

## Filing of Softex Manual (New)

Click on Export from left menu following screen will appear :

[Home](#) > [Softex](#)

[Softex Details](#) [Contract Details](#) [Bank Details](#)

Download Excel CSV File Format for Software Export

Download Excel CSV File Format for Royalty

Link to download excel file

Period of Invoices :

From : \*

To : \*

AD Code : \*

Softex Type : \*

Upload File :  [Choose File](#) [Import](#)

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

Instructions

1. Click To View [Help](#) and [Codes](#) for Softex. [Condonation Req.](#)
2. Add [Bank Details](#) of all Banks (Authorized Dealers).
3. Click on Softex Details and download required file format (Software Export/Royalty).
4. Fill up this format and ensure all the columns are filled as per guidelines. Combination of Softex Number and Invoice Number must be unique. Save file in csv format.
5. Fill up details of period (from/ to). AD Code and Softex Type.
6. Click on choose file, select file which is to be uploaded and click on Import button. Make sure that file is closed during this process. Application ID has been generated for this softex form.
7. Click on view under Action Column, upload Contract details and copy of invoices against the line items it is asked for. [Please ensure the Invoice and Contract are duly sealed and signed before uploading into the system.](#)
8. It is now mandatory to Upload [Digitally Signed Softex](#)

Download CSV (Excel) file format as per the requirement and make sure there is proper number format without comma and no Scientific notation format, something like 2.5E+07 value is there. If the number is more than 12 digits anywhere ie in Invoice Number put ' or any other special character to recognize as character and this will disable the excel to convert the field in Scientific notation. Following are the columns of the file, please make sure of this in your CSV file

1	Contract No.	The Contract Number exactly as entered or generated in Application	Not Mandatory
2	Contract Date (dd/mm/yyyy)	Date of Contract/ Agreement/ PO	Mandatory
3	Client Name	Name of Client	Mandatory
4	Client Address	Address of Client	Mandatory
5	Country Code	Two Digit CountryCode as provided by RBI	Mandatory
6	Mode Of Realization	Enter 3 only	Mandatory
7	Software Type	906/ 907/ 908/ 909/ 910/ 911	Mandatory
8	Software Category	Left Blank	Not Mandatory
9	Softex No.	Softex No. exactly as issued by RBI	Mandatory
10	Invoice No.	Invoice Number	Mandatory
11	Invoice Date (dd/mm/yyyy)	Invoice Date in dd/mm/yyyy format only please check thoroughly your system date also be in ddmmyyyy format	Mandatory
12	HSN/SAC Code		Not Mandatory
13	Currency Code	Three Digit Currency code as provided by RBI	Mandatory
14	Export Value	Invoice Value ( in Foreign Currency)	Mandatory
15	Commission Amount	Commission Amount if any in foreign currency	Not Mandatory
16	Deduction Amount	Deduction Amount if any in foreign currency	Not Mandatory
17	Transmission Amount	Transmission Amount if any in foreign currency	Not Mandatory
18	Export Value (INR)	Converted Invoice Amount in Indian Rupees	Mandatory

Following screen is to Add Bank(s) details :

Add Bank Details

14/15 Digit AD Code:\*

Enter AD Code:

First seven digits are not to be entered as 0.

Bank Name:\*

Enter Bank Name

Bank Address:\*

Bank City:\*

Enter Bank City

Account Number:\*

Enter Bank Account Number

Bank IFSC:\*

Enter Bank IFSC

Remarks (if any) :

Upload Document/ Letter (AD Code Related):\*

No file selected

Choose File

Status :\*

Active

Submit

Submitted Bank Details

Note: Use Exact AD Code in CSV File for Softex

10

records per page

Search:

S.No.	AD Code	Bank Name	Bank Address	Bank City	Account Number	Bank IFSC	Action

Following screen is to Add Contract Details. Please note if there is no contract / agreement number system will generate the number for reference (Any number generated here is for Reference only which will help in filing of Softex Details)

Add New Contract/ Agreement

Client Name:\*  
Name of Buyer

Client Country:\*  
--Select--

Contract/ Agreement No:  
Enter Contract No.

