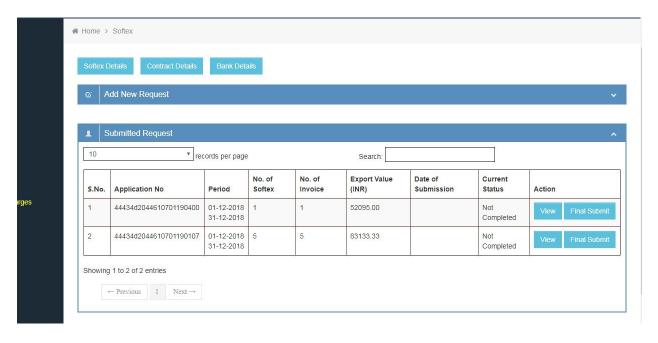
Upload the particular Invoice only



Refer following screenshot where a particular line item is got rejected and showing red (complete row). Click on Pen Icon and update the details like in this case the invoice date is missing. The rejected status will convert into pending where all the details are correct.



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 Bill/ Invoice for the period is to be uploaded. Also select location of the Unit from which the Export has been done.

pload RBI Letter related to Softex Form Numbers Only .pdf File)	No file selected Choose File Upload
Datacom Service Provider Details Upload Only .pdf/ .jpg File)	
	No file selected Choose File Upload
Select Location of Unit	Select ▼
Select Authorised Signatory :	Select ▼
Service Rendered Period	From : dd-mm-yyyy To : dd-mm-yyyy

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 there is an provision for updating Projections for the particular Financial Year.

Generate the Summary Sheet by clicking on Application Number and verify all the details, submit that sheet duly signed and stamped to respective STPI Centre for further approval.