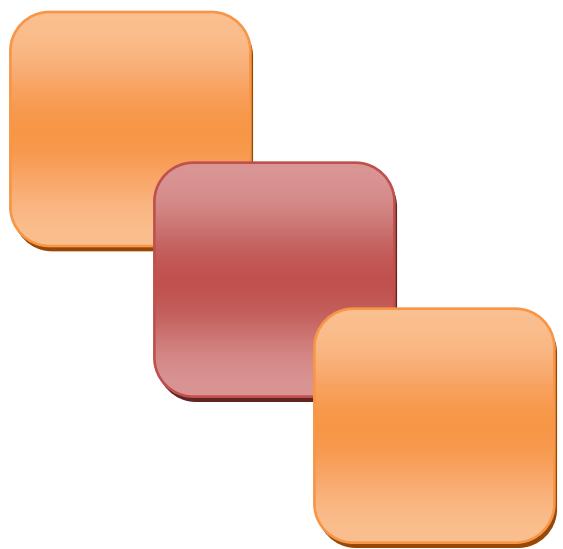




**SEZ Online Manual**

**Softex**

**Version 2.0**





**Concept of declaration tab needs to be incorporated**

**Note:** This document is intended for use by existing SEZ units for the purpose of submitting SOFTEX forms. The document describes the process of preparation & submission of SOFTEX through SEZ online system.

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## 1 INTRODUCTION

This module covers procedure for submission of Softex forms in SEZ Online System

As per Reserve Bank of India mandate, companies need to file Softex forms for software exports exceeding \$25000 in value & Softex forms need to be filed within 30 days of date of invoice.

Softex forms need to be submitted by companies SEZ unit wise (LOA wise). i.e. For a company A having units A1 & A2 under same or different SEZs have to file Softex forms as distinct entities and same will get certified by officials of DC offices to which SEZs belongs.

These Softex forms are to be submitted against master contract furnished by company to Respective DC office and for submission of contract module Gist of Contract is developed In system.

The following are the steps required for preparation and submission of SOFTEX transactions to Development Commissioner's Office:

- Preparation of SOFTEX by the unit Maker and its submission to the unit Approver
- After submission to DC office, obtain the print copies of the SOFTEX form in triplicate (Original, Duplicate, Triplicate) as per notified format stipulated by Reserve Bank of India from the SEZ Online system and present the same to the Development Commissioner's Office along with the necessary supporting documents (e.g. Gist of Contract, invoices etc)

## 2 USER ROLES

Following user are involved in the processing of SOFTEX transaction:

- From Unit
  - Unit Maker
  - Unit Approver
- From DC Office
  - DC Initiator
  - DC Verifier
  - DC Approver

For detailed information and steps regarding user creation and role assignment, kindly refer the manual for 'User Management'.



### 3 PREPARATION OF SOFTEX DOCUMENT

For Preparation of SOFTEX, a ‘Maker-Checker’ concept has been incorporated at the unit’s end, in the SEZ Online system. The SOFTEX document has to be prepared by the ‘Unit Maker’ user.

The Unit Maker prepares a SOFTEX request and submits it to the Unit Approver user, who verifies/checks the correctness of the request before submitting it to Development Commissioner’s office.

To allow the Unit Maker to file for SOFTEX transactions, Unit Admin has to assign the functionality of “SOFTEX” to the user. On assignment of the “SOFTEX” functionality, user will be provided with a link named “SOFTEX”. On clicking on this link, SOFTEX form will be opened.

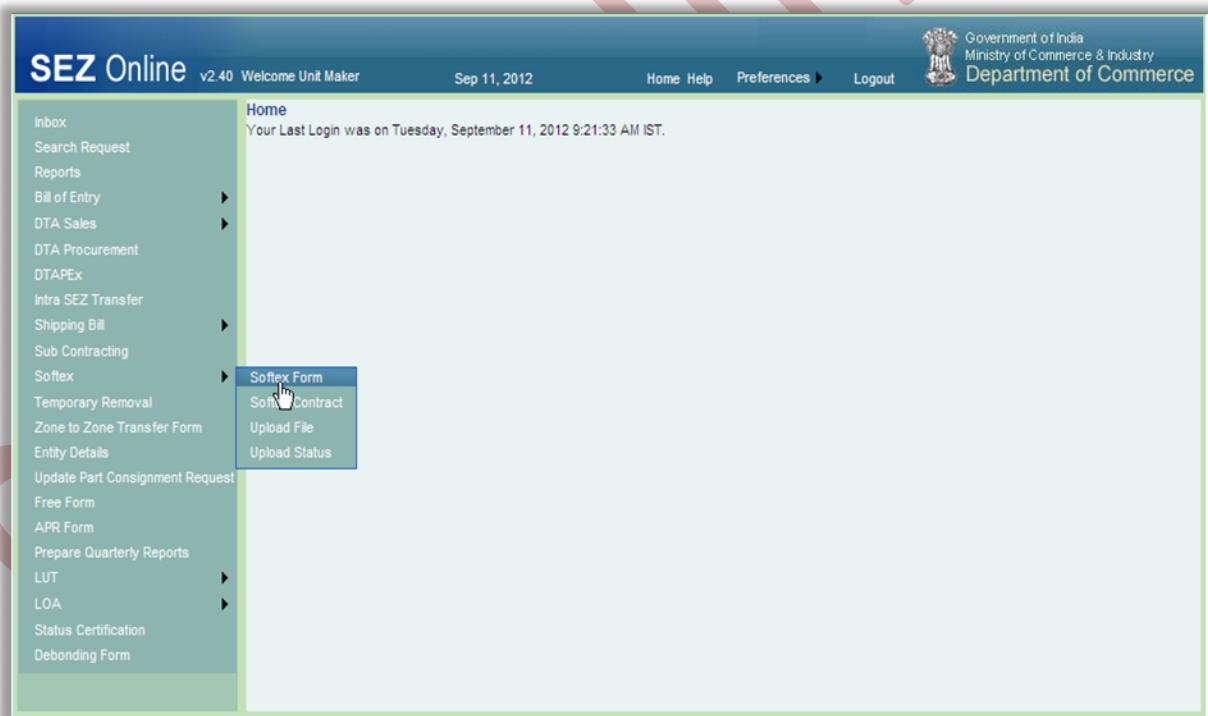


Fig: Screenshot of menu option for SOFTEX form



SEZ Online v2.40 Welcome Unit Maker Sep 11, 2012 Home Help Preferences Logout Softex

Government of India  
Ministry of Commerce & Industry  
Department of Commerce

**Softex Form**

Field Mark in \* are Mandatory

**Softex Form**

**Mapping of Softex Contract ID**  
 Softex Form wise  Invoice wise

Form Number  
(Only digits and capital letters are allowed)

Month and Year of Export

Exporter's Details

Name of the exporter

Address of the exporter

Address

City/Town/Village

State

Country

PIN

Sez Centre

Address

City/Town/Village

State

Country

PIN

Phone

Import-Export Code Number

Category of exporter

Buyer's Name and Address

Contract Id

Buyer's Name \*

Address \*

City/Town/Village \*

Country \*

State \*

PIN \*

Relationship with exporting unit (if any)

Whether export contract/purchase order already registered with SEZ. \*  
(If 'No', please attach copy of the contract/purchase order)

Does contract stipulates payment of royalty \*

Contract Currency \*

Yes  No

Yes  No

Select

Save Reset

Upload template file:  
Upload template file:    \*Number of files allowed to upload is limited

Submit Delete

Contact FAQ

Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

Fig: Blank SOFTEX form



**A. Data fields:**

The data fields of the SOFTEX document have been categorically organized into 5 tabs, as:

- i. **SOFTEX General details**
- ii. **Invoice details**
- iii. **Export details**
- iv. **Royalty details (if any )**
- v. **Add Document (if any )**

**i. SOFTEX general details tab:**

Softex General Tab captures general information about Softex form including form number, buyer details, and contract currency

Following sections are present in this tab:

**Mapping of SOFTEX Contract ID**

- **Softex Form wise**
- **Invoice Wise**

SEZ Online System has a module for submission of gist of contract to DC office. Once this gist is approved by DC office, a contract ID is generated by the system and a provision is provided in Softex form to map this contract ID to Softex form.

