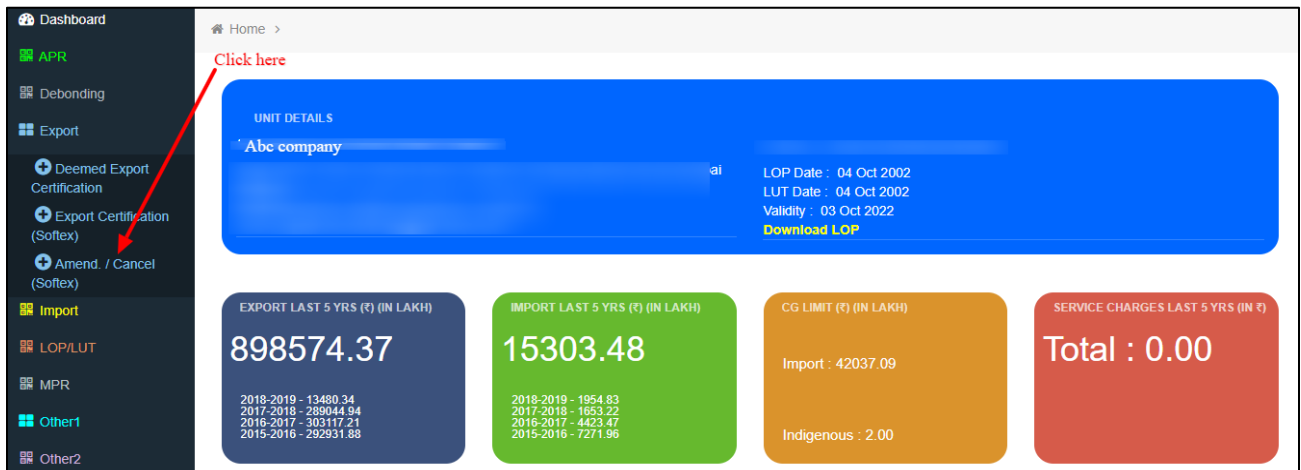


Export Certification (Softex) Amendment/Cancellation

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).



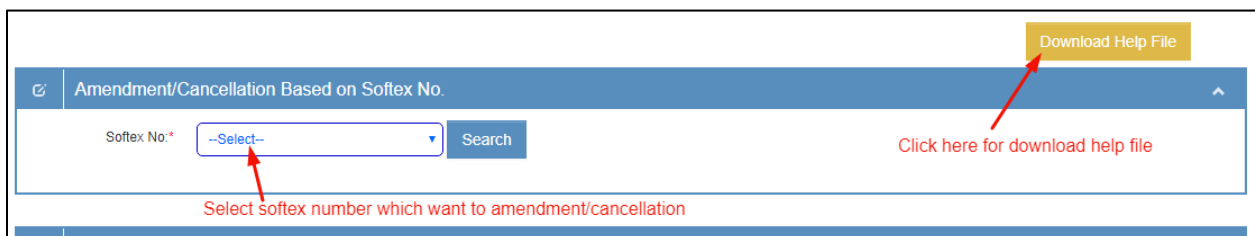
UNIT DETAILS
Abc company

LOP Date : 04 Oct 2002
LUT Date : 04 Oct 2002
Validity : 03 Oct 2022
[Download LOP](#)

EXPORT LAST 5 YRS (₹) (IN LAKH)	IMPORT LAST 5 YRS (₹) (IN LAKH)	CG LIMIT (₹) (IN LAKH)	SERVICE CHARGES LAST 5 YRS (IN ₹)
898574.37	15303.48	Import : 42037.09 Indigenous : 2.00	Total : 0.00

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

Then Click on **Search** button.



Amendment/Cancellation Based on Softex No.

Softex No.* -Select- Search

[Download Help File](#)

Click here for download help file

Select softex number which want to amendment/cancellation

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

3a: For Amendment click on  button.

Softex Details

Contract Details

Bank Details

Amendment

Amendment Based on Softex No.

Softex No.*
S45653542





Search

Click here for Edit Invoice

Invoices

10 records per page

Search:

S.No.	Client Name	Invoice No	Invoice Date	Export Value(FOB)	Export Value (INR)	Action
1	Abcd	1810300000000721	31-12-2018	USD 3193086.33	226585428.70	 
2	Xyza	1810300000000722	31-12-2018	USD 37097092.73	2617673288.00	 

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

Softex Details (414343454e540702191140)

Will Not Change

Financial Year:*	2018-2019	Contract No. :	Abcd company
Client Name : *	Abcd Client	Client Address : *	Abcd Client Address
Contract Date : *	01-09-2006	Softex No:*	Will Not Change → S8347563478
Invoice No:*	1810300000000721	Invoice Date:*	31-12-2018
AD Code:*	64300026000009	Currency Code:*	USD United States Dollars
HSN/ SAC Code :*	324234	Export Value (in Foreign Currency):*	3193086.33
Country Code:*	NL Netherlands	Transmission Amount:	0.00
Commission Amount:	0.00	Deduction Amount:	0.00
Mode Of Realisation:*	3 - Other	Export (INR Value):*	226585428.70
Software Type:*	907	Software Category :	

Save changes

Click here for update

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

Submitted Request

10 records per page Search:

Click here to upload document

S.No.	Application No	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Status	Reason	Action
1	537231363036170919052429	1	1	-7920.00		Pending	dsf safas fas	View uploaded document
2	537231363036170919060109	1	1	-26989.94		Not Completed		NEXT Delete

Click here to delete application

3d: Click on [NEXT](#) button to upload related document correspond to softex .

Upload Details (Application No. 537231363036180919114659)

Upload relevant document : (Only .pdf File)

Choose File No file chosen

Upload

Choose pdf file

Click here for upload

Select Location of Unit : [--Select--](#)

Select Location 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 [X](#) 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.

Submitted Request

10 records per page Search:

[Click here to upload document](#)

S.No.	Application No	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Status	Reason	Action
1	537231363036170919052429	1	1	-7920.00		Pending	dsf safas fas	View uploaded document
2	537231363036170919060109	1	1	-26989.94		Not Completed		NEXT Delete

[Click here to delete application](#)

4c: Click on [NEXT](#) button to upload related document correspond to softex .

Upload Details (Application No. 537231363036180919114659)

Upload relevant document : (Only .pdf File)	Choose File No file chosen Upload
Select Location of Unit :	<input type="text" value="--Select--"/>
Select Authorised Signatory :	<input type="text" value="--Select--"/>
Reason for Ammendment:	<input type="text"/>
Check Application before Final Submit :	Final Submit

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).