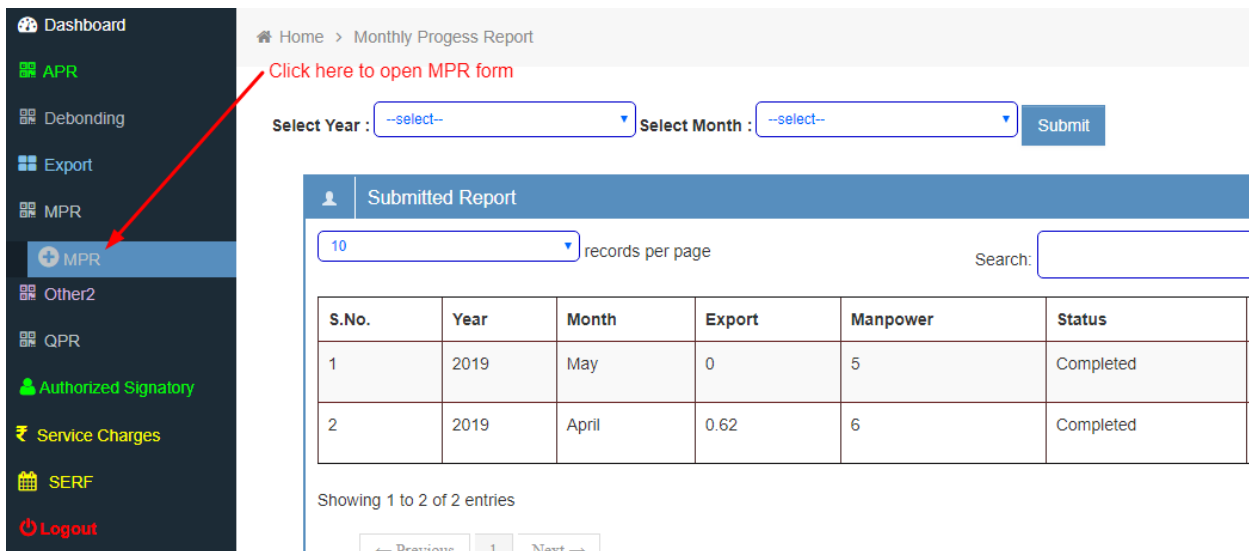# How to file MPR/SERF (NSTP)

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.
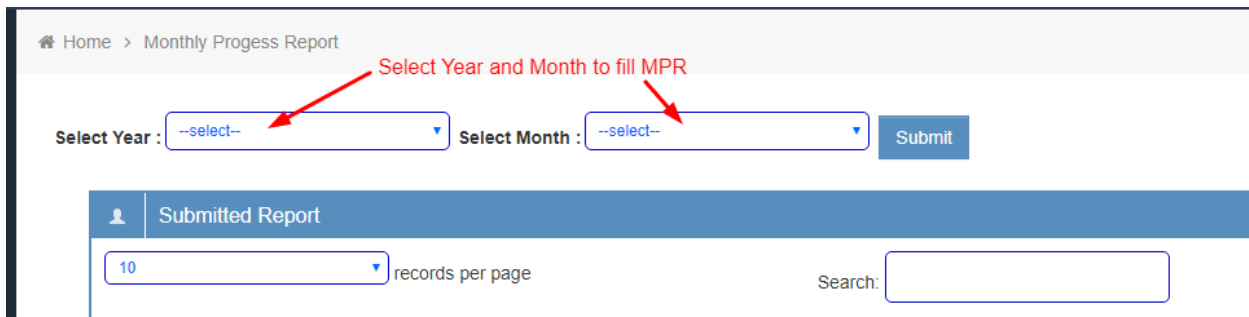
2- Select year and month then click on Submit **button.**

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

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

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

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

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

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	asdfdsaf	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	asdfdsafdasfew	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):	4.00
10.) Manpower (Male) (As on end of the Month):	5
11.) Manpower (Female) (As on end of the Month):	6
12.) Manpower (Other) (As on end of the Month):	4

Click here to submit detail → [Submit] [Cancel]

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

		January
5	2018	December
6	2018	November
7	2018	October
8	2018	September

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

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	PDF
2	2019	September	0.37	0.25	Completed	PDF
3	2019	August	0.37	0.25	Completed	PDF
4	2019	January	0.30	0.49	Pending	PDF Uploads
5	2018	December	29535.04	384.42	Pending	PDF Uploads
6	2018	November	27838.59	458.71	Pending	PDF Uploads

10- Click on **button for Upload scanned file.**

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	PDF
2	2019	September	0.37	0.25	Completed	PDF
3	2019	August	0.37	0.25	Completed	PDF
4	2019	January	0.30	0.49	Pending	PDF Uploads
5	2018	December	29535.04	384.42	Pending	PDF Uploads
6	2018	November	27838.59	458.71	Pending	PDF Uploads

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

Click here to accept declaration

Choose pdf file   Click here to upload

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

12- Click on Final submit Final submit **button.**

Click here for final submit

13- Now SERF status is showing completed.

S.No.	Year	Month	Datacom Export	Onsite Export	SERF Status	Action
1	2019	October	0.37	0.25	Completed	PDF
2	2019	September	0.37	0.25	Completed	PDF
3	2019	August	0.37	0.25	Completed	PDF
4	2019	January	0.30	0.49	Completed	PDF

Service Export Reporting Form — 10 records per page — Search:

14- Now MPR status is also showing completed.

Submitted Report — 10 records per page — Search:

S.No.	Year	Month	Import	Export	Manpower	Status	Action
1	2019	July	0.00	0	5	Completed	View