**Softex Form wise:**

This means a single contract ID can be mapped to a entire Softex form i.e. if a Softex form is filed with multiple invoices and all invoices belong to same contract, this option should be used

**Invoice wise:**

This means user can map gist of contract at invoice level i.e. if contracts vary with invoice which must be of same currency then this contract IDs can be mapped invoice wise.



**ii. Softex Number:**

Softex number is the number issued by Reserve Bank of India.

SEZ Online System follows two different modes for capturing of Softex number.

- Capturing of Softex number by unit from series received from RBI
- Auto generation of Softex number if DC office gets Softex number series on behalf of units and captures the same using Softex series assignment functionality available to DC office.

**a. Month and Year of Export –**

Month and Year of Export for which Export has been made and invoice has been raised.

**b. Exporter's Details –**

The details of this section are auto populated by the System based on the Information entered by the unit while submitting Unit Regularization request or New Unit Application.

This includes Name of the exporter, Address of the exporter, City/Town/Village, State Country, and PIN Import Export Code number and Category of exporter.

**c. Buyer's Name and Address –**

The Buyer details needs to be entered in this section

**i) Contract Id –**

The Unit may either manually enter or search for the Contract Id using the Search picker .This Contract ID refers to the ID generated by SEZ Online system On approval of Gist of Contract Submitted by the unit to the DC's Office earlier.

**ii) Buyer Details –**

In this section, the name, address of the buyer and Relationship with exporting unit (if any) has to be entered



**iii) Whether export contract/purchase order already registered with SEZ?**

The user has two radio buttons options to select

**Yes:** - This needs to be selected when export contract has been registered

**No:** - This needs to be selected when export contract has not been registered  
(When this option is selected the unit has to attach the copy of the contract or Purchase order)

**iv) Does contract stipulates payment of royalty?**

The user has two radio buttons options to select

**Yes:** This needs to be selected when agreement stipulates payment of royalty.

When royalty is applicable, an additional tab for capturing royalty details will be displayed and information asked in it needs to be captured by unit.

**No:** - This needs to be selected when no royalty is applicable to the contract

**v) Contract Currency –**

User has to select contract currency details from the drop down

On entering the data in the SOFTEX section and clicking on SAVE button, a unique request ID for that particular transaction is generated.

The format of the request ID is “**14YYXXXXXXXX**”.

Here,

“**14**” is the code representing a SOFTEX transaction

“**YY**” are the last two digits of the current year

“**XXXXXXXX**” is the unique number.



Also, on saving the SOFTEX GENERAL details section, the other tabs are shown on the screen

Fig: Screenshot of 'Request Id and Remaining tabs'

### iii .Invoice Details:

The Invoice related details of the transaction are captured in this tab.

Fig: Screenshot of 'Invoice Details' tab

This user has two radio button options for selection

- Individual Invoice Details** – If this option is selected, the Invoice number, Invoice amount and Invoice date have to be entered. Selection of individual invoice details means use has to enter all invoices one by one by using ADD button.



Request ID : 141200010976

Softex Form **Invoice** Export Add Documents

Field Mark in \* are Mandatory

Invoice Details \*

Individual Invoice Details  Consolidated Invoice Detail

Invoice No. \*  USD

Invoice Amount \*

Invoice Date \*  / /

**Save** **Reset**

Fig: Screenshot of 'Individual Invoice Details' tab

**b. Addition of multiple Invoices –**

If the user selects to provide 'Individual Invoice Details', and details of multiple invoices are to be provided, it can be done by clicking on the ADD button.

Invoice No.	Invoice Date	Invoice Amount
AABBCDD1122	01-09-2012	111111111111.11
AABBCDD1133	01/09/2012	222222222222.22

Fig: Screenshot of 'Add Multiple Invoices' section

On addition of multiple invoices, the details are displayed in a tabular form with the total value of all the invoices added



Request ID : 141200010976

Softex Form Invoice Export Add Documents

Field Mark in \* are Mandatory  
Details added successfully!

Invoice Details \*

Individual Invoice Details Consolidated Invoice Detail

	Invoice No.	Invoice Date	Invoice Amount
<input type="checkbox"/>	AABBCCDD1122	01-09-2012	111111111111.11
<input type="checkbox"/>	AABBCCDD1133	01-09-2012	222222222222.22

Total Invoice Amount 333333333333.33 USD

Add Delete

Fig: Screenshot of 'Multiple Invoices' displayed in tabular form

### ii) Deletion of an Invoice –

If user wants to remove a particular invoice or more than one invoice from the SOFTEX Form, the same can be done by selecting the particular invoice check box and then by pressing the delete button

Request ID : 141200010976

Softex Form Invoice Export Add Documents

Field Mark in \* are Mandatory  
Details added successfully!

Invoice Details \*

Individual Invoice Details Consolidated Invoice Detail

	Invoice No.	Invoice Date	Invoice Amount
<input checked="" type="checkbox"/>	AABBCCDD1122	01-09-2012	111111111111.11
<input type="checkbox"/>	AABBCCDD1133	01-09-2012	222222222222.22

Total Invoice Amount 333333333333.33 USD

Add Delete

Fig: Screenshot of 'Delete Invoices' section

On deletion of single or multiple invoices, the details are displayed in a tabular form with



the total value of all the remaining invoices gets displayed

SEZ Online v2.40 Welcome Unit Maker Sep 11, 2012 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Inbox Search Request Reports Bill of Entry DTA Sales DTA Procurement DTAPEx Intra SEZ Transfer Shipping Bill Sub Contracting Softex Temporary Removal Zone to Zone Transfer Form Entity Details Update Part Consignment Request

Request ID : 141200010976 Softex

Invoice Details \*

Individual Invoice Details  Consolidated Invoice Detail

Invoice No.	Invoice Date	Invoice Amount
AABBCDD1133	01-09-2012	2222222222.22

Total Invoice Amount  USD

Fig: Screenshot of 'Remaining Invoices' after deletion

### iii) View /Edit the details of an Invoice –

User can view/edit the details of any Invoice amount and date by clicking on Invoice no. from the table in the 'Invoice List' section

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Inbox Search Request Reports Bill of Entry DTA Sales DTA Procurement DTAPEx Intra SEZ Transfer Shipping Bill Sub Contracting Softex Temporary Removal Zone to Zone Transfer Form Entity Details Update Part Consignment Request Free Form APR Form Prepare Quarterly Reports LUT LOA

