Filing of Softex Manual (New)

Click on Export from left menu following screen will appear :

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 Address:*	
Account Number:*	Enter Bank Account Number
Remarks (if any) :	
Status :*	Active

Bank Name:*	Enter Bank Name
Bank City:*	Enter Bank City
Bank IFSC:*	Enter Bank IFSC
Upload Document/ Letter (AD Code Related):*	No file selected Choose File

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)

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

Home > Softex

| Softex Details | Contract Details | Bank Details |

Add New Request

Submitted Request

S.No.	Application No	Period	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Current Status	Action
1	4143383 050815	01-03-2025 31-03-2025 FY : 2024-2025	7	7	5724		Not Completed	View 🗑 Submit Uploads
2	Uploaded PDF File 8280325032855	01-02-2025 28-02-2025 FY : 2024-2025	8	8	1137.64	24-04-20.	Pending	View
3	4143383333338260```````````	01-01-2025 31-01-2025 FY : 2024-2025	7	7	660 70	28-02-20.	Approved	View

By Clicking on View Button the following screen will appear where you need to upload particular invoice and contract for which the button is appearing (Mandatory as this will disable the Final Submit of this application) the details can be updated by clicking button under Action Menu. If you have already uploaded contract / Agreement, there is no need to upload contract again just click on action button and select/ enter the contract number accordingly.

| 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	Cont ract
1	(Master Agreement) Cont. Date : 03-10-20	S:)08042612	/)2520	31-03-20	NL	374.06 (USD)	)752.90	Pending	✏	🔍 ✕	🔍
2	Cont. Date : 03-10-20	S 08042613	AJ 2521	31-03-20...	NL	111.17 (USD)	9018.00	Pending	✏	🔍 ✕	🔍
3	Cont. Date : 03- -20	S 8042616	A1)2525	31-03-20	NL	54.92 (USD)	531.84	Pending	✏	🔍 ✕	🔍
4	Agreement) Cont. Date : 03-10-20	S:)08042617	AJ)2526	31-03-20	NL	3.32 (USD)	3863.38	Pending	✏	🔍 ✕	🔍
5	Cont. Date : 03-10-: :6	S)42618	AJ 2528	31-03-20	RS	'.36 (USD)	1483.76	Pending	✏	🔍 ✕	🔍
6	Cont. Date : 03-10-200	S 3042614	A: 2523	31-03-20	NL	1.31 (USD)	596.37	Pending	✏ ✕		🔍
7	Cont. Date : 03-10-200C	S 3042615	A1 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

Financial Year:*	20 -20	Contract No. :	Master Agreement
Client Name : *		Client Address : *	90 1082 MA Amste
Contract Date : *	03-10-20	Softex No:*	S: 2612
Invoice No:*	A 2520	Invoice Date:*	31-03-20
			Should be within the Period Selected
AD Code:*	6)09	Currency Code:*	USD United States Dollars
HSN/ SAC Code :*		Export Value (in Foreign Currency):*	$ 74.06
Country Code:*	NL Netherlands	Transmission Amount:	0.00
Commission Amount:	0.00	Deduction Amount:	0.00
Mode Of Realisation:*	3 - Other	Export (INR Value):*	52.90
Software Type:*	907	Software Category :	

Save changes

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

Search : [Softex or Invoice No]

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

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

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.

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.