

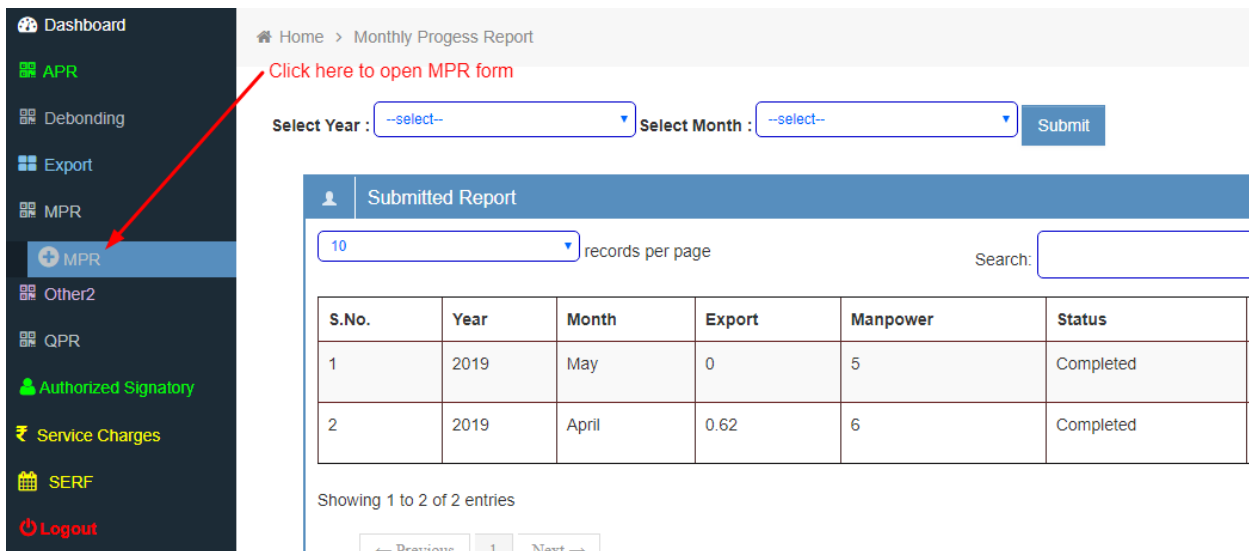
How to file MPR/SERF (NSTP)

Monthly Progress Report (MPR)/SERF

General Instructions:

- Step1:** Fill up MPR of a month and upload onsite/offsite invoice details in csv format.
- Step2:** Generate pdf file of Service Export Reporting Form (SERF).
- Step3:** Sign it and upload scanned copy of SERF document in pdf format.

1- Click on MPR from left sidebar.



Click here to open MPR form

Select Year : Select Month :

Submitted Report

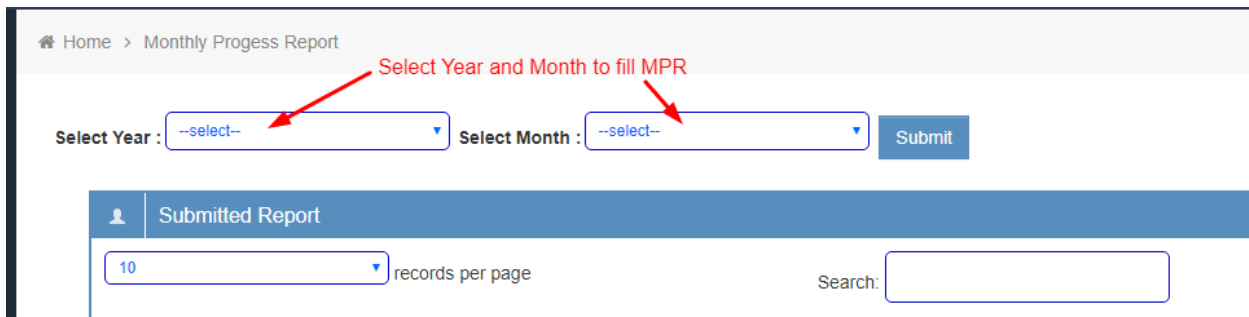
10 records per page Search:

S.No.	Year	Month	Export	Manpower	Status
1	2019	May	0	5	Completed
2	2019	April	0.62	6	Completed

Showing 1 to 2 of 2 entries

← Previous 1 Next →

2- Select year and month then click on button.



Select Year and Month to fill MPR

Select Year : Select Month :

Submitted Report

10 records per page Search:

3- Click on Enter details **Enter Details** button.

Submitted Report

10 records per page Search:

Click here to enter mpr details

S.No.	Year	Month	Export	Manpower	Status	Action
1	2019	May	0	0	Not Completed	Enter Details View
2	2019	April	0.62	6	Completed	Update View

Showing 1 to 2 of 2 entries

4- For upload export, Click on upload details **Upload Details** button.

Click here to upload export details

Select Year : 2019 Select Month : May

Monthly Progress Report

A. Exports for the Month - As per Softex : **Upload Details**

During the month (Rs. in Lakhs):

Onsite Export During the month :

B. Investment (Rs. in Lakhs)

During the month :

5- Now opening a frame, for download Excel csv file format for sample export click on **Download Excel File Format for Export Details** button , then choose export **xlsx** file and then click on import **Import** button.