Request ID : 141200010976 Softex

Invoice Details \*

Individual Invoice Details  Consolidated Invoice Detail

Invoice No.	Invoice Date	Invoice Amount
AABBCDD1122	01-09-2012	1111111111.11
AABBCDD1133	01-09-2012	2222222222.22

Total Invoice Amount  USD

Invoice No. \*  Invoice Amount \*  USD

Fig: Screenshot for 'Viewing the details of Invoice'



Request ID : 141200010976

Softex

Softex Form Invoice Export Add Documents

Field Mark in \* are Mandatory

Invoice Details \*

Individual Invoice Details  Consolidated Invoice Detail

	Invoice No.	Invoice Date	Invoice Amount
<input type="checkbox"/>	AABBCDD1122	01-09-2012	111111111111.11
<input checked="" type="checkbox"/>	AABBCDD1133	01-09-2012	222222222222.22

Total Invoice Amount 333333333333.33 USD

Add Delete

Invoice No. \* AABBCDD1133

Invoice Amount \* 222222222222.22 USD

Invoice Date \* 01/09/2012

Save Reset Cancel

Fig: Screenshot for 'Editing the details of Invoice'

On Edition of single or multiple invoices, the details are displayed in a tabular form with the total value of all the invoices with the edited values gets displayed

Request ID : 141200010976

Softex

Softex Form Invoice Export Add Documents

Field Mark in \* are Mandatory

Details added successfully!

Invoice Details \*

Individual Invoice Details  Consolidated Invoice Detail

	Invoice No.	Invoice Date	Invoice Amount
<input type="checkbox"/>	AABBCDD1122	01-09-2012	111111111111.11
<input type="checkbox"/>	AABBCDD1133	01-09-2012	333333333333.33

Total Invoice Amount 444444444444.44 USD

Add Delete

Fig: Screenshot of 'Invoices Detail' with edited values



c. **Consolidated Invoice Detail** – If this option is selected summary of all the invoices to be entered in the ‘Invoice Details’ field (user can enter all invoice numbers separated by comma) and the consolidated value of all the invoices in ‘Total Invoice Amount’ field has to be updated

SEZ Online v2.40 Welcome Unit Maker Sep 11, 2012 Home Help Preferences Logout Softex Government of India Ministry of Commerce & Industry Department of Commerce

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Request ID: 141200010976

Softex Form Invoice Export Add Documents

Field Mark in \* are Mandatory

Help

Invoice Details \*

Individual Invoice Details  Consolidated Invoice Detail

Invoice Detail \*

Total Invoice amount \*

USD

Save Reset

Fig: Screenshot of ‘Consolidated Invoice Details’ tab

iii. **Export Details:**

The Export related details are entered in this section

Following sections are present in this tab:

a. **Name of the Authorized Service Provider** – The name of Authorized Datacom Service Provider has to be selected from the check boxes provided ,the user also has the option to check multiple options

When the service provider is selected as others the details of that service Provider needs to be typed in the box

b. **Type of Software Export** – The type of software exported has to be selected from the list provided. Multiple Types can be checked at once.

When the Other Computer Software/ Other Software is selected as others the details of that Other Computer Software/ Other Software needs to be typed in the box

c. **Analysis of Export Value** – In this section, details of Full Export Value, Transmission Charges, Agency Commission and deductions permitted by RBI has



to be provided. Based on the details entered, the 'Amount to be realized' will be calculated and auto populated by system

- d. How export value will be realized (mode of realization)** – The Mode of Realization of export value has to be provided in this section. If the option 'Any other arrangement' is selected the details of the same need to be provided.
  
- e. Authorized dealer details** – Under this the Authorized Dealer's Name, Address, City /Town/Village, County, State, Pin code and Authorized dealer's Code needs to be mandatorily updated. Authorized dealer means bank where unit holds account and payment would be realized.

SEZ Online



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Inbox Search Request Reports Bill of Entry DTA Sales DTA Procurement DTAPEx Intra SEZ Transfer Shipping Bill Sub Contracting Softex Temporary Removal Zone to Zone Transfer Form Entity Details Update Part Consignment Request Free Form APR Form Prepare Quarterly Reports LUT LOA Status Certification Debonding Form

Request ID : 141200010976 Softex

Softex Form Invoice Export Add Documents

Field Mark in <sup>\*</sup> are Mandatory

Section A (For exports through data communication link)

Name of authorized datacom service provider <sup>\*</sup>

Type of software exported <sup>\*</sup>

Software Category Description

RBI Code
□ Data Entry jobs and Conversion Software data Processing 906
□ Software Development 907
□ Software Product,Packages 908
□ Other Computer Software 909
□ Video/TV Software 910
□ Other Software 911

Analysis of Export Value <sup>\*</sup>

(a) Full Export Value of which:-

(i) Net value of exports without transmission charges <sup>\*</sup>

(ii)Transmission charges included in invoice

(b) Transmission charges (if payable Separately by the overseas client)

(c) Deduct: Agency commission,at the rate (%)

Agency commission amount

(d) Any other deductions as permitted by RBI

Details of other deductions as permitted by RBI

(e) Amount to be realised [(a+b) - (c+d)]

Amount	Currency
0.00	USD

How export value will be realised (mode of realisation) <sup>\*</sup>

(a) Under L/C

(b) Bank Guarantee

(c) Any other arrangement e.g. advance payment, etc. including transfer/remittance to bank account maintained overseas (Please specify)

Authorized Dealer's Details

Authorized Dealer's Name <sup>\*</sup>

Address <sup>\*</sup>

City/Town/Village <sup>\*</sup>

Country <sup>\*</sup>

State <sup>\*</sup>

Pin <sup>\*</sup>

Authorized Dealer Code Number <sup>\*</sup>

Save Reset

Action Details

Mode  Auto  Re-assign

Internal Remarks

Upload template file:

Upload template file:    \*Number of files allowed to upload is limited

Submit Delete

Fig: Screenshot of 'Export Details' tab



**iv. Royalty Details tab:**

This section/tab will be displayed to the user only if the user has selected the option 'Yes' for the question 'Does contract stipulates payment of royalty?' in the 'SOFTEX Form' section.

