

SEZ Online
New Functionalities/Features
v3.2
EDF Manual

Release: September 2026

Functionalities made available on the SEZ Online system are reviewed and enhanced / modified from time to time. New functionalities are added in the system based on the inputs and requirements received from various user groups to facilitate the working of the users. These functionalities are developed based on understanding developed by NDML team from study of existing practices and procedures in this regard and efforts are made to provide features on the system those are compliant with the procedural and technical requirements. However, users are requested to refer the relevant legal and authorized documents and formations for reference on legal and authentic aspects of the transactions before filing transactions. SEZ Online and NDML does not accept in any respect, any liability for errors, inaccuracy, system mistake, non-compliances due to incorrect / delayed filing of documents, declarations made etc. Also SEZ Online is facilitating system integration and data exchange with various external systems to facilitate user transactions and based on availability of respective systems / data / services / business rules; integration is attempted and SEZ Online or NDML does not accept any explicit or implied responsibility or liability for operation and working of such data exchange systems and related impact, if any on user transactions.

New Functionalities/Features-

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1 Introduction

Vide Notification No. FEMA 23(R)/2026-RB, Dated: 13 January 26, RBI has notified the Foreign Exchange Management (Export and Import of Goods and Services) Regulations, 2026. It has introduced a new Export Declaration Form (EDF) for both Goods & Services. It will come into effect from 1st October 26. This user manual only explains the changes in the working of SEZ Online system to support filing and processing of EDF declarations and does not cover any regulatory or legal aspects of EDF requirements.

2 EDF Functionality Important Points

EDF for Goods:

A new notified EDF will be automatically generated as part of Shipping Bill / Bill of Export submitted in SEZ Online System. No change is required in preparation and submission of these declarations. Upon approval of Shipping Bill (Let Export) / Bill of Export (Out of Charge) by the SEZ Customs, SEZ Online system will automatically convey the EDF information to RBI System through an API mechanism as per the format prescribed by RBI.

EDF for Services:

A new module has been introduced for declaration of export of Services and Export of Software. It will now cover both "Software Services" and "Services other than Software".

Key points to be noted:

New module has been named "EDF for Software and Services" referred to as EDF for further reference in manual. The key features and changes introduced under the EDF are as follows:

- EDF Module will replace the existing SOFTEX Module.
- EDF will now cover both Software Services and Services other than Software e.g. Logistics services, R&D services, warehousing services, consulting services, etc.
- Software type codes collected in Softex, viz. 906 to 911, are now replaced with 6-digit GST SAC codes. For services other than Software too, 6-digit GST SAC is mandatory. Users are required to ensure that correct SAC Codes and correct service descriptions are provided.
- EDF will be digitally generated, processed and transmitted to RBI.

- All invoices pertaining to the period up to 30 September 2026 that remain pending for filing, if any, as on 1 October 2026 must be submitted through the new EDF from 1st Oct 26.
- All invoices that get approved under the new EDF module must be cancelled through EDF cancellation module.
- DC office EDF approval workflow remains the same as that of the Softex form.
- Users can attach invoices or other supporting documents up to 10 MB in compressed format (.RaR,.Zip).

Softex Module for Access, Processing and Cancellation:

- SOFTEX Module will continue to remain available for access, processing and cancellation of transactions filed up to 30 September 2026. i.e. Softex Requests submitted on or before 30th September 26 can be processed by DC office from 1st October 26.
Softex forms submitted by the Unit will continue to be available for access through the "Search Request" feature.
- Cancellation of invoices approved under SOFTEX declarations up to 30 September 2026 will be facilitated through the SOFTEX Cancellation Module only from 1st Oct 26.

3 EDF Filing Steps

- Unit Makers and approvers with Softex functionality currently mapped will automatically get access for EDF preparation and submission.
- Unit Maker will access “EDF for Software and Services” link.

EDF Form starts with preparation of Invoice data through an Excel-based macro, as shown below:

Preparation of invoice information for upload using Excel Macro:

For ease of operations and upload of many invoice records in a single declaration, the system supports Excel-based data preparation and uploads. To ensure relevant data structure and controls, SEZ Online has made available an easy-to-use “Excel Macro” which can be used by users. Users can also create this macro template from their respective IT Systems and directly upload to SEZ Online.

