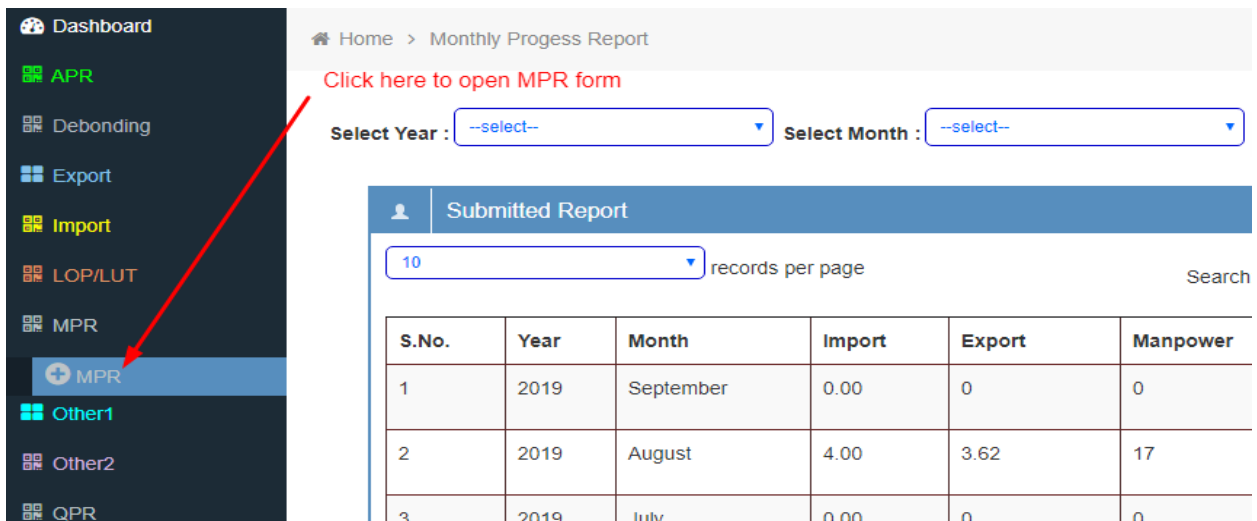# How to file MPR/SERF (STP)

Monthly Progress Report (MPR)/SERF
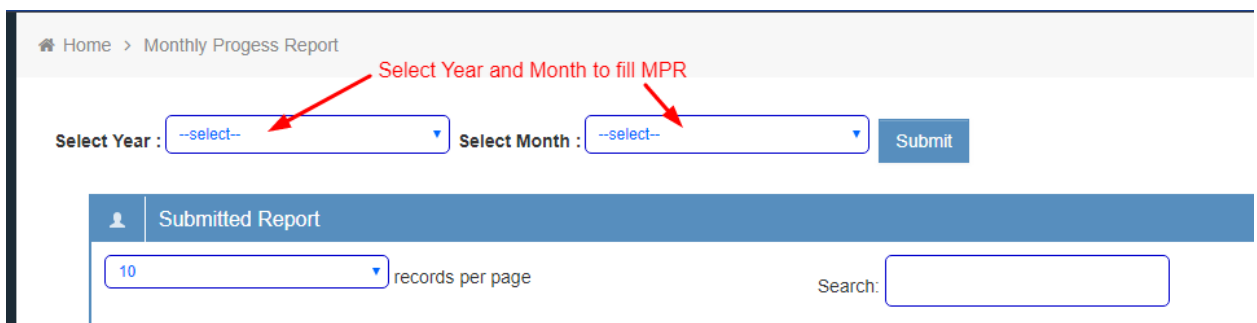
General Instructions:

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.**

S.No.	Year	Month	Import	Export	Manpower	Status	Action
1	2019	November	0.00	0	0	Not Completed	Enter Details View
2	2019	October	2.00	2.62	13		View
3	2019	September	2.00	0.62	15		View
4	2019	August	4.00	3.62	17		View

Submitted Report

10 records per page   Search:

Click here to enter mpr details

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

1.) Procurement of Goods (Rs. in Lakhs)

Capital Goods

Imported

| Value of goods | 0.00 | Duty foregone | 0.00 |

Enter all fields and then click here to upload export detail

Indigenous

| Value of goods | 0.00 | Duty foregone | 0.00 |

2.) Exports (Rs in Lakhs) `Upload Details`

Data Communication/ Softex	Onsite Export	Physical Medium	Deemed Export
0	0	0.00	0.00

5- Now opening a frame, for download Sample Excel file format click on `Download Excel File Format for Export Details` **button, than choose export xlsx file and then click on** `Import` **button**

Click here for download sample xlsx file

Upload File : Choose File No file chosen

`Import`

`Download Excel File Format for Export Details`

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 servi
998316 IT infrastructure and network management services
998319 Other information technology services n.e.c

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

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

Click here to open SERF

👤 Authorized Signatory

₹ Service Charges

📅 SERF

⏻ Logout

4	2015	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.

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	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 [Uploads] 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	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 and then Choose scanned pdf file then click [Upload] button.

Click here to accept declaration

Submit SERF November , 2019

Choose pdf file   Click here to upload

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

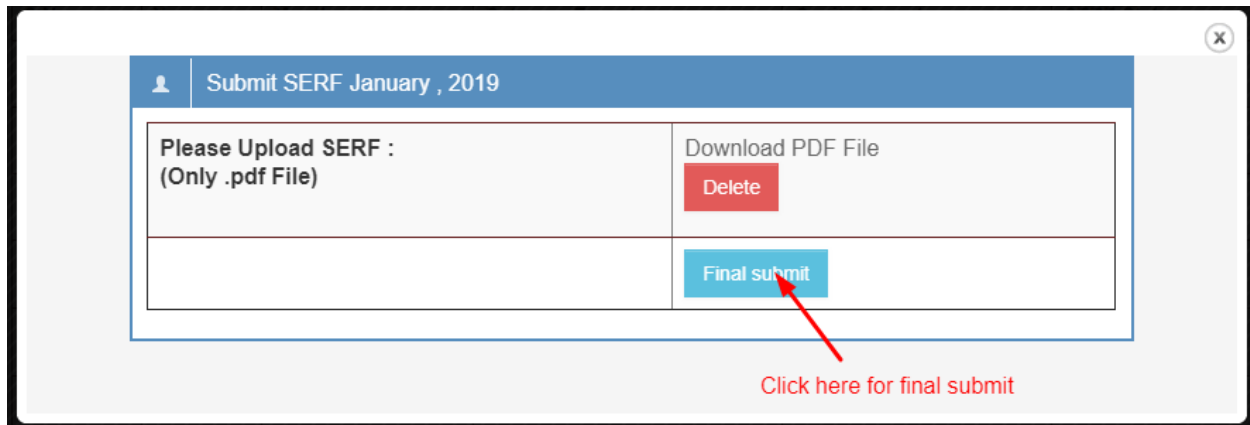| Please Upload SERF : (Only .pdf File)	Choose File No file chosen Upload
Authorized Signatory:	TAKASHI ISHIKAWA
	Final submit

Final submit

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

10 ▾ records per page   Search:

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

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