**Following sections are present in this tab:**

**a. Details of Software Package(s) / Product (s) Exported –**

Under this the user has to update two mandatory details

- i) Date of Export** – Date on which the software was exported this field needs to be selected from date Control. The date cannot be greater than the current Date
- ii) GR/PP/SOFTEX Form No. on which exports were declared** – The unit has to Update either of the three form details like, GR, PP, SOFTEX

**b. Royalty agreement details** –The user has to type the details relating to royalty Agreement

- i) % of Royalty: -**
- ii) Amount of Royalty: -**
- iii) Period of royalty agreement: -**
- iv) How royalty value will be realized (as Defined in Royalty agreement):-**  
Under this field the user has to type the mode of payment realization updated in royalty agreement
- v) Calculation of royalty amount: -**

**c. Name and address of designated Authorized Dealer –**



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Inbox Search Request Reports Bill of Entry DTA Sales DTA Procurement DTAPEX Intra SEZ Transfer Shipping Bill Sub Contracting Softex Temporary Removal Zone to Zone Transfer Form Entity Details Update Part Consignment Request Free Form APR Form Prepare Quarterly Reports LUT LOA Status Certification Debonding Form

Request ID : 141200010976 Softex

Softex Form Invoice Export Royalty Add Documents

Fields marked in **\*** are mandatory. Help

**SECTION - B**  
(For receipt of Royalty on Software Packages/Products exported)

**Details of software Package(s)/Product(s) exported**

Date of export **\*** GR/PP/SOFTEX Form No. on which exports were declared **\***

**Royalty agreement details**

%age of royalty **\*** Amount of royalty **\*** Period of royalty agreement (Enclose copy of Royalty agreement, if not already registered) **\*** How royalty value will be realised (as Defined in Royalty agreement) **\***

USD

Calculation of royalty amount (Enclose copy of communication from the foreign customer) **\***

**Name and address of designated Authorised Dealer**  
in India through whom payment has been received/to be received

Use Authorised Dealer Details Same As Export

Authorised Dealer's Name **\***

Address **\***

City/Town/Village **\*** Country **\*** Select

State **\*** Select

PIN **\***

Authorised Dealer Code Number **\***

Save Reset

**Action Details**

Mode  Auto  Re-assign

Internal Remarks

**Upload template file:**

Upload template file:    \*Number of files allowed to upload is limited

Submit Delete

Fig: Screenshot of 'Royalty Details' section

**d. Other Options available in the Royalty tab**

**i) Addition of Multiple Royalty** – If the user wants to add ‘Multiple Royalty Details’, and details it can be done by clicking on the ADD button.

Select	Sr. No.	Authorized Dealer Name	Date Of Export
<input type="checkbox"/>	2	aw	01-09-2012
<input type="checkbox"/>	3	aw	01-09-2012

Fig: Screenshot of before adding royalty section

Select	Sr. No.	Authorized Dealer Name	Date Of Export
<input type="checkbox"/>	2	aw	01-09-2012
<input type="checkbox"/>	3	aw	01-09-2012
<input type="checkbox"/>	4	aw	01-09-2012

Fig: Screenshot of After adding royalty section



ii) **Deletion of Royalty** – If the user wants to delete ‘Individual Export Details’, and details of a particular royalty it can be done by clicking on the Delete button.

SEZ Online v2.40 Welcome Unit Maker Sep 12, 2012 Home Help Preferences Logout

Request ID : 141200010976 Softex

Fields marked in \* are mandatory. [Help](#)

**Details added successfully**

**SECTION - B**  
(For receipt of Royalty on Software Packages/Products exported)

Select	Sr. No.	Authorized Dealer Name	Date Of Export
<input type="checkbox"/>	2	aw	01-09-2012
<input type="checkbox"/>	3	aw	01-09-2012
<input checked="" type="checkbox"/>	4	aw	01-09-2012

[Add](#) [Delete](#)

Fig: Screenshot of Before deleting royalty section

SEZ Online v2.40 Welcome Unit Maker Sep 12, 2012 Home Help Preferences Logout

Request ID : 141200010976 Softex

Fields marked in \* are mandatory. [Help](#)

**SECTION - B**  
(For receipt of Royalty on Software Packages/Products exported)

Select	Sr. No.	Authorized Dealer Name	Date Of Export
<input type="checkbox"/>	2	aw	01-09-2012
<input type="checkbox"/>	3	aw	01-09-2012

[Add](#) [Delete](#)

Fig: Screenshot of After deleting royalty section

**iii) View /Edit the details of a Royalty** – User can view/edit the details of any Royalty by clicking on serial no. from the table in the ‘royalty list’ section.

### Fig: Screenshot for viewing royalty details

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**Inbox**

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Bill of Entry

DTA Sales

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Temporary Removal

Zone to Zone Transfer Form

Entity Details

Update Part Consignment Request

Free Form

APR Form

Prepare Quarterly Reports

LUT

LOA

Status Certification

Debonding Form

**Request ID : 141200010976**

Softex

Softex Form
Invoice
Export
Royalty
Add Documents

Fields marked in **\*** are mandatory.

**Help**

**SECTION - B**  
(For receipt of Royalty on Software Packages/Products exported)

Select	Sr. No.	Authorized Dealer Name	Date Of Export
<input type="checkbox"/>	2	AM	01-09-2012
<input type="checkbox"/>	3	AM	01-09-2012

Add
Delete

**Details of software Package(s)/Product(s) exported**

Date of export **\***

GR/PP/SOFTEX Form No. on which exports were declared **\***

**Royalty agreement details**

%age of royalty **\***

Amount of royalty **\***

02/09/2012

September, 2012

Su Mo Tu We Th Fr Sa

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

23.00

23555555555555555555

02/09/2012

September, 2012

Su Mo Tu We Th Fr Sa

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

23.00

23555555555555555555

Fig: Screenshot for editing royalty details

**SEZ Online** v2.40 Welcome Unit Maker

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Ministry of Commerce & Industry

Department of Commerce

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Sub Contracting

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Temporary Removal

Zone to Zone Transfer Form

Entity Details

Update Part Consignment Request

Free Form

APR Form

Prepare Quarterly Reports

Request ID : 141200010976

Softex Form
Invoice
Export
Royalty
Add Documents

Fields marked in \* are mandatory.

Details added successfully

[Help](#)

**SECTION - B**  
(For receipt of Royalty on Software Packages/Products exported)

Select	Sr. No.	Authorized Dealer Name	Date Of Export
<input type="checkbox"/>	2	AM	01-09-2012
<input type="checkbox"/>	3	AM	02-09-2012

Add
Delete

Fig: Screenshot after editing royalty details

**v. Add Document tab: (Optional tab)**

If DC office requires supporting documents for verification of Gist of Contract, the Unit user will capture the document details in the Add Documents tab.

Add documents tab is not mandatory.

**a. The following details are to be updated in add documents tab**

- i) Document Name**
- ii) Document Subject**
- iii) Reference Number**
- iv) Reference Remarks**

Once the document details are added, an acknowledgement receipt may be generated by clicking on 'Generate Acknowledgement Receipt' link.

Unit user may take the print of acknowledgement receipt and attached supporting documents to it and submit to the DC office.

SEZ Online v2.40 Welcome Unit Maker Sep 12, 2012 Home Help Preferences ▾ Logout

Request ID : 141200010976 Softex

Softex Form Invoice Export Royalty Add Documents

Add supporting document  
(Fields marked in \* are mandatory)

Help

Document Name \* SOFTEX SUPPORTING  
Document Subject ANNEXURE  
Reference Number 1234  
Remarks Supporting documents

Save Reset

There are no documents added.

Generate Acknowledgement Receipt

Navigation menu on the left:

- Inbox
- Search Request
- Reports
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- DTA Sales
- DTA Procurement
- DTAPEX
- Intra SEZ Transfer
- Shipping Bill
- Sub Contracting
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- Temporary Removal
- Zone to Zone Transfer Form
- Entity Details
- Update Part Consignment Request
- Free Form
- APR Form
- Prepare Quarterly Reports
- LUT
- LOA
- Status Certification
- Debonding Form

Fig: Screenshot of 'Add Documents' section



SEZOnline-System Generated Acknowledgement Receipt

Report generated on 12/09/2012 12:40:12 PM

REQUEST DETAILS	
Request ID	141200010976
Request Type	Softex
Submission Date	NA
Unit Name	urg3009un
SEZ Name	SEZ3006one
DC Name	DC3006n

**SUBMITTED DOCUMENT LIST**

Please select the document enclosed	Serial No.	Document Name
-------------------------------------	------------	---------------

Name and Signature of Applicant :

Page 1 of 1

Fig: Screenshot of 'Generate Receipt'**b. Other Options available in the Add Documents tab**

i) Delete Document – If the user wants to delete ‘Document Details’ and it can be done by selecting the document and by clicking on the Delete button.