It is important to note and ensure that the data filed in EDF through this facility properly corresponds to the Invoices issued and foreign exchange remittance due.

- Access “SEZ Online System Home Page” at www.sezonline-ndml.com
- Click on Downloads >> Manual and File Format
- Then navigate to “Modules available in SEZ Online System for Administrative transactions” section.
- Under this section, you will find the EDF Manual Version 1.0 (Macro for Upload of Invoices)

Modules available in SEZ Online System for Administrative transactions				
User Management	Version 2.0			
Unit regularisation	Version 2.0	Version 1.0		
Softex	Version 3.0	Version 1.0	Version 2.7	
		Softex Cancelation Version 1.0		
Developer Regularisation	Version 2.0	Version 1.0		
Free Form	Version 2.0	Version 1.0		
Legal Undertaking	Version 2.0			
Softex Contract	Version 2.0			
Annual Performance Report	Version 1.0			
LOA Renewal/Extension	Version 1.0			
New Unit Application	Version 1.0			
Service Exports Reporting Form			Version 5.0	Version 1.0
DTA Service Procurement Form			Version 1.1	
EDF for Software and Services			Version 1.0	

Fields in the macro are shown and explained below for your understanding. The same will get uploaded in EDF form:

Generate File										EDF FOR SOFTWARE AND SERVICES Invoice Upload Details					
										Version	1.0.0				
Serial No.*	Invoice Type*	Service Recipient Name*	Service Recipient Address*	Country*	Gist of Contract - Request id	Service Accounting Code (SAC)*	Service Descriptions*	Invoice Number*	Invoice Date* (dd-mmm-yyyy)	Currency*	Invoice Amount*	Net Realisable value*	Exchange Rate*	Remarks*	

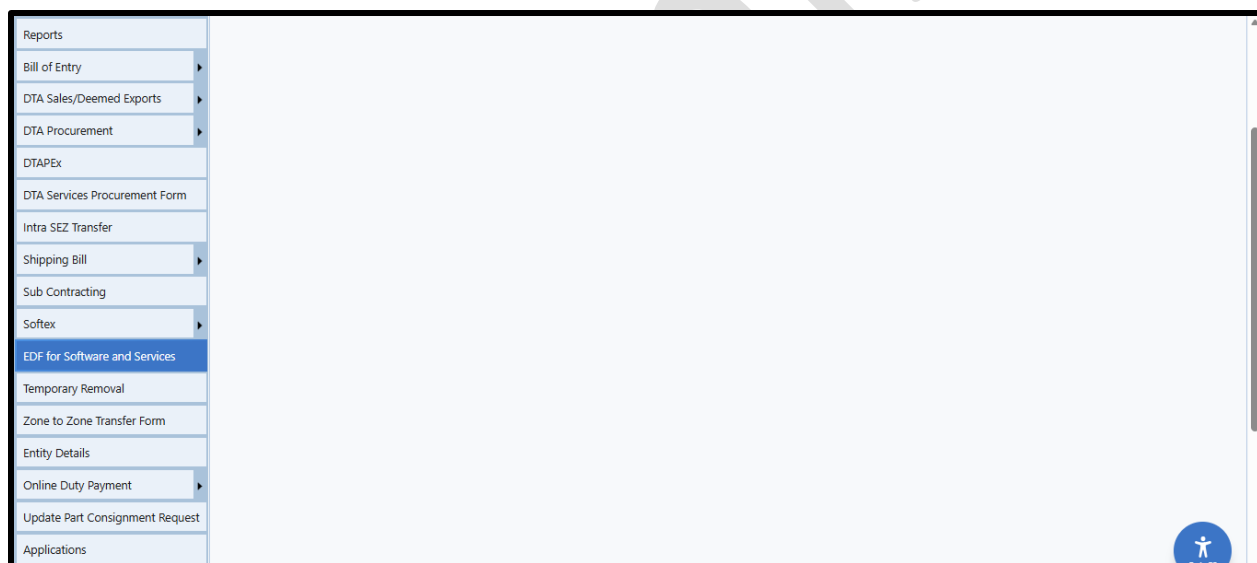
Field	Optional / Mandatory (O/M)	Field Description
Serial No.*	M	Users are required to capture a running Serial No. starting from 1 for each Invoice.
Invoice Type*	M	Invoice Type field is collected as additional information in EDF for export category classification and reporting purposes. 1. Software Exports (Offsite) 2. Software Exports (Onsite) 3. Royalty from Software 4. Service Exports Other than IT & IT enabled Services 5. IFSC Service Exports Outside India
Service Recipient Name *	M	Name of the client/buyer
Service Recipient Address*	M	Address of the client/buyer
Country*	M	Country of the client/buyer (Annexure available in Macro)
Gist of Contract - Request id	O	If you have filed Gist of Contract in SEZ Online system under which this invoice is issued, you may capture Request ID pertaining to the Gist of Contract. This will help, DC office to access Gist of Contract information through EDF. You can also directly capture the contract details