Client Currency:\*  
--Select--

Contract Value (INR):  
0

Upload Supported Document:\*  
No file selected Choose File

Client Address:\*  
Client Address

Contract/ Agreement Date:\*  
dd/mm/yyyy

Contract/ Agreement Valid Upto:  
Contract Validity Date

Contract Value (Foreign Currency):  
0

Area of Expertise/Remarks (if any) :

Submit

Submitted Contract/ Agreement							
Client Name/ Contract No		Search					
S.No.	Contract No	Client Name	Contract Value	Country	Currency	Contract Date	Action
1			0.00	Russian Federation	USD	01-10-2020	
2			0.00	United Kinadom	GBP	01-10-2015	

After uploading your CSV (Excel File) a new request been generated with **View** Option as per the following screen :

Home > Softex

Softex Details

Contract Details

Bank Details

Add New Request

Submitted Request

Application No.

Search

S.No.	Application No	Period	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Current Status	Action
1	4143383050815	01-03-2025 31-03-2025 FY : 2024-2025	7	7	5724		Not Completed	<div>View</div> <div>Submit</div> <div>Upload</div>
2	Uploaded PDF File 16280325032855	01-02-2025 28-02-2025 FY : 2024-2025	8	8	1137.64	24-04-20	Pending	<div>View</div>
3	414338333338260	01-01-2025 31-01-2025 FY : 2024-2025	7	7	66070	28-02-20	Approved	<div>View</div>

Home

>

Softex

>

Export Details

Back to Softex Details

Contract Details

Bank Details

Add New Invoice

Export Invoice Data

Softex No

Search

Invoice Detail for the Application No : .....

Note: If a row is showing red color (Status is Rejected), it means there is some issue with data as Country Code, Currency Code, Contract Date, Invoice Date and Softex No is not in correct format / Blank

Sno.	Client Details & Cont. Date	Softex No	Invoice No	Invoice Date	Country Code	Export Value	INR Value	Current Status	Action	Upload	
										Invoice	Contract
1	(Master Agreement) Cont. Date : 03-10-20	S: 008042612	2520	31-03-20	NL	374.06 (USD)	752.90	Pending			
2	Cont. Date : 03-10-20	S 08042613	2521	31-03-20	NL	111.17 (USD)	3018.00	Pending			
3	Cont. Date : 03-10-20	S 8042616	2525	31-03-20	NL	4.92 (USD)	531.84	Pending			
4	(Agreement) Cont. Date : 03-10-20	S: 008042617	2526	31-03-20	NL	3.32 (USD)	3863.38	Pending			
5	Cont. Date : 03-10-20	S 042618	2528	31-03-20	RS	1.36 (USD)	1483.76	Pending			
6	Cont. Date : 03-10-200	S 3042614	2523	31-03-20	NL	1.31 (USD)	596.37	Pending			
7	Cont. Date : 03-10-200	S 3042615	02524	31-03-20	NL	224.38 (USD)	4432.50	Pending			

By clicking the pen icon in Action menu following screen appears for update the particular line item, if you have already uploaded contract into the system please enter exact contract number and update the row, the details will be auto populated

<b>Financial Year:*</b>	20 -20	<b>Contract No. :</b>	Master Agreement
<b>Client Name : *</b>		<b>Client Address : *</b>	90 1082 MA Amste
<b>Contract Date : *</b>	03-10-20	<b>Softex No:*</b>	S: 2612
<b>Invoice No:*</b>	A 2520	<b>Invoice Date:*</b>	31-03-20 Should be within the Period Selected
<b>AD Code:*</b>	6 009	<b>Currency Code:*</b>	USD United States Dollars
<b>HSN/ SAC Code :*</b>		<b>Export Value (in Foreign Currency):*</b>	₹ 74.06
<b>Country Code:*</b>	NL Netherlands	<b>Transmission Amount:</b>	0.00
<b>Commission Amount:</b>	0.00	<b>Deduction Amount:</b>	0.00
<b>Mode Of Realisation:*</b>	3 - Other	<b>Export (INR Value):*</b>	52.90
<b>Software Type:*</b>	907	<b>Software Category :</b>	

Save changes

Refer Below screenshot where the client details is fetched from the system and displayed when the contract/ agreement number is available.