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Request ID : 141200010976

Softex

Add supporting document  
(Fields marked in \* are mandatory)

Details added Successfully.

Document Name \*   
Document Subject   
Reference Number   
Remarks

Save Reset

Document Id	Document Name	Document Subject	Document Reference Number	Document Submitted Date	Document Receipt Date
1	SOFTEX SUPPORTING	ANNEXURE	1234		
2	AAA	ADD	ssds		

Delete

Generate Acknowledgement Receipt

Fig: Screenshot for 'Add Document Details before deletion'



Request ID : 141200010976

Softex Form Invoice Export Royalty Add Documents

Add supporting document  
(Fields marked in \* are mandatory)

Details Deleted Successfully.

Document Name \*:

Document Subject:

Reference Number:

Remarks:

Save Reset

	Document Id	Document Name	Document Subject	Document Reference Number	Document Submitted Date	Document Receipt Date
<input type="checkbox"/>	1	SOFTEX SUPPORTING	ANNEXURE	1234		

Delete

Generate Acknowledgement Receipt

Fig: Screenshot after deleting 'Add Document Details'

#### **B. Template Upload:**

User has a option to upload .xls or .xlsx files through the Upload template file link. User can upload maximum upto 10 files for a particular request and the maximum Size of file that can be uploaded should be upto 2 MB.

Upload template file:

Upload template file:   \*Number of files allowed to upload is limited

Submit Delete

Contact FAQ

Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

Fig: Screenshot of 'Show Calculations' page

#### **C. Confirmation Screen:**

After preparation of the SOFTEX document as the user clicks on the 'Submit' button, a confirmation screen is displayed to the user. In the confirmation page, the contents of the SOFTEX document are displayed.

The user may either confirm or cancel the submission of the SOFTEX using the buttons provided in this page. Further, please note that the user may also print a trial copy of the SOFTEX document by clicking on "Print Trial" through this page.



Confirmation - Webpage Dialog  
https://59.163.48.89/Utility/DSCConfirmation.aspx

SOFTWARE EXPORT DECLARATION (SOFTEX) FORM  
(For declaration of Software Exports through data-communication links  
and receipt of Royalty on the Software Packages/Products exported)

FORM NO : AABBCDD1122

1. Name and address of the exporter  
urg3009un  
abc  
abc  
abc  
abcccccccc  
Lakshadweep  
India  
456456  
SEZ3006one

2. SEZ Centre within whose jurisdiction the unit is situated  
abc  
abc  
abc  
abc  
Maharashtra  
India  
400002  
+91-45645-4546456456  
1231211123

3. Import-Export Code Number

Confirm Cancel Print Trial

https://59.163.48.89/Utility/DSCConfirmation.aspx

Fig: Screenshot of Confirmation Screen

#### D. Declaration Details :

The unit being the exporter has to give a declaration stating the details provided is true. This tab will be displayed to the Unit Approver when the SOFTEX request is initiated and Submitted by the Unit maker to Unit approver

This tab will be displayed to the Unit Approver when the SOFTEX request is initiated and Submitted by the Unit maker to Unit approver

#### Details to be updated in the Declaration tab:

The user has to mandatorily update either of the two details

##### a. Declaration Text:

##### b. Declaration Date:

The user has to update the date on or before which export proceeds are going to be realized, This date field has to be updated only when there is a certainty that export proceeds are going to be realized on or before a certain date.



*Tip: Before submitting to DC, check the Print Trial to see whether all the details are correctly entered in the request*



Request ID : 141200010976

Softex

Softex Form Invoice Export Royalty Declaration Add Documents

Field Mark in \* are Mandatory

Details added successfully

SECTION - C

Declaration by exporter

We hereby declare that we are the seller of the software in respect of which this declaration is made and that the particulars given above are true and that the value to be received from the buyer represents the export value contracted and declared above. We also declare that the software has been developed and exported by using authorised and legitimate datacom links.

We undertake that we will deliver to the bank named above the foreign exchange representing the full value of the software exported as above on or before

(i.e. due date for payment or within 365 days from the date of invoice/date of last invoice raised during a month, whichever is earlier), in the manner prescribed in Rule 9 of the Foreign Exchange Regulation Rules, 1974.

Place abcxxxxxxxx

Date 12/09/2012

Signature of the Exporter

Name unit appr

Designation unitappr

Fig: Screenshot of Declaration Screen

**E. General Instructions:**

- i. After entering details of each tab, the save button has to be clicked to save the information entered.
- ii. The fields marked with a red asterisk mark "\*" are mandatory. The SOFTEX document cannot be submitted without entering information in the mandatory fields.
- iii. A unique request id will be generated by the system as the Entity Maker user clicks on the 'Save' button for the first time. The SOFTEX can be tracked in future by using this request ID.
- iv. The unit will not be able to make any changes in the SOFTEX once it is submitted to DC.
- v. At any given point in time only one user can work on a SOFTEX. The user who accepts the request can only take action on that request.
- vi. Whenever a request is submitted from Unit to DC and vice versa, user will have to sign the Confirmation Screen using DSC. All DC users, while submitting a request to an Entity or within DC for any clarifications, will have to sign use DSC

**F. XML File Upload**

Preparing a SOFTEX document manually by entering data in all the fields of the SOFTEX form in SEZ Online application can be a time consuming process when large volume of Softex forms are to be filed. Thus, a facility has been provided to import the SOFTEX



request prepared in a XML file (using any in-house or vendor software) into SEZ Online System. If a user prepares a SOFTEX in the form of a XML file in a format published by NDML, the XML file so created may be imported directly into SEZ Online system.

Usage of this feature enables users to upload multiple Softex in system without need of manual entry of Softex forms one by one



*Tip: For quick request creation, users can use xml upload.*

**For this purpose, the user has to do the following:**

- i. Prepare a XML file containing the details of the SOFTEX in the format published by NDML. The XML needs to be prepared in a specified format. The specified format can be obtained from the 'Downloads—Softex Softex Upload-XMI Samples' section of the website [www.sezonline-ndml.com](http://www.sezonline-ndml.com). Please refer to the Sample Softex uploaded as 'Sample for file upload and refer the 'Manual-Version-1.2.pdf' for uploading the Softex files
  
- ii. After login, click on the link called as "SOFTEX -> Upload File" (as indicated in the screen shot below).