Service Accounting Code (SAC)*	M	6-digit GST notified Service Accounting Code (SAC) needs to be captured at invoice level. (Annexure available in Macro) <i>Note: If a single invoice covers multiple services having distinct SAC, user needs to capture separate invoice records for each SAC. i.e. Invoice number for a record will remain the same; however SAC will be different, and accordingly multiple EDF line items will be created.</i>
Service Descriptions*	M	EDF creation Excel macro will auto-populate the SAC description based on SAC captured. User will be able to update the specific service description as per actual invoice.
Invoice Number*	M	
Invoice Date* [dd-mmm-yyyy]	M	Invoice Date. Users must capture the Invoice Date in DD-MMM-YYYY format, for example 15-Sep-2026. <i>Note: Pl note that invoices being uploaded must fall within the Invoice From Date and To Date range selected at the start of EDF form</i>
Currency*	M	3-digit Currency code (Annexure available in Macro)
Invoice Amount*	M	Invoice value in currency of invoice
Net Realisable value*	M	Net-Realisable value in invoice currency
Exchange Rate *	M	This field is for arriving at INR equivalent of Service Exports and is collected for reporting to MOC&I and DC offices. For standard currencies SEZ Online system will use system-maintained exchange rates as published on ICEGATE portal and replace them with rate provided by the User. Exchange rate will be considered based on Invoice date.

		For non-standard currencies i.e. currencies which are not published on ICEGATE portal, the user-captured exchange rate will be considered for calculating INR equivalent.
Remarks *	M	Remarks against the invoice. This field can also be used to explain any important details, attributes of the invoice or details of variation from Gist of Contract or Variation in Invoice Value vs. Net realisable Value.

After generation of Invoice data and getting the .edf text file, it needs to be uploaded as shown in further steps:

- a. Unit Maker to log in and click on the link “EDF for Software and Services”



- b. Below screen will be visible:

- c. To begin with, the user needs to select whether EDF is for “New” filing or “Cancellation” of already approved invoices under EDF.

- d. When a new EDF is being filed, the user must select one of the categories of invoices, i.e. whether invoice/s belong/s to Software or other than software category. This categorisation is essential for reporting to RBI and DC offices. Therefore, in a single EDF invoices of only one category can be filed, and if you need to file invoices under both categories, you may file two different EDF.

EDF For Software And Services

EDF Details

General Details :

Purpose of Transaction :

Letter of Permission (LOR) :

Period From Date : *

Export Type * :

Date of LOP Issued :

Period To Date : *

Exporter's Details **SEZ Center Details**

- e. Period From Date and To Date: Period for which EDF declaration is being filed. i.e. Date range for underlying invoices. At a time, you can select up to 31 days.
- f. Exporter details information will be auto populated from the Unit master maintained in the system.

Exporter's Details

Name of the exporter :

Address of the exporter :

City/Town/Village :

State :

PIN :

IEC Code :

PAN :

GSTIN :

SEZ Center Details

SEZ Name :

SEZ Port code :

SEZ Address :

- g. Authorised Dealer and Bank details: User needs to select applicable Authorised Dealer (AD) code. AD name and address will be populated based on AD code selected.

Authorised Dealer & Bank Details

Authorised Dealer code *

Authorised Dealer Name :

Authorised Dealer Address :

Mode of Realization * : ☐ LC ☐ BG ☒ Others

Name of the AD and AD Code, of LC/BG * :

Foreign Exchange Involved * :

Mode of Delivery * :

Save **Reset**

The file generated using the macro needs to be uploaded against the section in EDF form.

Invoice Details :

Upload Invoice Details No file chosen

The system will allow upload of up to 1000 invoices in a single EDF. Multiple EDF forms can be filed for the same period.

Invoices will be displayed in EDF form upon successful upload, as shown below. If you want to make any correction, first delete the uploaded invoice batch using the " Delete Uploaded " button, and the system will clear all uploaded data. You can review the data in "Excel Macro Utility" and make the required corrections, generate the corrected file again and upload afresh.

Invoices uploaded will be shown as below.

Invoice Details :

Invoice Upload is Successful

Upload Invoice Details No file chosen

Software Export Details

Sr.No.	EDFSS No	Invoice Type	Service Recipient Name	Service Recipient Address	Country	Contract No. & Date	Service Accounting Code (SAC)	Service Description	Invoice Number	Invoice Date (dd/mm/yyyy)	Invoice Currency	Invoice Amount	Net Realisable value	Remarks	Status
1		Software Exports(Offsite)	ABC LLP	New York	UNITED STATES		995411	Construction services of single dwelling or multi dwelling or multi-storied residential buildings	INV1	17/jul/2026	USD	10000.00	10000.00	Remarks	
2		Software Exports(Onsite)	Infotech Ltd	Dubai	U A E		995457	Scaffolding services	INV2	07/jul/2026	USD	10000.00	10000.00	Remarks	
3		Service Exports Other than IT & IT enabled Services	Technocrat Ltd	Singapore	Singapore		996334	Catering Services in Exhibition halls, Events, Marriage Halls and other outdoor/indoor functions.	INV3	10/jul/2026	USD	10000.00	10000.00	Remarks	
4		IFSC Service Exports Outside India	Eternal LLP	London	United Kingdom		995432	Site formation and clearance services including preparation services to make sites ready for subsequent construction work, test drilling & boring & core extraction, digging of trenches.	INV4	31/jul/2026	USD	10000.00	10000.00	Remarks	

The system will generate a unique EDFSS Number against each invoice line item as shown below. It will be generated upon submission of the request by the unit approver using a "Digital Signature Certificate"

Software Export Details															
Sr.No.	EDFSS No	Invoice Type	Service Recipient Name	Service Recipient Address	Country	Contract No. & Date	Service Accounting Code (SAC)	Service Description	Invoice Number	Invoice Date (dd/mm/yyyy)	Invoice Currency	Invoice Amount	Net Realisable value	Remarks	Status
1	S26 S 00000014	Software Exports(Offsite)	Apple INC	New Jersey	UNITED STATES		995412	Construction services of other residential buildings such as old age homes, homeless shelters, hostels etc	INVC0001	15/Sep/2026	USD	1000.00	1100.00	Apple invoice	
2	S26 S 00000015	Software Exports(Offsite)	Apple INC	New Jersey	UNITED STATES		995412	Construction services of other residential buildings such as old age homes, homeless shelters, hostels etc	INVC0002	15/Sep/2026	USD	1000.00	1100.00	Apple invoice	

Status indicates whether any specific invoice is cancelled post-approval through “EDF Cancellation module”

Declaration section:

Go to ‘Declaration’ Tab. Declaration Tab will be available to the user once the EDF details are saved. In this section, the unit needs to declare the date by which inward remittance is expected to be received from the foreign client/buyer.

EDF For Software And Services

Request ID : 772600000281

EDF Details Declaration

Fields Marked in are Mandatory

Data Saved Successfully

I /We hereby declare that I/we @am/are the seller/consignor of the goods/ provider of services 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/third party represents the export value^ contracted and declared above. I/We undertake that I/we have delivered/ will deliver to the authorised dealer named above the foreign exchange / Indian Rupees representing the full value of the goods/services exported as above on or before * 12-08-2026 (i.e. within the period of realisation stipulated by RBI from time to time) in the manner specified in the Regulations made under the Foreign Exchange Management Act, 1999.

I/We also undertake to submit the documents pertaining to exports declared in this form, to the Authorised Dealer named above, as may be required under the Act.

