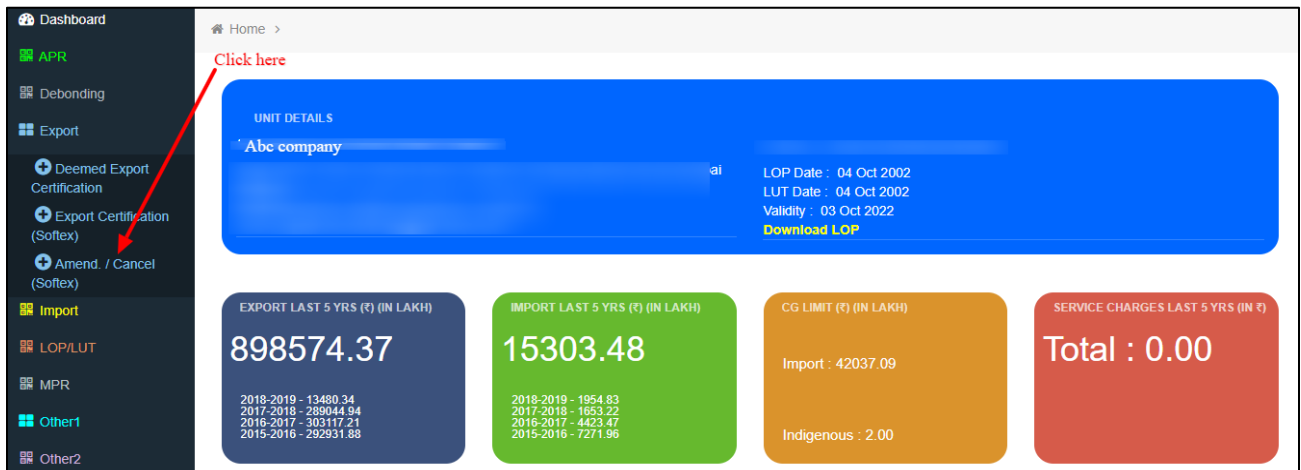# Export Certification (Softex) Amendment/Cancellation

Unit need to send an email/letter to respective STPI center requesting to provide access to the particular Softex number(s) which has to be Cancelled/Amended. Unit must mention all the Softex numbers, to be cancelled/amended, in the above email/letter.

Please follow the below steps to complete your application pertaining to Amendment/Cancellation once STPI grant the access.

Step 1: **Open Export Menu from left menu bar. Click on Amend/Cancel (Softex).**
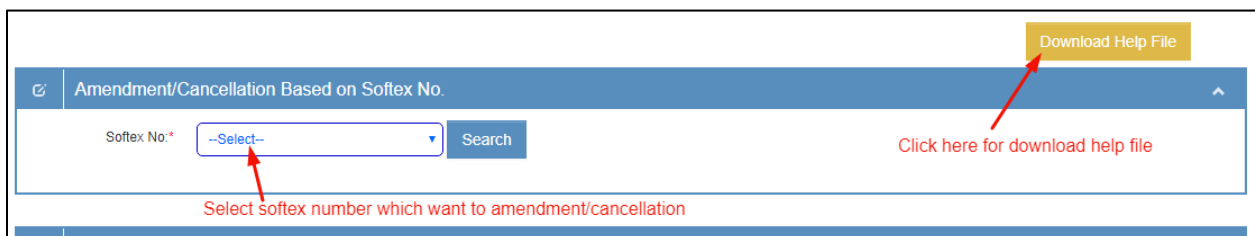

Step 2: **Select Softex Number for which invoice data has to amendment/cancellation,**

Then Click on Search **button.**

Step 3: Here is showing list of invoices correspond to softex number.

3a: For Amendment click on ✎ button.

3b: Change data as invoice, and then click on **Save changes** button.

3c: If want to cancel request click on **Delete** button.

S.No.	Application No	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Status	Reason	Action
1	53723136303617091905242 9	1	1	-7920.00		Pending	dsf safas fas	View uploaded document
2	53723136303617091906010 9	1	1	-26989.94		Not Completed		NEXT Delete

Submitted Request

10 ▼ records per page   Search: [ ]

Click here to upload document

Click here to delete application

3d: Click on NEXT **button to upload related document correspond to softex .**

Upload Details (Application No. 53723136303618091911465 9)

Choose pdf file

Upload relevant document : (Only .pdf File)	Choose File No file chosen
	Upload Click here for upload
Select Location of Unit :	--Select-- ▼ Select Localtion of Unit
Select Authorised Signatory :	--Select-- ▼ Select authorised signatory
Reason for Ammendment:	[ ] Enter reason of ammendment/cancel
Check Application before Final Submit :	Final Submit Click here for final submission

Step 4: For cancellation, click on ✕ **button.**

Approved Invoices

10 ▼ records per page   Search: [ ]

Application No (Date)	Client Name	Invoice No	Invoice Date	Export Value(FOB)	Export Value (INR)	Action
4143383333382008191001 (04-09-2019)	jitendra	500680/N/17-182	04-12-2017	EUR 1275.00	12344.00	✎ ✕

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Click here for cancel invoice

4b: If want to cancel request click on Delete **button.**

Click here to upload document

Click here to delete application

4c: Click on NEXT **button to upload related document correspond to softex .**

Upload Details (Application No. 537231363036180919114659)

Choose pdf file

Upload relevant document : (Only .pdf File)	Choose File No file chosen
	Upload

Click here for upload

Select Location of Unit :	--Select--

Select Localtion of Unit

Select Authorised Signatory :	--Select--

Select authorised signatory

Reason for Ammendment:	

Enter reason of ammendment/cancel

Check Application before Final Submit :	Final Submit

Click here for final submission

Take the printout of the final submitted application. Get it signed digitally (digital signature must be valid and verifiable) / manual (Sign and sealed) from the authorized person and submit the same to the respective STPI center (via email).