Click here for download sample xlsx file

Upload File : No file chosen **Download Excel File Format for Export Details**

Please ensure date format should be in dd/mm/yyyy and currency values must not contain comma in xlsx file.
Choose xlsx file then click on Import button

Service Accounting Code (SAC) relating IT/ITES exports as per the Proposed DGCI&S List

SAC Code	Description
998313	Information technology (IT) Consulting and support services
998314	Information technology (IT) design and development services
998315	Hosting and information technology (IT) infrastructure provisioning services
998316	IT infrastructure and network management services
998319	Other information technology services n.e.c

6- After import there is showing all record in tabular format, Click on  button to update record or click on  button to delete record.

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

Records Entered Successfully, Please Complete your Request Further.

990314 Information technology (IT) design and development services
998315 Hosting and information technology (IT) infrastructure provisioning services
998316 IT infrastructure and network management services
998319 Other information technology services n.e.c

Click here to edit or delete export data

Sno.	Type	Client Name	Client Address	Country	Contract / Agreement No.	Contract / Agreement Date	Software Type HSN/ SAC Code	Invoice No.	Invoice Date	Currency	Value of Export in FC (A)	Deduction (if any) (B)	Net Realisable Value (A-B)	Export Value (INR)	Action
1	Onsite	Mishra	asdfsaf	SE	abc/001	04/11/17	998311	2500680/N/17-18	04/09/19	EUR	1275.00	0.00	1275	12344.00	
2	Offsite	jitendra	asfdadsf	SE	abc/001	05/11/17	998312	2500681/N/17-18	05/09/19	EUR	1375.00	0.00	1375	12344.00	
3	Onsite	Kumar	asdfsafdasfew	SE	abc/001	06/11/17	998313	2500682/N/17-18	06/09/19	EUR	1475.00	0.00	1475	12344.00	
4	Other	shail	ewrewrew	SE	abc/001	07/11/17	998319	2500683/N/17-18	07/09/19	EUR	1575.00	0.00	1575	12344.00	

7- Now click on button for close the frame, fill all detail and click **Submit** button.

9.) NRI Investment (Rs in Lakhs):	<input type="text" value="4.00"/>
10.) Manpower (Male) (As on end of the Month):	<input type="text" value="5"/>
11.) Manpower (Female) (As on end of the Month):	<input type="text" value="6"/>
12.) Manpower (Other) (As on end of the Month):	<input type="text" value="4"/>

Click here to submit detail

8- Now status is pending, and then clicks on SERF left sidebar.

Tentative APR

Authorized Signatory

Service Charges






SERF

Logout







Click here to open SERF

Sno.	Year	Month
5	2018	December
6	2018	November
7	2018	October
8	2018	September

9- Click on button to download SERF file print out in hard copy, sign and scan it into pdf format.

Service Export Reporting Form						
10 records per page		Search:		Click here to download SERF pdf file		
S.No.	Year	Month	Datacom Export	Onsite Export	SERF Status	Action
1	2019	October	0.37	0.25	Completed	
2	2019	September	0.37	0.25	Completed	
3	2019	August	0.37	0.25	Completed	
4	2019	January	0.30	0.49	Pending	 
5	2018	December	29535.04	384.42	Pending	 
6	2018	November	27838.59	458.71	Pending	 

10- Click on  button for Upload scanned file.

Service Export Reporting Form						
10 records per page		Search:		Click here to upload scanned signed pdf file		
S.No.	Year	Month	Datacom Export	Onsite Export	SERF Status	Action
1	2019	October	0.37	0.25	Completed	
2	2019	September	0.37	0.25	Completed	
3	2019	August	0.37	0.25	Completed	
4	2019	January	0.30	0.49	Pending	 
5	2018	December	29535.04	384.42	Pending	 
6	2018	November	27838.59	458.71	Pending	 

11- Select declaration checkbox then choose scanned pdf file then click on

Upload

Click here to accept declaration

Submit SERF November , 2019

Declaration:

☐ I hereby declare that the file uploading here is the same which was generated/downloaded from the system.

Please Upload SERF : (Only .pdf File)

Choose File No file chosen

Upload

Authorized Signatory: TAKASHI ISHIKAWA

Final submit

Choose pdf file

Click here to upload

12- Click on Final submit  button.

Submit SERF January , 2019

Please Upload SERF :
(Only .pdf File)

Download PDF File

Delete

Final submit

Click here for final submit

13- Now SERF status is showing completed.

Service Export Reporting Form						
<div> <div>10</div> <div>records per page</div> <div>Search: <input type="text"/></div> </div>						
S.No.	Year	Month	Datacom Export	Onsite Export	SERF Status	Action
1	2019	October	0.37	0.25	Completed	
2	2019	September	0.37	0.25	Completed	
3	2019	August	0.37	0.25	Completed	
4	2019	January	0.30	0.49	Completed	

14- Now MPR status is also showing completed.

Submitted Report							
<div> <div>10</div> <div>records per page</div> <div>Search: <input type="text"/></div> </div>							
S.No.	Year	Month	Import	Export	Manpower	Status	Action
1	2019	July	0.00	0	5	Completed	View