Place Dadar

Date

Name

Designation

Stamp

Signature of the Exporter

Save

Action Details

Ctrl+F2

Once all the required information has been captured and invoice details have been uploaded, users can save the entire information.

Upload of Supporting Documents:

Invoice copies or any other supporting documents up to 10 MB in compressed format can be attached through the “Upload Template file” feature.

Action Details

Mode: ☒ Auto ☐ Re-assign

Internal Remarks:

Upload Template File:

File uploaded successfully!

Upload template file: No file chosen *Number of files allowed to upload is limited

File Uploaded: 772600000502_Praj_make_1_20260925110210.zip

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 Ctrl+F2

After ensuring the information captured in EDF is verified, Unit Maker needs to click on the Submit button as shown above:

Once all the required information has been captured and invoice details have been uploaded, users can proceed to click on the Submit button as shown above. The system will show the confirmation page.

Request Id: 772600000432 **EXPORT DECLARATION FORM** **Page No. 1/1**

1.General Information	
Type of Export: Software	Form No.:
Shipping Bill No. & Date:	Mode Of Transport/Delivery: ☐ Air ☐ Land ☐ Sea ☐ Port/Couriers: ☒ Internet ☐ Others
Category of Exporter: ☐ Customs/DTA units ☒ SEZ ☐ 100% EOU ☐ Warehouse export ☐ others/Specialty.....	AD Code: 0000001
IE Code: 1234567890 GSTIN: 27DVLPT6677R2Z1 PAN: DVLPT6677R	AD Name & Address: STATE BANK OF INDIA STRAND ROAD,P.B.NO.110,CALCUTTA-1, WEST BENGAL.
Exporters Name & Address: ABC LLP, Prabhadevi, Mumbai-400013	Mode Of Realisation: ☐ L/C ☐ BG ☒ Others: (advance payment,etc, including transfer/remittance to bank account maintained overseas)
Consignee Name & Address:	Port Of Loading/Source Port in case of SEZ: INLPJ6
Third Party name & Address:	Country of Final Destination: Port of Discharge:
Relationship between Exporter & Third Party:	Date of Let Export Order (LEO):
Name of the AD and AD Code, in case of LC/BG:	
Description of Goods/Services: Construction services of single dwelling or multi dwelling or multi-storied residential buildings	
Total FOB value in words (INR): Rupees Forty Thousand Only.	

(from time to time) in the manner specified in the Regulations made under the Foreign Exchange Management Act, 1999. I/We also undertake to submit the documents pertaining to exports declared in this form, to the Authorised Dealer named above, as may be required under the Act.

Date :25/Sep/2026

(Signature of Exporter)

5. Space for use of Specified Authority (Custom/SEZ/AD/STPI):

Certified, on the basis of above declaration at 4, that the goods/services described above and the export value^ declared by the exporter in this form is as per the corresponding invoice/gist of invoices submitted and declared by the exporter.

Date :

(Signature of Designated/Authorised officials of Custom /SEZ/ Authorised Dealer/STPI)

1. Ⓢ Strike out whichever is not applicable.
2. If the full export value is not ascertainable at the time of export, the value which the exporter, having regard to the prevailing market conditions expects to receive on the sale of the goods in overseas market.
3. Export value may be indicated as nil in case the goods are sent without any consideration.

