

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

Filing of Softex Manual

Click on Export from left menu, following screen will appear :

Home > Softex

Softex Details Contract Details Bank Details

🔗 Add New Request

Download Excel CSV File Format for Software Export

Download Excel CSV File Format for Royalty

Link to download excel file

Period of Invoices :

From : * dd-mm-yyyy

To : * dd-mm-yyyy

AD Code : * BANK OF AMERICA N.A (6430002)

Softex Type : * Software Export

Upload File : No file selected Choose File Import

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

Instructions

1. Click To View **Help** and **Codes** for Softex, **Condonation Req.**
2. Add **Bank Details** of all Banks (Authorized Dealers).
3. Click on Softex Details and download required file format (Software Export/Royalty).
4. 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. Fill up details of period (from/ to), AD Code and Softex Type.
6. Click on choose file, select file which is to be uploaded and click on Import button. Make sure that file is closed during this process. Application ID has been generated for this softex form.
7. Click on view under Action Column, upload Contract details and 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.**
8. It is now mandatory to Upload **Digitally Signed Softex**

Download CSV (Excel) file format 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 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

Client Name:*

Client Country:*

--Select--

Contract/ Agreement No:

Client Currency:*

--Select--

Contract Value (INR):

Upload Supported Document:*

No file selected

Choose File

Client Address:*

Contract/ Agreement Date:*

Contract/ Agreement Valid Upto:

Contract Value (Foreign Currency):

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 Kinadom | GBP | 01-10-2015 | |

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

Home > Softex

Softex Details

Contract Details

Bank Details

Add New Request

Submitted Request

Application No.

Search

| S.No. | Application No | Period | No. of Softex | No. of Invoice | Export Value (INR) | Date of Submission | Current Status | Action |
|-------|---|---|---------------|----------------|--------------------|--------------------|----------------|---|
| 1 | 4143383050815 | 01-03-2025 31-03-2025 <small>FY : 2024-2025</small> | 7 | 7 | 5724 | | Not Completed | <div><div>View</div><div></div><div>Submit</div><div></div></div> |
| 2 | <div>Uploaded PDF File</div> <div>.....38280325032855</div> | 01-02-2025 28-02-2025 <small>FY : 2024-2025</small> | 8 | 8 | 1137.64 | 24-04-20 | Pending | <div><div>View</div></div> |
| 3 | 414338333338260 | 01-01-2025 31-01-2025 <small>FY : 2024-2025</small> | 7 | 7 | 66070 | 28-02-20 | Approved | <div><div>View</div></div> |

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.

Home > Softex > Export Details

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 | Contract |
| 1 | (Master Agreement) Cont. Date : 03-10-20 | S: 008042612 | 2520 | 31-03-20 | NL | 174.06 (USD) | 752.90 | Pending | | | |
| 2 | Cont. Date : 03-10-20 | S: 08042613 | 2521 | 31-03-20 | NL | 111.17 (USD) | 9018.00 | Pending | | | |
| 3 | Cont. Date : 03-10-20 | S: 8042616 | 2525 | 31-03-20 | NL | 4.92 (USD) | 531.84 | Pending | | | |
| 4 | Agreement) Cont. Date : 03-10-20 | S: 008042617 | 2526 | 31-03-20 | NL | 3.32 (USD) | 3863.38 | Pending | | | |
| 5 | Cont. Date : 03-10-20 | S: 042618 | 2528 | 31-03-20 | RS | 1.36 (USD) | 1483.76 | Pending | | | |
| 6 | Cont. Date : 03-10-20 | S: 8042614 | 2523 | 31-03-20 | NL | 1.31 (USD) | 596.37 | Pending | | | |
| 7 | Cont. Date : 03-10-20 | S: 8042615 | 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:* | 6 009 | 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

 Upload Details (Application No. 44434d2044613101190654)

Softex Invoice File

No file selected

Choose File

Upload


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


Home > Softex

Softex Details

Contract Details

Bank Details

 Add New Request

 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 | 44434d2044610701190400 | 01-12-2018 31-12-2018 | 1 | 1 | 52095.00 | | Not Completed | <div>View</div> <div>Final Submit</div> |
| 2 | 44434d2044610701190107 | 01-12-2018 31-12-2018 | 5 | 5 | 83133.33 | | Not Completed | <div>View</div> <div>Final Submit</div> |

Showing 1 to 2 of 2 entries

← Previous

1

Next →

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.

| | |
|---|--|
| Upload RBI Letter related to Softex Form Numbers : (Only .pdf File) | <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> |
| Datacom Service Provider Details : (Upload Only .pdf/ .jpg File) | <div>Tata Tele business/Tata Communication Ltd /Modafone</div> <div><input type="button" value="Choose File"/> No file chosen</div> <div><input type="button" value="Upload"/></div> |
| Other Documents : (Upload Only .pdf File) | <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> |
| Select Location of Unit : | <input type="text" value="'A' Pr"/> |
| Select Authorised Signatory : | <input type="text" value="Associate Man"/> |
| Actual Service Rendered Period : Period of Invoices From : 01/08/2024 To : 31/08/2024 | From : <input type="text" value="01/"/> To : <input type="text" value="30/"/> |

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.
