



**SEZ Online Manual**  
**Softex Contract**

**Version 2.0**





**Note:** This document is intended for use by SEZ units for the purpose of submitting “Gist of Contract” through SEZ Online system. The document describes the process of preparation & submission of “Gist of Contract” through the system.

## **Table of Contents**

1	Introduction .....	2
2	Preparation of Gist of Contract.....	2
	II. Add Documents (This is an optional tab).....	7
	III. Confirmation Screen: .....	8
	IV. General Instructions.....	8
3	Workflow of Gist of Contract at the Unit.....	9
4	Verification of Gist of Contract .....	9
5	Printing of Gist of Contract .....	10
6	Search Gist of Contract .....	10
7	Various status of Gist of Contract .....	11



## 1 INTRODUCTION

When SEZ Unit (IT/ ITES) enters into an agreement/contract with a foreign buyer for export of software or processed/analyzed data or call centre services through data link/ internet/ e-mail or any other electronic mode, SEZ unit based on compliance requirement of DC office needs to furnish either the entire copy of Contract or summary of the contract which mentions critical fields forming part of the contract i.e. Gist of contract, to the DC's Office for verification. SEZ Online System has facility to file this gist using module Softex Contract. DC office considers this softex contract as a reference for certification of softex forms submitted by unit. Hence this module will facilitate DC office

Purpose of module Gist of contract will help users to map contract with softex forms and DC office as a ready reference for its verification by view of gist of contract. However mapping facility will be enabled once gist of contract is approved by DC office.

The following are the steps for preparation and submission of Request for Gist of Contract to DC's office:

- Preparation of Gist of Contract by Unit Maker and its submission to Unit Approver.
- Verification of Gist of Contract by Unit Approver and its submission to DC's Office electronically, using Digital Signature Certificate.

## 2 PREPARATION OF GIST OF CONTRACT

Unit admin will assign Gist of contract functionality to unit users so that these users can create gist of contract of contract and process it.

(Note: For more information on Functionality assignment refer User Management Manual)

To prepare a Gist of Contract, Unit Maker will click on SOFTEX Contract link. A Maker-Checker concept has been incorporated at the unit's end, in SEZ Online system for preparation of the Gist of Contract. Unit Maker will prepare a Gist of Contract & submit it to Unit Approver who may verify/check the correctness of the details of the Gist of Contract before its submission to DC Office.

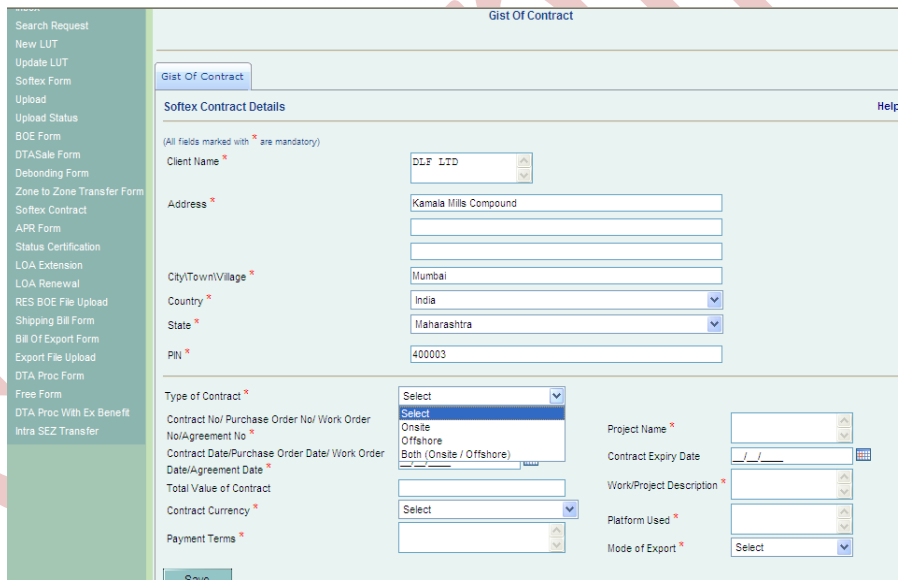
The Gist of Contract is divided into the following two tabs:

- I. Gist of Contract details
- II. Add Document (if any)