Confirm Cancel Print Trial		

Request Id: 772600000432		EXPORT DECLARATION FORM		Original							
				Page No. 1/1							
1. General Information											
Type of Export: Software			Form No.:								
Shipping Bill No. & Date:			Mode Of Transport/Delivery: ☐ Air ☐ Land ☐ Sea ☐ Post/Couriers ☐ Internet ☐ Others								
Category of Exporter: ☐ Customs/DTA units ☒ SEZ ☐ 100% EOU ☐ Warehouse export ☐ others/Spec-ally.....			AD Code: 0000001								
IE Code: 1234567890 GSTIN: 27DVLPT6677RZZ1 PAN: DVLPT6677R			AD Name & Address: STATE BANK OF INDIA STRAND ROAD, P.B.NO.110, CALCUTTA-1, WEST BENGAL.								
Exporters Name & Address: ABC Exporters LTD, Mumbai			Mode Of Realisation: ☐ L/C ☐ BG ☒ Others (advance payment, etc, including transfer/ remittance to bank account maintained overseas)								
Consignee Name & Address:			Port Of Loading/Source Port in case of SEZ: INLPJ6								
Third Party name & Address:			Country of Final Destination:		Port of Discharge:						
Relationship between Exporter & Third Party:											
Name of the AD and AD Code, in case of LC/BG:			Date of Let Export Order (LEO):								
Description of Goods/Services: Construction services of single dwelling or multi dwelling or multi-storied residential buildings											
Total FOB value in words (INR): Rupees Forty Thousand Only.											
2B. Details of Export Value* of Services											
Details of services provided to multiple recipients											
S. No.	Service recipient Name & Address	Country	Details of Invoice		Net Realisable Value	Contract No., if any, and Date	Description of services	SAC Code	Remarks		
			No.	Date	Currency	Amount					
1	ABC LLP, New York	US	INV-1	17/07/2026	USD	10000.00	10000.00		Construction services of single dwelling or multi dwelling or multi-storied residential buildings.	995411	Remarks
2	Indtech Ltd, Dubai	AE	INV-2	27/07/2026	USD	10000.00	10000.00		Scaffolding services.	996437	Remarks
3	Technocraft Ltd Singapore	SG	INV-3	16/07/2026	USD	10000.00	10000.00		Catering Services in Exhibition halls, Events, Marings Halls and other outdoor/indoor functions.	996334	Remarks
4	Eternal LLP, London	GB	INV-4	31/07/2026	USD	10000.00	10000.00		Site formation and clearance services including preparation services to make sites ready for subsequent construction work best drilling & boring & core extraction, digging of trenches.	995432	Remarks
3. Applicable for Export under FPO/Couriers											
Name of the Foreign Post Office/Courier:											
Number & Date of Parcel Receipts:						Stamp & Signature of Authorised Dealer *					
4. Declaration by the Exporters (All types of exports)											
I/We hereby declare that I/we, or anyone the seller/consignor of the goods/ provider of services 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/third party represents the export value – contracted and declared above. I/We undertake that I/we true belierend/ will deliver to the authorised dealer named above the Foreign exchange / Indian Rupees representing the full value of the goods/services exported as above on or before 31.07.2026. &/e. Within the period of realisation stipulated by RBI from time to time, in the manner specified in the Regulations made under the Foreign Exchange Management Act, 1999. I/We also undertake to submit the documents pertaining to exports declared in this form, to the Authorised Dealer named above, as may be required under the Act.											
Date 25/Sep/2026						(Signature of Exporter)					
5. Space for use of Specified Authority (Custom/SEZ/AD/STPI):											
Certified, on the basis of above declaration at 4, that the goods/services described above and the export value * declared by the exporter in this form is as per the corresponding/ invoice/s/gist of invoices submitted and declared by the exporter.											
Date :						(Signature of Designated/Authorised officials of Custom /SEZ/ Authorised Dealer/STPI)					
1. @ Strike out whichever is not applicable.											
2. If the full export value is not ascertainable at the time of export, the value which the exporter, having regard to the prevailing market conditions expects to receive on the sale of the goods in overseas market.											
3. Export value may be indicated as nil in case the goods are sent without any consideration.											

Print Trial option is provided for review of the information captured and being submitted.

After the request has been submitted from the Unit Maker's end, the request will be available to the unit approver in its inbox as shown below

SEZ Online

v3.2 Welcome, Sonal Abcd

Sep 25, 2026

Home Help User Profile

Click here to view latest notifications

Logout

Government of India

Ministry of Commerce & Industry

Department of Commerce

Home

Inbox

Search Request

NTRP

Reports

Entity Details

Administration

Accept LOA

Unit Lease Deed

SEZ Online Payments

Online Duty Payment

Factsheet and UAC Applications

Advance Duty Deposit

Update Part Consignment Request

Inbox

Request From Date (DD/MM/YYYY)

26/08/2026

Request Type

SELECT

Request To Date (DD/MM/YYYY)

25/09/2026

Request Status

SELECT

Request Id

Note : The 'From Date' and 'To Date' is not a mandatory criteria if Request Id is mentioned. However while searching with 'Request type' , it is a mandatory criteria.