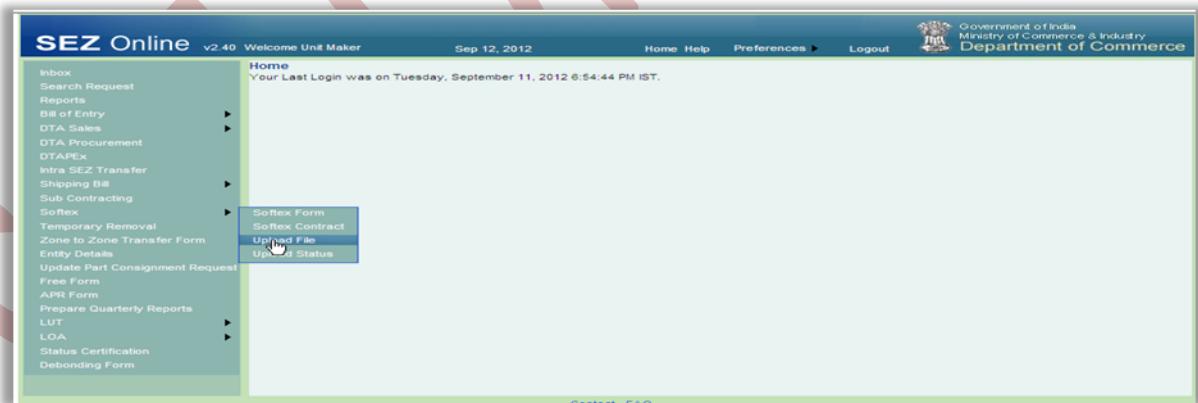


Fig: Screenshot of Upload File Screen

- iii. With the help of the browse button, select the type (.xml file) click on open and then click on upload

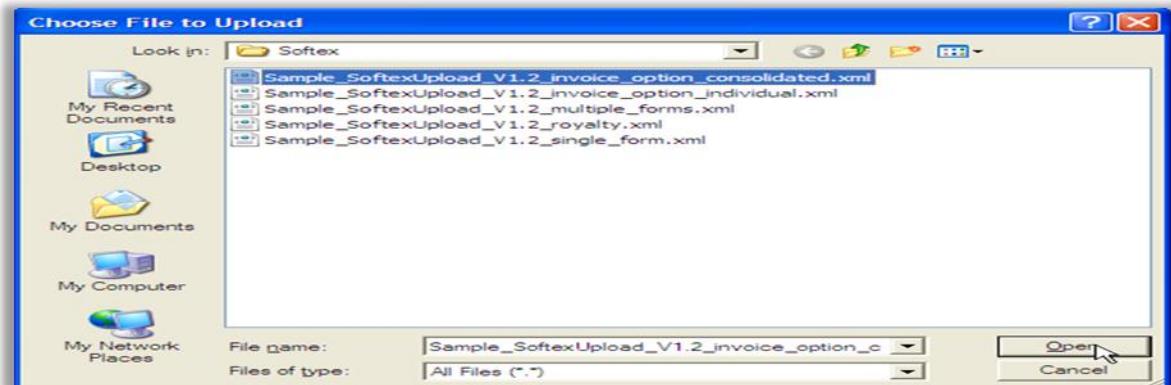


Fig: Screenshot of XML File Screen



Fig: Screenshot of Upload Screen

iv. For single file upload, on successful upload, message is displayed to the user and a Softex generated in SEZ Online system and a unique file id is allotted to it. The request may be viewed by clicking on the inbox. Modifications required (if any) may be done by the user before submission.



Fig: Screenshot of File ID



To check the status of the requests of the XML file, there is a link labeled “Upload Status”. On clicking the link, the user will be shown the status screen. Here the user can either search for the request by selecting the date of uploading or by entering the File number.



Fig: Screenshot of Upload Status Selection



Fig: Screenshot of Upload Status

If the upload is still in progress, then the status will be shown as “IN PROGRESS”.

If all the requests of the text file are successfully uploaded, then the status will be shown as “SUCCESSFUL”.

If one or more requests of the text file contain errors, then the status will be shown as “PARTIALLY SUCCESSFUL”.

To view the list of errors, click on the link “View” in the column “Error Summary”

**Note:** A detailed manual is available on below path:



## 4 ADDITIONAL FEATURES

### A. Internal and External Remarks

While submitting a request, user will have an option to enter internal & external remarks. These remarks can be viewed through the Remarks History link.

The External Remarks can be viewed by all the users i.e., Unit and Dc. But the internal Remarks entered by Unit users will not be visible to Dc users and vice-versa.

### B. Softex Form Series Allocation

A link called Softex form Series Allocation is available to Dc Admin for allocating Softex number series to Units

## 5 WORKFLOW OF SOFTEX

### A. Preparation of SOFTEX document from Entity Maker

1. Entity Maker prepares the SOFTEX document and clicks on SUBMIT button
2. On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 3 buttons, namely, SUBMIT, CANCEL and PRINT TRIAL
  - a. CONFIRM -> The request gets submitted & it will go to the Entity Approver. The message "Request submitted successfully" is displayed to the user.
  - b. CANCEL -> Confirmation is cancelled and request remains with the Entity Maker. The Entity Maker can make the necessary changes and submit it later.
  - c. PRINT TRIAL -> A trial copy of the SOFTEX can be printed for verification of details entered.

### B. 'Submit' SOFTEX document by Entity Approver to DC side

1. As Entity Maker submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from Inbox.  
Entity Approver can perform the following actions:
  - a. Edit the contents of SOFTEX – the user can edit the entire contents of the SOFTEX document prepared by the Entity Maker



**b.** After viewing the contents of the SOFTEX, if the Entity Approver user finds that the SOFTEX is in order, may submit it to the DC Initiator at DC's Office. In this case, a confirmation screen appears in which the entire contents of the SOFTEX are displayed to the user. The Confirmation screen contains 'Confirm', 'Cancel' and 'Print trial' buttons. Following is the outcome on clicking on these buttons

- i.** CONFIRM -> The system prompts the user for using his Digital Signature certificate. As the user selects his DSC and clicks on "OK", the request gets submitted to the DC Initiator at DC's Office. The message "Request submitted successfully" is displayed to the user. Once the SOFTEX is submitted to DC, the unit cannot make any changes in the SOFTEX
- ii.** CANCEL -> Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.
- iii.** PRINT TRIAL -> A trial copy of the SOFTEX can be printed for verification of details entered.

**C. 'Cancel' request from Entity Approver**

The Entity Approver can 'cancel' the SOFTEX prepared by the Entity Maker by clicking on Delete button. In this case, the SOFTEX will get cancelled permanently and will not be available for edit/submission to DC. However, the users shall be able to view such SOFTEX through the search facility

**D. 'Sentback' request to Entity Maker**

The Entity Approver can send back the SOFTEX to the Entity Maker user who has prepared it. In this case, the SOFTEX shall reach the Inbox of the Entity Maker user who in turn can edit and resubmit the SOFTEX to the Entity Approver again.

**E. Assessment of the request from DC**

The requests which are submitted by Unit are received by the following users DC Users.

- a) DC Initiator**
- b) DC Verifier**
- c) DC Authorizer ( If required )**

**DC Users has the following options**

- Guidance (DC Initiator -> DC Verifier-> DC Authorizer)



- Deficiency (DC Initiator -> DC Verifier, DC Verifier / DC Authorizer -> Unit Approver)
- Sent back (DC Verifier -> DC Initiator, DC Authorizer -> DC Verifier)
- Verified (DC Initiator -> DC Verifier, DC Verifier -> DC Authorizer)
- Rejected (DC Verifier, DC Authorizer)
- Certified (DC Verifier, DC Authorizer)

**i. Guidance**

If the DC User's (DC Initiator or DC Verifier) assesses the SOFTEX document and needs any guidance can submit the request with the status "Guidance", after which the request will be sent to the DC Verifier (when submitted by DC Initiator) to the DC Authorizer (when submitted by DC Verifier) for query resolution.