Search : 
[Click Here to export to excel](#)

[Back](#)
[Add New Detail](#)

Application No : 44434d2044613101190654												
Sno.	Client	Softex No	Invoice No	Invoice Date	Country Code	Currency Code	Export Value	INR Value	Current Status	Action	Upload Invoice	Upload Contract
1	sNf7c/2022(INSOURCE INC)	S18000079237	10	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
2		S18000079238	55	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
3		S18000079236	69	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
4		S18000079236	81	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
5		S18000079239	88	04-12-2017	SE	EUR	1275.00	12344.00	Pending			
6		S18000079236	1	04-12-2017	SE	EUR	1275.00	12344.00	Pending	 		
7		S18000079237	2	04-12-2017	SE	EUR	1275.00	12344.00	Pending	 		
8		S18000079238	3	04-12-2017	SE	EUR	1275.00	12344.00	Pending			



Upload the particular Invoice only

 Upload Details (Application No. 44434d2044613101190654)

Softex Invoice File

No file selected

Choose File

Upload


After completion of all the (selected) uploading of Invoices and Contract the Final Submit button will appear in Softex Details.


Home > Softex

Softex Details

Contract Details

Bank Details

 Add New Request

 Submitted Request

10 records per page

Search:

S.No.	Application No	Period	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Current Status	Action
1	44434d2044610701190400	01-12-2018 31-12-2018	1	1	52095.00		Not Completed	<div>View</div> <div>Final Submit</div>
2	44434d2044610701190107	01-12-2018 31-12-2018	5	5	83133.33		Not Completed	<div>View</div> <div>Final Submit</div>

Showing 1 to 2 of 2 entries

← Previous

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Next →

By clicking on Final Submit following screen will appear where the RBI Letter pertaining Softex Numbers, Datacom Bill/ Invoice for the period is to be uploaded. Also select location of the Unit from which the Export has been done.

<b>Upload RBI Letter related to Softex Form Numbers :</b> (Only .pdf File)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<b>Datacom Service Provider Details :</b> (Upload Only .pdf/ .jpg File)	<div>Tata Tele business/Tata Communication Ltd /Modafone</div> <div><input type="button" value="Choose File"/> No file chosen</div> <div><input type="button" value="Upload"/></div>
<b>Other Documents :</b> (Upload Only .pdf File)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<b>Select Location of Unit :</b>	<input type="text" value="'A' Pr"/>
<b>Select Authorised Signatory :</b>	<input type="text" value="Associate Man"/>
<b>Actual Service Rendered Period :</b> Period of Invoices From : 01/08/2024 To : 31/08/2024	From : <input type="text" value="01/"/> To : <input type="text" value="30/"/>

Please note the Service Rendered Period can be different from the period of Invoices for example service rendered or actual export made in the month of October for which the Invoices raised in the month of November, please enter service render period as October and Period of Invoices as November.

After this click on Final Submit to send this Application to STPI make sure of all the details enters/ submitted before clicking on Final Submit. By clicking on upload icon unit can upload Digitally Signed pdf document.

Status Not completed represents that application is pending at Unit end, Pending status is for application pending at STPI end and Digitally signed document may be downloaded after Approved status is showing in the list.

For Non-STP Unit there is an provision for entering and updating Projections for the particular Financial Year by clicking on Projection button in main screen.