https://stpionline.stpi.in – User Login

Filing of Softex Manual

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 a proper number format without comma and no scientific notation format something like 2.5E+07. If the number is more than 12 digits anywhere i.e. 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. Please ensure that the following columns should be there in 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

Add Bank(s) details in the following form

Add Bank Details

14/15 Digit AD Code:*	Enter AD Code.
	First seven digits are not to be entered as 0.
Bank Name:*	Enter Bank Name
Bank Address:*	
Bank City:*	Enter Bank City
Account Number:*	Enter Bank Account Number
Bank IFSC:*	Enter Bank IFSC
Remarks (if any) :	
Upload Document/ Letter (AD Code Related):*	No file selected Choose File
Status :*	Active

Submit

Submitted Bank Details

Note: Use Exact AD Code in CSV File for Softex

10 records per page

Search:

S.No.	AD Code	Bank Name	Bank Address	Bank City	Account Number	Bank IFSC	Action

Add Contract Details in the following form. Please note that in case there is no contract / agreement number, system will autogenerate the number for reference, (Any number generated here is for reference only)

Add New Contract/ Agreement

Field	Value
Client Name:*	Name of Buyer
Client Country:*	--Select--
Contract/ Agreement No:	Enter Contract No.
Client Currency:*	--Select--
Contract Value (INR):	0
Upload Supported Document:*	No file selected Choose File

Field	Value
Client Address:*	Client Address
Contract/ Agreement Date:*	dd/mm/yyyy
Contract/ Agreement Valid Upto:	Contract Validity Date
Contract Value (Foreign Currency):	0
Area of Expertise/Remarks (if any) :	

Submit

Submitted Contract/ Agreement

Client Name/ Contract No   Search

S.No.	Contract No	Client Name	Contract Value	Country	Currency	Contract Date	Action
1			0.00	Russian Federation	USD	01-10-2020	
2			0.00	United Kingdom	GBP	01-10-2015	

After uploading CSV (Excel File), a new request will be generated as per the following screen :

By clicking on View button, the following screen will appear wherein the details of invoices and contracts should be uploaded for which the button is appearing in the action column. If you have already uploaded contract / Agreement, there is no need to upload contract again, in this case just click on action button and select/ enter the contract number accordingly.

| Back to Softex Details | Contract Details | Bank Details | Add New Invoice | Export Invoice Data |

Softex No   [Search]

Invoice Detail for the Application No : ...

Note: if a row is showing red color (Status is Rejected), it means there is some issue with data as Country Code, Currency Code, Contract Date, Invoice Date and Softex No is not in correct format / Blank

Sno.	Client Details & Cont. Date	Softex No	Invoice No	Invoice Date	Country Code	Export Value	INR Value	Current Status	Action	Upload Invoice	Upload Contract
1	(Master Agreement) Cont. Date : 03-10-20	S;)08042612	2520	31-03-20	NL	374.06 (USD)	752.90	Pending	✏	🔍 ✕	🔍
2	Cont. Date : 03-10-20	S 08042613	A] 2521	31-03-20...	NL	111.17 (USD)	3018.00	Pending	✏	🔍 ✕	🔍
3	Cont. Date : 03-‑‑20	S 8042616	A1 2525	31-03-20	NL	54.92 (USD)	531.84	Pending	✏	🔍 ✕	🔍
4	Agreement) Cont. Date : 03-10-20	S;)08042617	A] 2526	31-03-20	NL	3.32 (USD)	3863.38	Pending	✏	🔍 ✕	🔍
5	Cont. Date : 03-10-: ;6	S)42618	A] 2528	31-03-20	RS	'.36 (USD)	1483.76	Pending	✏	🔍 ✕	🔍
6	Cont. Date : 03-10-200	S 3042614	A: 2523	31-03-20	NL	1.31 (USD)	596.37	Pending	✏ ✕		🔍
7	Cont. Date : 03-10-200C	S 3042615	A1 02524	31-03-20	NL	224.38 (USD)	4432.50	Pending	✏ ✕		🔍

By clicking the pen icon in action menu, following screen appears for updating the particular line item. If you have already uploaded contract into the system, please select exact contract number and the details will be auto populated

Financial Year:*	20 -20	Contract No. :	Master Agreement
Client Name : *		Client Address : *	90 1082 MA Amste
Contract Date : *	03-10-20	Softex No:*	S: 2612
Invoice No:*	A 2520	Invoice Date:*	31-03-20
			Should be within the Period Selected
AD Code:*	6)09	Currency Code:*	USD United States Dollars
HSN/ SAC Code :*		Export Value (in Foreign Currency):*	74.06
Country Code:*	NL Netherlands	Transmission Amount:	0.00
Commission Amount:	0.00	Deduction Amount:	0.00
Mode Of Realisation:*	3 - Other	Export (INR Value):*	52.90
Software Type:*	907	Software Category :	

Save changes

The client details will be automatically fetched by system and displayed as per the following

Search : [Softex or Invoice No]

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 the particular Invoice only

After uploading of selected invoices and contracts the final submit button will appear in Softex Details.

By clicking on final submit, following screen will appear wherein the RBI Letter pertaining Softex Numbers, Datacom Bill/ Invoice for the period are to be uploaded. Also select location of the Unit from where the Export has been done.

Please note that 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, enter service render period as October and Period of Invoices as November.

After this, click on final submit button for submitting the Application to STPI. By clicking on upload icon, unit can upload Digitally Signed pdf document.

Thereafter, once the application got approved the unit can download the signed application from there dashboard.

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