The various sections/tabs of the Gist of Contract are explained below:

**I. Gist of Contract details:**

The basic details of the Contract are captured in this tab. The below mentioned mandatory details are required to be entered by the User;



**Fig: Screenshot of Gist of Contract Details**

**A. Softex Contract details:**

Sr. No.	Name	Description
1.	Client's Name	Client's name for which Contract form is to be filed.
2.	Address	Client Address
3.	City/Town/Village	Client City/Town/Village
4.	Country	Client Country
5.	Other Country Name	Client Country if buyer country is other than India
6.	State	Client State
7.	Other State Name	Client State if buyer country is other than India
8.	Pin Code	Client Pin code number maximum 6 digits if buyer Country is India and 9 digits for others
9.	Type of Contract	Type of contract possible values <ul style="list-style-type: none"><li>• Onsite</li><li>• Offshore</li><li>• Both(Onsite/Offshore)</li></ul>
10.	Contract No/ Purchase Order No/ Work Order No/Agreement No	SEZ unit Contract Reference Number
11.	Contract Date/Purchase Order Date/ Work Order Date/Agreement Date	Date for a Order reference number
12.	Total Value of Contract	This field indicates total value of contract. This field is non-mandatory.
13.	Contract Currency	Currency of total value of contract



<b>14.</b>	Project Name	Project Name
<b>15.</b>	Work/Project Description	This field contains Work/Project Description.
<b>16.</b>	Contract Expiry Date	This is expiry date of contract. This field is non- mandatory as expiry may not be applicable always.
<b>17.</b>	Platform Used	Platform/technology used
<b>19.</b>	Sub Contract	This filed will be populated only if type of contract is other than onsite, possible values are <ul style="list-style-type: none"><li>• Fixed Price</li><li>• Milestone Based</li><li>• Per man Hour</li><li>• Per Man Month</li><li>• Cost plus Model</li><li>• Others</li></ul>
<b>18.</b>	Mode of Export	Mode of Export used in contract, possible values are <ul style="list-style-type: none"><li>• IPLC</li><li>• Internet-Leased line</li><li>• Internet-Dial up</li><li>• Internet-ISDN</li><li>• Internet-Cable</li></ul>
<b>20.</b>	Payment Terms	Payment Term used

## B. Billing Details:

**Billing details section denotes billings done under different heads considered for raising invoices to client. I.e. Heads: Project Manager, Software developer, software tester**

Unit will enter the details related to billing in this section. Billing details can be added by clicking on the ADD button. On clicking ADD button, user will capture the billing details such as billing code, description, Unit measure code, Unit rate, Number of Units & duration. The billing details will get added only if the user enters all the mandatory details & clicks on SAVE button. On addition of billing details, the details are displayed in a tabular form.

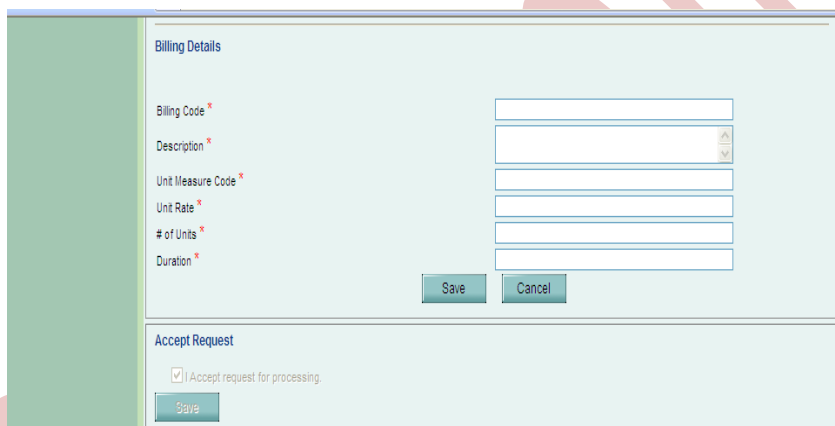


Fig: Screenshot of Billing Details Section

**Addition of multiple Billing Details-** To add multiple Billing details, the ADD button provided in the 'Billing Details' section may be used.