<< Previous 30 Days

Search

Reset

Next 30 Days >>

Current available balance in SEZ Online Account is Rs. 37855

Annual Fee Renewal Due Date Is 30/04/2027

Pending Requests : 2

Export to Excel

Request Id	Request Type	Request Status	Request Date	Thoka Number	Request Initiated by
772600000432	EDF for Software and Services	Request Initiated		NA	Ram_maker
772600000266	EDF for Software and Services	Request Initiated		NA	Ram_maker

Page 1 of 1

<< < | 1 | > >>

Ctrl+F2

The unit approver can verify the details and submit the request by digitally signing it to the DC office.

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SEZ Online v3.2 Welcome, Small About Sep 25, 2026 Home Help User Profile Logout Government of India Ministry of Commerce & Industry Department of Commerce

Request ID: 77260000432

EDF Details Declaration

General Details:

Purpose of Transaction:

Letter of Permission (LOP) No: 7890

Period From Date: 01/07/2026

Period To Date: 31/07/2026

Export Type: Software

Date of LOP Issued: 12/04/2026

Reasons for delay in filing / delay approval:

Exporter's Details:

Name of the exporter:

Address of the exporter:

City/Town/Village:

State:

Pin:

IEC Code:

RAN:

GSTIN:

SEZ Center Details:

SEZ Name:

SEZ Port code:

SEZ Address:

Authorized Dealer & Bank Details:

Authorized Dealer code:

Authorized Dealer Name:

Authorized Dealer Address:

Mode of Realization: ☐ LC ☐ BG ☒ Others

Name of the AD and AD Code, in case of:

Foreign Exchange Involved:

Mode of Delivery:

Invoice Details:

Upload Invoice Details: No file chosen

Software Export Details:

Sl. No.	EDFSE No.	Invoice Type	Service Recipient Name	Service Recipient Address	Country	Contract No. & Date	Service Accounting Code (SAC)	Service Description	Invoice Number	Invoice Date (dd/mm/yyyy)	Invoice Currency	Invoice Amount	Net Realizable value	Remarks	Status
1		Software Exports(Offshore)	ABC LLP	New York	UNITED STATES		995411	Construction services of single dwelling or multi dwelling or multi storied residential buildings	INV1	17/06/2026	USD	10000.00	10000.00	Remarks	
2		Software Exports(Offshore)	Infotech Ltd	Dubai	U.A.E.		995457	Scaffolding services	INV2	07/06/2026	USD	10000.00	10000.00	Remarks	
3		Service Exports Other than IT & IT enabled Services	Technocrat Ltd	Singapore	Singapore		996134	Catering Services in Exhibition halls, Events, Marriage halls and other outdoor/indoor functions.	INV3	10/06/2026	USD	10000.00	10000.00	Remarks	
4		B2C Service Exports Outside India	Eternal LLP	London	United Kingdom		995432	Site formation and clearance services including preparation services to make sites ready for subsequent construction work, test drilling & boring & cone extraction, digging of trenches.	INV4	21/06/2026	USD	10000.00	10000.00	Remarks	

Accept Request

☒ I Accept request for processing.

Action Details:

Mode: ☐ Auto ☐ Re-assign

Request Status:

Internal Remarks:

Remarks History:

Upload Template File: EDF Attachments.zip *Number of files allowed to upload is limited.

SEZ Online Website | Contact Us | FAQ

The unit approver can either make corrections by uploading revised invoice information or correct AD code, as applicable or send it back to the unit maker for correction.

Accept Request
☒ Accept request for processing.

Action Details
Mode ☒ Auto ☐ Re-assign
Request Status *

SELECT

SELECT
SentBack
SubmittedWithPayment

Internal Remarks
[Remarks History](#)

Upload template file: No file chosen *Number of files allowed to upload is limited
 [View Status History](#)

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Ctrl+F2

Upon submission of EDF by Unit Approver using Digital Signature Certificate, a unique EDF Number called EDFSS Number will be generated for each invoice line-item record. Units can consume EDF data in their respective systems based on the distinct EDFSS number.

