

Steps to be followed to file uploading SOFTEX form Online:

Open STPI Portal <http://stpionline.stpi.in>

Login using username/password.

Following Dash board will appear. Click on Services then on Export followed by Export Certification (Softex).

Fill in details of all contracts/agreement one by one through following screen

Dashboard

Services

Download Documents

MPR

APR

Service Charges

Exit

Logout

Home > Softex Contract

Add Softex Details

Add Bank Details

Add New Contract/ Agreement

Contract/ Agreement No. *:

Contract/ Agreement Date:

Client Name:

Contract Value:

Client Address:

Client Country:

Upload Supported Document:

Remarks (if any):

Submitted Contract/ Agreement

10 records per page

Search:

S.No.	Contract No	Client Name	Contract Value	Country	Contract Date	Status	Action
1	Abcd/006	TEST AGREEMENT	100000.00	United Kingdom	14-09-2018		<input type="button" value="Edit"/>

Add bank details by clicking on Add Bank Details

Dashboard

Services

Download Documents

MPR

APR

Service Charges

Exit

Logout

Home > Softex Bank

Back

Add Bank Details

AD Code*:

Bank Name*:

Bank Address*:

Bank City*:

Account Number*:

Bank IFSC*:

Remarks (if any):

Submitted Bank Details

10 records per page

Search:

S.No.	Ad Code	Bank Name	Bank Address	Bank City	Account Number	Bank IFSC	Action
1	1234567	CENTRAL BANK OF INDIA	khan market, New Delhi	Delhi	12345678901	CBIIN02820	<input type="button" value="Edit"/>

Click on SOFTEX forms. Following screen will appear. Follow instructions from Step2 onwards to upload SOFTEX form in csv format.

The screenshot shows a web application interface. On the left is a dark sidebar menu with options: Dashboard, Services, Download Documents, MPR, APR, Service Charges, Exit, and Logout. The main content area is titled 'Home > Softex'. It features a 'Add New Request' section with a blue header. Below the header are two buttons: 'Add Contract/ Client Details' and 'Download Excel CSV File Format'. There is a file upload area with 'No file selected', 'Choose File', and 'Import' buttons. A red warning message states: 'Please ensure Contract Number are in place in CSV file.' To the right of the upload area is a list of instructions for importing Excel/CSV files, numbered STEP 1 through STEP 5. Below this is a 'Submitted Request' section with a table. The table has columns: S.No., Application No, No of Softex, No of Invoice, FOB Value, Date, Current Status, and Action. A single row is visible with the following data: S.No. 1, Application No 4163636567415091802, No of Softex 10001, No of Invoice 10001, FOB Value 12750100.00, Date 15-09-2018, Current Status Not Completed, and Action buttons 'Upload Details' and 'View'. The table is paginated, showing 1 to 1 of 1 entries. At the bottom right of the page, there is a watermark that says 'Activate Windows'.

Click on Download Excel CSV File Format

Fill up details in this format and ensure that Bank and Client Details are same as entered in the system.

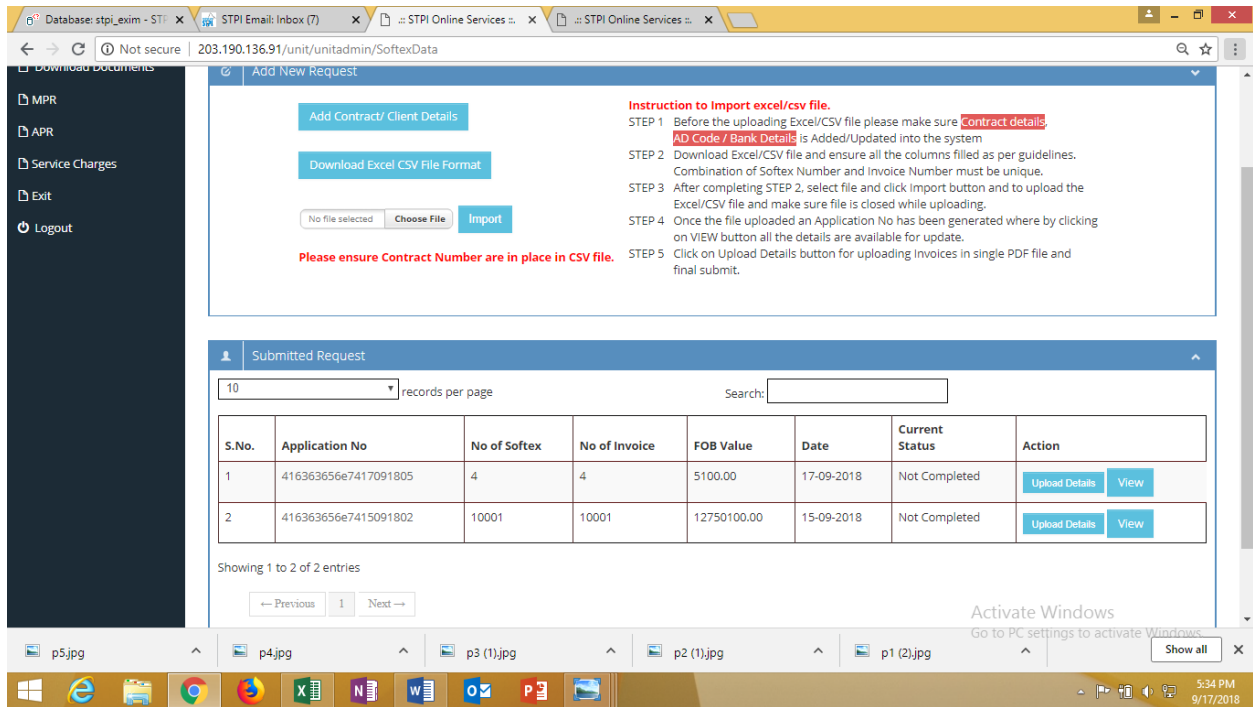
Please ensure that combination of SOFTEX and Invoice Number is unique in each row.

Save this file.

Select file by clicking on choose file button and click on import.

File has been uploaded and Application ID has been generated.

Uploaded file can be seen by clicking on upload details under Action button against appropriate Application ID.



Rows which are shown as reject implies that bank or client details are not matching as provided earlier. Update each reject row and click on upload details. Repeat this exercise till there is no reject row.

Note : Client/Agreement and Bank Details can also be submitted through this screen.

Upload all invoices through a single pdf file through following screen:

