

Filing of Softex Manual (New)

Click on Export from left menu following screen will appear :

The screenshot displays the 'Add New Request' form for Softex filing. The page header includes the Ministry of Electronics and Information Technology (MeitY) Government of India. The breadcrumb trail shows 'Home > Softex'. The form contains several sections:

- Navigation:** Buttons for 'Softex Details', 'Contract Details', and 'Bank Details'.
- Download Links:** Two buttons for downloading Excel CSV file formats: 'Download Excel CSV File Format for Software Export' and 'Download Excel CSV File Format for Royalty'.
- Period of Invoices:** Fields for 'From' and 'To' (both dd-mm-yyyy), 'AD Code' (a dropdown menu), and 'Softex Type' (a dropdown menu).
- Upload File:** A section with 'No file selected', 'Choose File', and 'Import' buttons.
- Instructions:** A list of seven steps: 1. Click To View [Help](#) for Softex. 2. Add [Bank Details](#) of all banks. 3. Add [Contract Details](#). 4. Click on Add Softex Details and download file format. 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. Click on choose file, select file created at slno 3 and click on Import button. Make sure that file is closed during this process. Application ID has been generated for this softex form. 6. Click on view under Action Column of Submitted Request. Please check that status of each row is Pending under Current status column. If not, click on edit button under action column, update data of all reject rows. 7. Click on Upload Details button under Action Column. Upload documents related as PDF file and click on Final Submit.
- Footer Note:** 'Please ensure Contract Number are in place in CSV file.'

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 :

Softex Details Contract Details **Bank Details**

Add Bank Details

14/15 Digit AD Code:* Bank Name:*

Bank Address:* Bank City:*

Account Number:* Bank IFSC:*

Remarks (if any) :

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

Period of Invoices :

From : *

To : *

AD Code : *

Softex Type : *

Upload File :

Please ensure Contract Number are in place in CSV file.

3. Add **Contract Details**.
4. Click on Add Softex Details and download file format. 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. Click on choose file, select file created at slno 3 and click on Import button. Make sure that file is closed during this process. Application ID has been generated for this softex form.
6. Click on view under Action Column of Submitted Request. Please check that status of each row is Pending under Current status column. If not, click on edit button under action column, update data of all reject rows.
7. Click on Upload Details button under Action Column. Upload documents related as PDF file and click on Final Submit.

Submitted Request								
10 records per page		Search: <input type="text"/>						
S.No.	Application No	Period	No. of Softex	No. of Invoice	Export Value (INR)	Date of Submission	Current Status	Action
1	44434d2044613101190654	01-01-2019 31-01-2019	4	99	1222056.00		Not Completed	<input type="button" value="View"/>
2	44434d2044610701190400	01-12-2018 31-12-2018	1	1	52095.00		Not Completed	<input type="button" value="View"/> <input type="button" value="Final Submit"/>
3	44434d2044610701190107	01-12-2018 31-12-2018	1	5	5773610.00		Not Completed	<input type="button" value="View"/> <input type="button" value="Final Submit"/>

Showing 1 to 3 of 3 entries

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 (Pen Icon) 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.

- Debonding
- Export
- Import
- LOP/LUT
- MPR
- Other1
- Other2
- Authorized Signatory
- Service Charges
- Logout

Back to Softex Details
Contract Details
Bank Details
Add New Detail
Export Invoice Data

Type & Search :

Invoice Detail for the Application No : 49424d20496e1902190316

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	JLT Benefit Solutions Ltd Cont. Date : 30-10-2009	S19000040332	JBS/M/18-19/031	08-01-2019	GB	2930694.00 (GBP)	262971170.00	Pending			
2	Jardine Lloyd Thompson Pty Ltd Cont. Date : 09-04-2010	S19000040338	AUS/M/18-19/039	08-01-2019	AU	827146.00 (AUD)	41390407.00	Pending			
3	JLT Specialty Pte Ltd Cont. Date : 01-08-2014	S19000040353	RSA/M/18-19/055	08-01-2019	SG	51290.00 (USD)	3602309.00	Pending			
4	JLT RE Brasil Administracao e Corretagem de Reaseguros Cont. Date : 01-04-2016	S19000040356	BRZ/M/18-19/058	08-01-2019	BR	15254.00 (USD)	1071369.00	Pending			
5	Jardine Lloyd Thompson Insurance and Reinsurance Brokers, Inc Cont. Date : 01-04-2017	S19000040357	EBP/M/18-19/059	08-01-2019	PH	4008.00 (USD)	281494.00	Pending			
6	JLT Reinsurance Brokers Limited Cont. Date : 09-04-2010	S19000040336	RE/M/18-19/037	08-01-2019	GB	372521.00 (GBP)	33426328.00	Pending			
7	Jardine Lloyd Thompson EB Asia Pte Ltd Cont. Date : 01-04-2017	S19000040358	EBA/M/18-19/060	08-01-2019	SG	47695.00 (USD)	3349764.00	Pending			