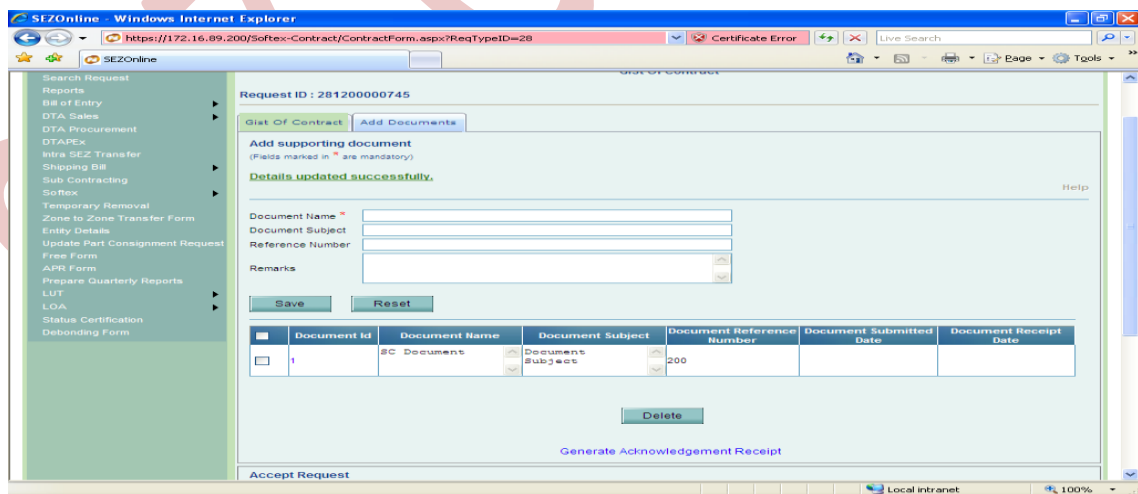
**View /Edit the details of Billing Details -** The details of any billing details can be viewed/ edited by clicking on Billing Code from the table in the 'Billing Details' section.

**Deletion of Billing Details -** If user wants to delete an already added billing detail, he can do so by selecting the particular billing detail and clicking on DELETE button.

## II. Add Documents (This is an optional tab)

Addition of documents is for conveying supporting documents attached for reference to a contract. 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. Details to be captured in add documents tab mentioned below:

- a) **Document Name**- This is mandatory field, wherein the Unit user will capture name of document.
- b) **Document Subject**- This is optional field, wherein the Unit user will capture document subject.
- c) **Reference Number**- This is optional field, wherein the Unit user will capture document reference number.
- d) **Remarks**- This is optional field, where the Unit user will capture remarks if any related to document.



Document ID	Document Name	Document Subject	Document Reference Number	Document Submitted Date	Document Receipt Date
1	DC Document	Documents Subject	200		

Fig: Screenshot of Add Documents





### III. Confirmation Screen:

After preparation of Gist of Contract, as the user clicks on the SUBMIT button, a confirmation screen is displayed to the user. In the confirmation page, the contents of Gist of Contract are displayed. The user may either confirm or cancel the submission using the options provided in this page.

Following is the outcome on clicking on these buttons:

- CONFIRM → Unit user needs to click on the check-box & then on CONFIRM button. The request gets submitted & it will move to the Unit Approver. The message “Request submitted successfully” is displayed to the user.
- CANCEL → Confirmation is cancelled and request remains with the unit maker in inbox. The unit maker can make the necessary changes and submit it later

### IV. 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 Gist of Contract cannot be submitted without entering information in the mandatory fields.
- iii. A unique request id will be generated by the system as the unit maker user clicks on the SAVE button for the first time. The Gist of Contract can be tracked in future by using this no.
- iv. The unit will not be able to make any changes in the Gist of Contract after submitting it to DC office.
- v. At any given point of time, only one user can work on the request. The user in whose inbox the Gist of Contract is present and is accepted can only take action.



### 3 WORKFLOW OF GIST OF CONTRACT AT THE UNIT


- A. Preparation of the Gist of Contract by Unit Maker and its submission to Unit Approver
- B. Submission of Gist of Contract by Unit Approver to DC's Office after signing digitally through SEZ Online System.