**ii. Deficiency**

If the DC Initiator finds some incorrectness or inconsistency in the details of the submitted SOFTEX request, then DC Initiator can submit the request with the status "Deficiency", after which the request will be sent to the DC Verifier for further assessment

If DC User's (DC Verifier or DC Authorizer) finds some incorrectness or inconsistency in the details of the submitted SOFTEX request, then DC User's can send the request to the Unit side for rectifying the errors. For this, DC Verifier or DC Authorizer can submit the request with the status "Deficiency", after which the request will be sent to the Entity Approver for query resolution.

**iii. Sent back**

If DC Verifier or DC Approver requires clarification regarding some aspect or details of the request, then DC Verifier or DC Approver can submit the request with the status "Sent back" and send it back to DC Initiator by DC Verifier to DC Verifier by DC Approver

**iv. Verified**

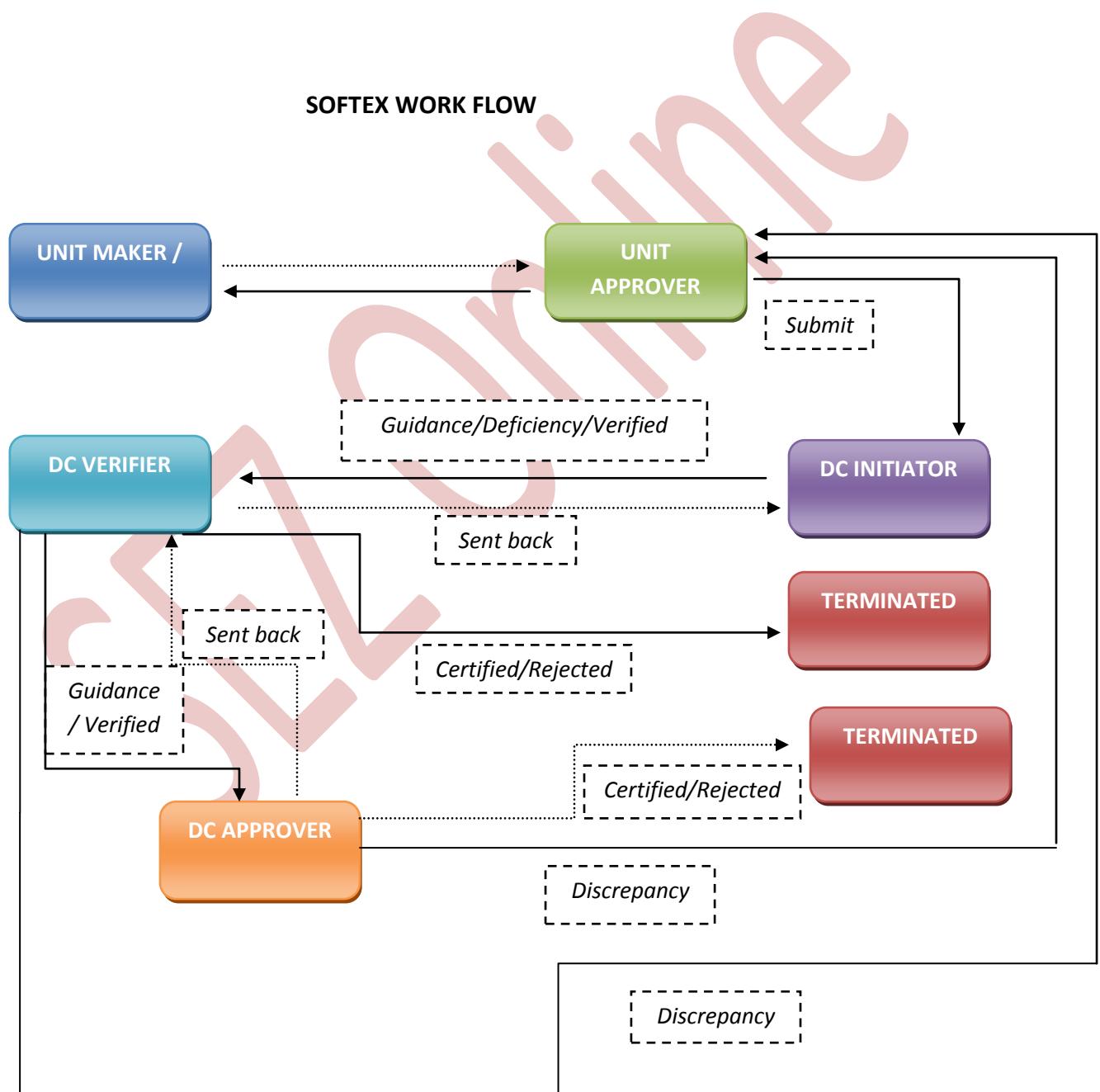
If the DC User's (DC Initiator or DC Verifier) is satisfied that the details updated by the unit is proper after verifying the necessary documents will select the option as "Verified" then the request to move to the DC Approver for final Approval .

**v. Rejected**

If the DC User's (DC Verifier or DC Approver) finds the details submitted by the unit is not to be in order may select this option as "Rejected" for rejecting the request.

**vi. Certified**

If the DC User's (DC Verifier or DC Approver) finds the details submitted by the unit is in order for certifying that the Export/Royalty after verifying the Physical Softex form along with the supporting documents may select this option as "Certified" for Approving the request.





For complete set of statuses and workflow scenarios, kindly refer the embedded excel sheet.

## 6 PRINTING OF SOFTEX THROUGH SEZ ONLINE SYSTEM

After submitting the SOFTEX document to DC, the Unit/DC user can take the print-out of the request even after the workflow of the request has ended.

SEZ Online application provides facility to the user to take print-out of Original, Duplicate, and Triplicate copies. On clicking the PRINT button in the User Interface, user is provided with a dialog which contains radio buttons for the above mentioned print copies. Depending upon the radio buttons selected, the user will get the output in pdf file format for taking print out of those copies.

### A. User can take the print-out of a request either from the Inbox or from the Search Request screen.

To take the print-out from the Inbox, the request has to be present in the Inbox of the user. User has to open the request from his Inbox and then click on the PRINT button shown at the bottom of the screen.

To take the print-out from Search Request screen, the user has to search the request by entering either its request ID or selecting the type of transaction (i.e. "SOFEX"). Then after the request is found, user has to open the request by clicking on the PRINT button shown at the bottom of the screen.

On clicking the PRINT button, User is asked to select which copies which are required. Only the copies that are ticked will be printed.

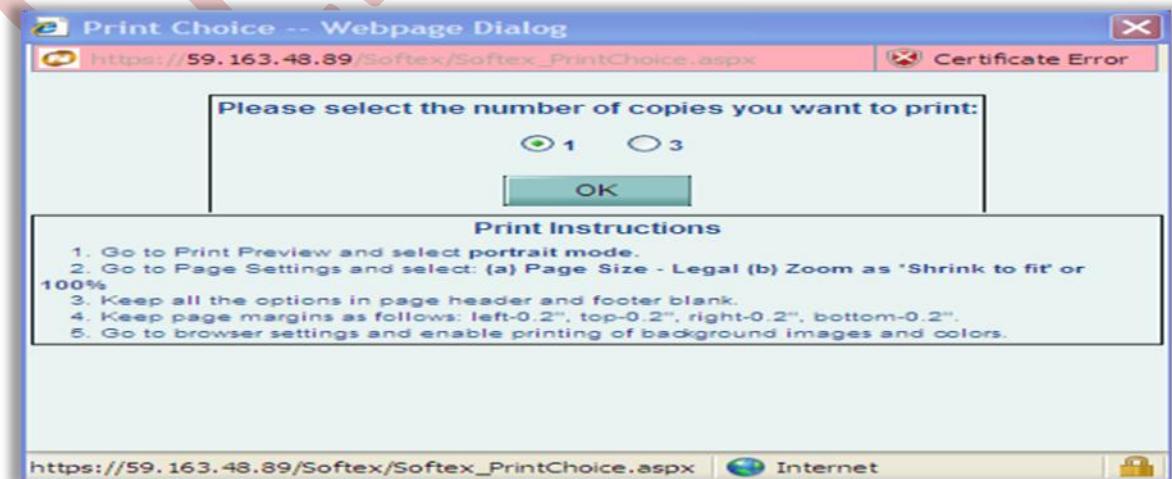




Fig: Dialog box for selecting the print copies

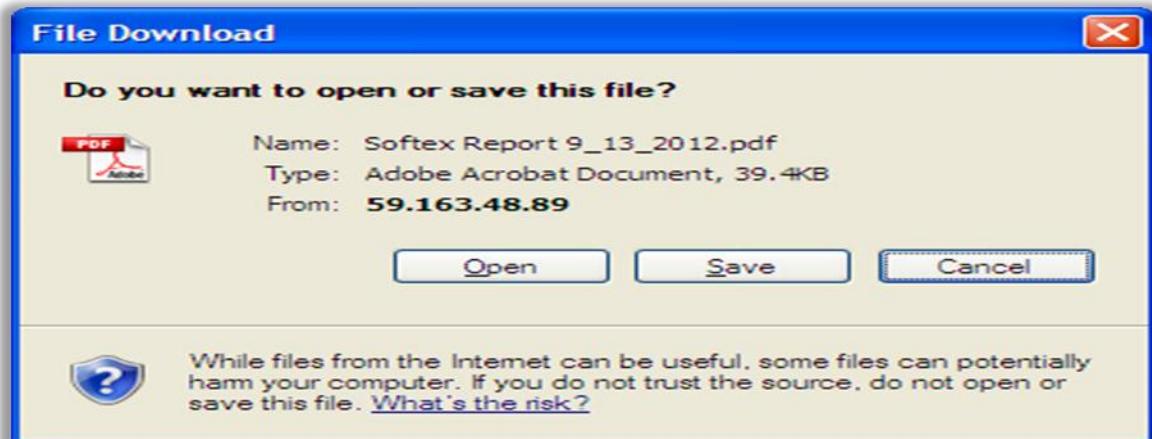


Fig: Screenshot of Out Put Pdf file

SEZOnline-System Generated Softex Form

Month and Year of Softex Form : September,2012 Request ID : 141200010976

**EXCHANGE CONTROL  
SOFTWARE EXPORT DECLARATION (SOFTEX) FORM**  
(For declaration of Software Exports through data-communication links and receipt of Royalty on the Software Packages/Products exported)

FORM NO : **AABBCCD1122**

1. Name and address of the exporter  
urg3009un  
abc  
abc  
abc  
abcccccccc  
Lakshadweep  
India  
456456

2. SEZ Centre within whose jurisdiction the unit is situated  
SEZ3006one  
abc  
abc  
abc  
abc  
Maharashtra  
India  
400002  
+91-45645-4546456456

3. Import-Export Code Number  
1231211123

4. Category of exporter  
SEZ UNIT

5. Buyer's name and address including country and their relationship with exporting unit (if any)  
Abc  
123 Gbs  
CCDDSS  
ADSAD  
Bhutan  
7777777777

6. Invoice Details  
a) Individual Invoice Details

Invoice No	Invoice Date	Invoice Amount	Currency
AABBCCD1122	01/09/2012	111111111111.11	USD
AABBCCD1133	01/09/2012	333333333333.33	USD

Total Invoice Amount 444444444444.44 USD

Page 1 of 6



Fig: Print Copy of Softex

User is allowed to take the print-out of the request, once the request is submitted to the DC. However, in the case where the request is pending at Unit side for query resolution, the PRINT button will not be shown to the user (Unit as well as DC).

**Steps to take the print-out:**

- i. Open the request either from Inbox or Search Request screen
- ii. Click on the PRINT button
- iii. Select the copies as per need and click on OK. The Print Preview screen will be shown
- iv. Go to Print Preview and Select Portrait mode
- v. Go to page settings and select: (a) Page Size as Legal and (b) Zoom as “Shrink to fit”
- vi. Keep page header and footer blank
- vii. Keep page margins as 0.2 inches
- viii. Click on PRINT button
- ix. Only the copies selected will be shown in the print preview screen
- x. Print the copies

**B. Printing Trial copy before submitting the SOFTEX form to DC**

In order to enable the user to check if the details entered in the SOFTEX is correct, a facility has been provided in the SEZ Online system to take a Trial copy of the SOFTEX. It can be printed in two ways:

**i. Print from the Confirmation screen**

As the Entity Maker user submits the SOFTEX to the Entity Approver or as the Entity Approver submits the SOFTEX to DC, a confirmation screen is displayed to the user. On the confirmation screen, there is a button called ‘Print Trial’ to enable printing the trial copy of the SOFTEX. The user may take a print of the Trial copy from the Confirmation page of the SOFTEX (before confirming submission of the SOFTEX) and check if the details of the SOFTEX are correct. After checking the same, the user may click on the ‘Confirm’ button for submission of the SOFTEX.



**Confirmation -- Webpage Dialog**

<https://59.163.48.89/Utility/DSCConfirmation.aspx>

**SOFTWARE EXPORT DECLARATION (SOFTEX) FORM**  
(For declaration of Software Exports through data-communication links  
and receipt of Royalty on the Software Packages/Products exported)

FORM NO : AABBCDD1122

1. Name and address of the exporter  
urg3009un  
abc  
abc  
abc  
abccccccccc  
Lakshadweep  
India  
456456

2. SEZ Centre within whose jurisdiction the unit is situated  
SEZ3006one  
abc  
abc  
abc  
abc  
Maharashtra  
India  
400002  
+91-45645-4546456456

3. Import-Export Code Number  
1231211123

Confirm Cancel Print Trial

https://59.163.48.89/Utility/DSCConfirmation.aspx

Fig: Screenshot for Confirmation Screen

**ii. Print from the 'Search' facility**

The users may search for the SOFTEX through 'Search Request' facility provided in the system. User can select SOFTEX in "Request Type" or can enter Request ID in respective tab to search SOFTEX. After opening the request, the user may click on the print button provided at the bottom of the page and take a print of the single trial copy