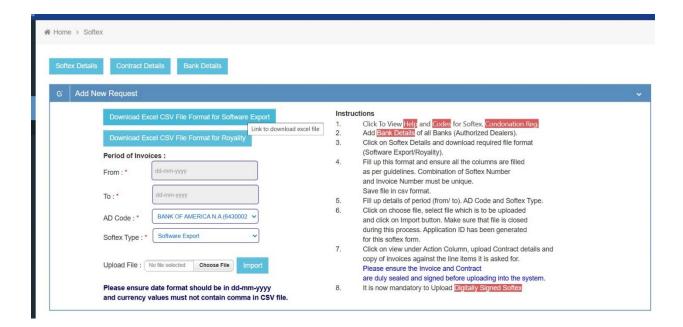
https://stpionline.stpi.in - User Login

Filing of Softex Manual

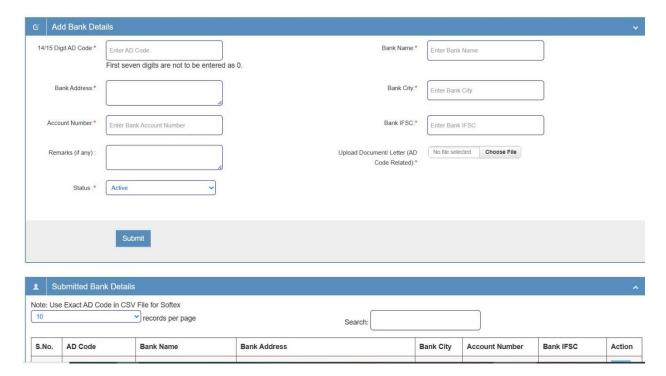
Click on Export from left menu, following screen will appear:



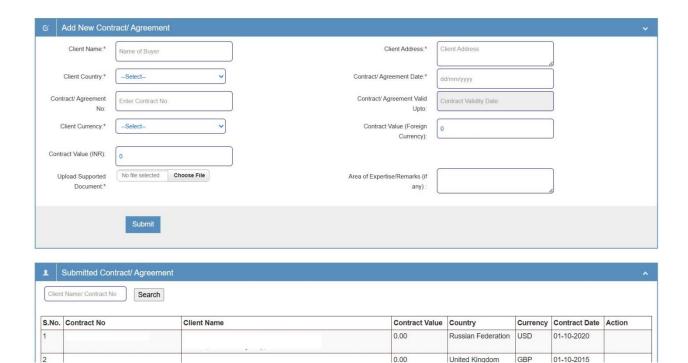
<u>Download CSV (Excel) file format</u> as per the requirement and make sure there is a proper number format without comma and no scientific notation format something like 2.5E+07. If the number is more than 12 digits anywhere i.e. in Invoice Number put ['] or any other special character to recognize 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
5	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	§ 31	Not Mandatory
13	Currency Code	Three Digit Currency code as provided by	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

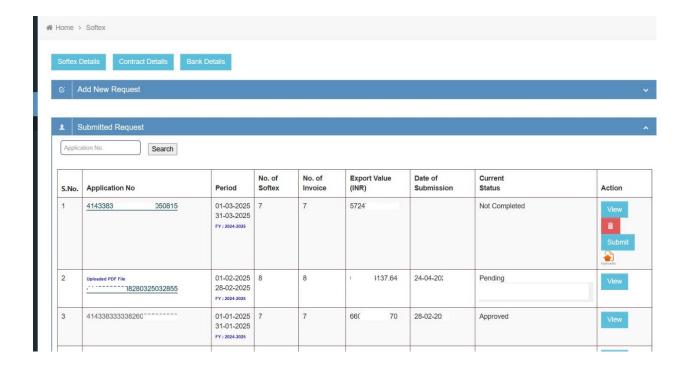
Add Bank(s) details in the following form



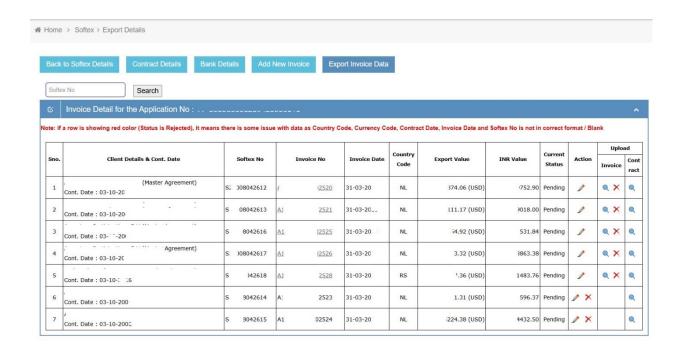
Add Contract Details in the following form. Please note that in case there is no contract / agreement number, system will autogenerate the number for reference, (Any number generated here is for reference only)



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.



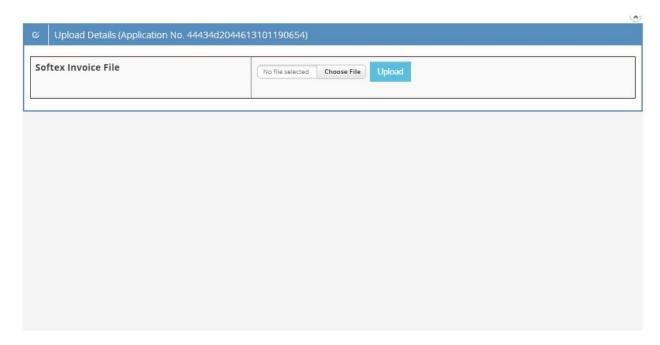
By clicking the pen icon in action menu, following screen appears for updating the particular line item. If you have already uploaded contract into the system, please select exact contract number and the details will be auto populated

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 :	

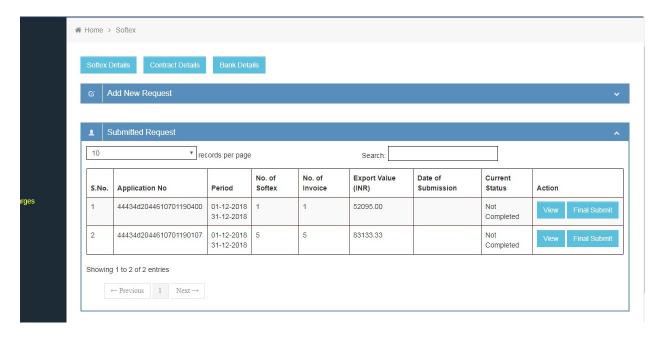
The client details will be automatically fetched by system and displayed as per the following



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.

Upload RBI Letter related to Softex Form Numbers : (Only .pdf File)	Choose File No file chosen Upload	
Datacom Service Provider Details : (Upload Only .pdf/ .jpg File)	Tata Tele business/Tata Communication Ltd Modafone Aidal (Daliance, No file chosen Upload	
Other Documents : (Upload Only .pdf File)	Choose File No file chosen Upload	
Select Location of Unit :	'A' Pr 🔻	
Select Authorised Signatory :	Associate Mana 🗸	
Actual Service Rendered Period : Period of Invoices From:01/08/2024 To:31/08/2024	From: 01/ 1 To : 30/4	

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.