As Unit Maker submits the document electronically, it moves to the 'Inbox' of Unit Approver. The Unit approver can open, view & edit the request through his Inbox. The Unit Approver can take any of the following actions on a Gist of Contract submitted by the unit maker

- i. Unit Approver can edit (if required) the contents and Submit the Gist of Contract document to DC Office
- ii. Unit Approver can cancel the request by selecting cancel in request status.
- iii. Submit the Gist of Contract Request to DC Office

After viewing the contents of the Gist of Contract, if Unit Approver finds that the details are in order, user may submit it to DC Office.

- iv. Send back the Gist of Contract document - The Unit Approver can send back the request to Unit maker user who has prepared it. In this case, the request shall reach the Inbox of Unit Maker user who in turn can edit and re-submit the request to Unit Approver again.

For complete set of workflow statuses, please refer attached excel. 

### 4 VERIFICATION OF GIST OF CONTRACT

As the unit submits the Gist of Contract request through SEZ Online System, the DC Officials will be able to view & process it. If the DC Officials find everything to be in order, they will update the status of the request as 'Approved'.



On approval from DC Official, a unique Contract Id will be generated by the system. The logic of Contract id is DC code + Unit Code + Version (Original/Amended) + running serial number. E.g. "DC001-1973-000-00000004".

The Contract Id is mapped with every Softex Form filed i.e. while filing Softex forms the units need to mention the contract id of the contract against which the Softex is being filed. One single contract id can be associated with multiple Softex forms.

While processing the Gist of Contract, if the DC Officials finds a discrepancy or needs a clarification, he might raise a 'Raisequery' to the unit electronically, asking for clarification.

Unit Approver after receiving the Gist of Contract request marked status as 'Raisequery' will have a facility to view the Gist of Contract and reply to the 'Raisequery'. The unit shall also be able to edit any field of the Contract (if required) and re-submit.

As the unit replies to the Raisequery electronically, the Gist of Contract Request moves to the inbox of the DC Officials again who will be able to view and process it.

## **5 PRINTING OF GIST OF CONTRACT**

After submission of the Gist of Contract in SEZ Online System, Unit can save the copy of Contract document either in excel or pdf format & print the same.

On approval of Gist of Contract by the DC's Office, the contract id can be viewed through Print option by the Unit.

## **6 SEARCH GIST OF CONTRACT**

The unit users can search for any Gist of Contract that they have prepared/submitted to DC office by using the search facility provided in the SEZ Online system. The users can track the status of their Gist of Contract Request by using this facility.

The Request can be searched on the basis of the following parameters

- i. Date of submission of the Gist of Contract to DC office
- ii. Request ID
- iii. Status of the Gist of Contract

All the Gist of Contract Requests submitted by the unit are visible to 'Unit Maker' & 'Unit Approver' users.

However, only those requests which have been prepared by Unit maker but has not yet been submitted to Unit Approver cannot be searched through the search facility provided.

## 7 VARIOUS STATUS OF GIST OF CONTRACT

Sr. No	Status	Description	Action to be taken by	Action options available to the Unit User
1	Created	Gist of Contract has been created by Unit Maker User but hasn't been submitted to Unit Approver	Unit Maker	Submit to Unit Approver
2	Cancelled	Gist of Contract has been cancelled by Unit Maker but hasn't been submitted to Unit Approver	Unit Maker	Request cancelled & not processed further
3	Request Initiated	Gist of Contract has been submitted by Unit Maker to Unit Approver	Unit Approver	1. Submit to DC Office OR 2. Send back to Unit Maker OR 3. Cancel the Request



4	Entity Sent Back	Gist of Contract request has been sent back for clarification or certain changes	Unit Maker	Respond to the clarification & forwards the same.
5	Submitted	Gist of Contract has been submitted by Unit Approver to DC Office. But, the DC has not yet started processing it	DC officer	No action has to be taken by the unit users, as the Softex Contract Request is under process at DC Office.
6	DC Verifier Raise Query	A query has been raised by DC Officer	Unit Approver	Query Response
7	Entity Approver Query Response	A response/reply to the query raised by DC officer has been submitted by the unit.	DC Officer	No action can be taken by the unit as the Softex Contract is under process with DC Officer
9	Approved			No action can be taken by the unit as the Softex Contract is under process with DC Officer