Upload Details

Edit Details

View Details

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

Softex Details (44434d2044613101190654)			
Financial Year:*	2018-2019	Contract No. :	
Client Name : *	ABC	Client Address : *	XYZ
Contract Date : *	01-01-2011	Softex No:*	S18000079237
Invoice No:*	10	Invoice Date:*	04-12-2017
AD Code:*	00005962900009	Currency Code:*	EUR
HSN/ SAC Code :		Export Value (in Foreign Currency):*	1275.00
Country Code:*	SE	Transmission Amount:	0.00
Commission Amount:	0.00	Deduction Amount:	0.00
Mode Of Realisation:*	3	Export (INR Value):*	12344.00
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.

Electronics and Information Technology (MeitY)

Home > Softex > Export Details

Back to Softex Details | Contract Details | Bank Details | Export Invoice Data

Type & Search :

Invoice Detail for the Application No : 44434d2044611202190435

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	Scicom Infrastructure Services Inc (hbfmz/1352) Cont. Date : 30-10-2015	S19000126617	EX18081	31-01-2019	US	45935.00 (USD)	3240714.00	Pending			

Upload the particular Invoice only

Upload Details (Application No. 44434d2044613101190654)

Softex Invoice File

No file selected | Choose File | Upload

Refer following screenshot where a particular line item is got rejected and showing red (complete row) . Click on Pen Icon and update the details like in this case the invoice date is missing. The rejected status will convert into pending where all the details are correct.

[Back to Softex Details](#)
[Contract Details](#)
[Bank Details](#)
[Add New Detail](#)
[Export Invoice Data](#)
 Type & Search :

Invoice Detail for the Application No : 49424d20496e1902190316

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	JLT Benefit Solutions Ltd Cont. Date : 30-10-2009	S19000040332	JBS/M/18-19/031		GB	2930694.00 (GBP)	262971170.00	Rejected			
2	Jardine Lloyd Thompson Pty Ltd Cont. Date : 09-04-2010	S19000040338	AUS/M/18-19/039	08-01-2019	AU	827146.00 (AUD)	41390407.00	Pending			
3	JLT Specialty Pte Ltd Cont. Date : 01-08-2014	S19000040353	RSA/M/18-19/055	08-01-2019	SG	51290.00 (USD)	3602309.00	Pending			
4	JLT RE Brasil Administracao e Corretagem de Reaseguros Cont. Date : 01-04-2016	S19000040356	BRZ/M/18-19/058	08-01-2019	BR	15254.00 (USD)	1071369.00	Pending			
5	Jardine Lloyd Thompson Insurance and Reinsurance Brokers, Inc Cont. Date : 01-04-2017	S19000040357	EBP/M/18-19/059	08-01-2019	PH	4008.00 (USD)	281494.00	Pending			
6	JLT Reinsurance Brokers Limited Cont. Date : 09-04-2010	S19000040336	RE/M/18-19/037	08-01-2019	GB	372521.00 (GBP)	33426328.00	Pending			
7	Jardine Lloyd Thompson EB Asia Pte Ltd Cont. Date : 01-04-2017	S19000040358	EBA/M/18-19/060	08-01-2019	SG	47695.00 (USD)	3349764.00	Pending			

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	View Final Submit
2	44434d2044610701190107	01-12-2018 31-12-2018	5	5	83133.33		Not Completed	View Final Submit

Showing 1 to 2 of 2 entries

← Previous 1 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.

Upload Details (Application No. 44434d2044610701190400)	
Upload RBI Letter related to Softex Form Numbers (Only .pdf File)	No file selected Choose File Upload
Datacom Service Provider Details (Upload Only .pdf/ .jpg File)	<input type="text"/> No file selected Choose File Upload
Select Location of Unit	--Select--
Select Authorised Signatory :	--Select--
Service Rendered Period	From : <input type="text" value="dd-mm-yyyy"/> To : <input type="text" value="dd-mm-yyyy"/>
Final Submission	

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

For Non-STP Unit there is an provision for updating Projections for the particular Financial Year.

Generate the Summary Sheet by clicking on Application Number and verify all the details, submit that sheet duly signed and stamped to respective STPI Centre for further approval.