Unit Maker or Approver can access EDF form from the Search Request feature. It will provide the status of approval of the request. EDF copy can be downloaded and saved in PDF format.

Search Request
NTRP
Reports
Bill of Entry
DTA Sales/Deemed Exports
DTA Procurement

Request From Date (DD/MM/YYYY) 25/08/2026
Request To Date (DD/MM/YYYY) 25/09/2026
Request ID
Note : The 'From Date' and 'To Date' is not a mandatory criteria if Request Id is mentioned. However while searching with 'Request type' & 'Request Status', it is a mandatory criteria.
[<< Previous Records](#) [Next Records >>](#)

Request Type EDF for Software and Services
Request Status SELECT

SEZ Online
v3.2 Welcome, Sonal Abcd
Sep 23, 2026
Home Help User Profile Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Home
Inbox
Search Request
NTRP
Reports
Entity Details
Administration
Accept LOA
Unit Lease Deed
SEZ Online Payments
Online Duty Payment
Factsheet and UAC Applications
Advance Duty Deposit
Update Part Consignment Request
Service Exports Reporting Form
Previous years APR Information

Search Request
Request From Date (DD/MM/YYYY) 25/08/2026
Request To Date (DD/MM/YYYY) 25/09/2026
Request ID
Note : The 'From Date' and 'To Date' is not a mandatory criteria if Request Id is mentioned. However while searching with 'Request type' & 'Request Status', it is a mandatory criteria.
[<< Previous Records](#) [Next Records >>](#)

Request Type EDF for Software and Services
Request Status SELECT

Request ID	Request Type	Current Request Status	Request With	Request Created Date	Last Processing Date	Company	SEZ	Status History	Request Initiated By
77260000404	EDF for Software and Services	Submitted		24/09/2026 05:52:20 PM	24/09/2026 06:27:59 PM	NDML	SEEPZ	View	Ram_maker
77260000402	EDF for Software and Services	Request initiated	Ram_app		24/09/2026 04:27:48 PM	NDML	SEEPZ	View	Ram_maker
77260000410	EDF for Software and Services	Certified		24/09/2026 01:02:41 PM	24/09/2026 01:02:58 PM	NDML	SEEPZ	View	Ram_maker
77260000406	EDF for Software and Services	Certified		24/09/2026 12:10:19 PM	24/09/2026 12:41:50 PM	NDML	SEEPZ	View	
77260000031	EDF for Software and Services	Request under processing at DC		23/09/2026 06:48:58 PM	23/09/2026 06:53:22 PM	NDML	SEEPZ	View	

The unit will also be able to access Digitally Signed files of EDF through “*View Digitally Signed files*” link.

EDF Report:

Details of Invoices submitted under EDF form will be available for download under Trade Data Reports.

This report will be made available on a submission date basis, approval date basis, or on invoice date basis as shown below:

Note: Transaction details which are filled in ICEGate System would not be available here.

GLOBAL SEARCH

FINANCIAL YEAR *	2026 - 2027	REPORT BASES	Invoice Date wise
MODULE *	EDF FOR SOFTWARE AND SERVICES	TO DATE *	Invoice Date wise
FROM DATE *	__/__/__		Submission Date wise
			Approval Date wise
DC OFFICE *	DCSEZ1		
SEZ NAME	SEEPZ		
SECTOR	Electronics Hardware and Related S		
ENTITY NAME	panel		
REQUEST ID		THOKA/NOTING NUMBER	
SOURCE OF IMPORT	SELECT	DESTINATION OF DTA SALE	SELECT
COUNTRY OF CONSIGNMENT/ORIGIN	SELECT	COUNTRY OF DESTINATION	SELECT
CTH/RITC NO.		ITEM DESCRIPTIONS	
☐ CIF VALUE ☐ ASSESSABLE VALUE ☐ FOB VALUE ☐ DUTY VALUE		DUTY FOREGONE/PAID	SELECT
EXPORT TO EXCEL		RESET	

This report will present detailed output of information captured in EDF and can be downloaded.

4 Functionality Mapping

EDF module will be automatically mapped to existing users who have SOFTEX functionality.

EDF functionality can be added to newly created users or existing users to whom it is not mapped. To map, the Admin user needs to log in and click on

Administration >> Maintain Unit User

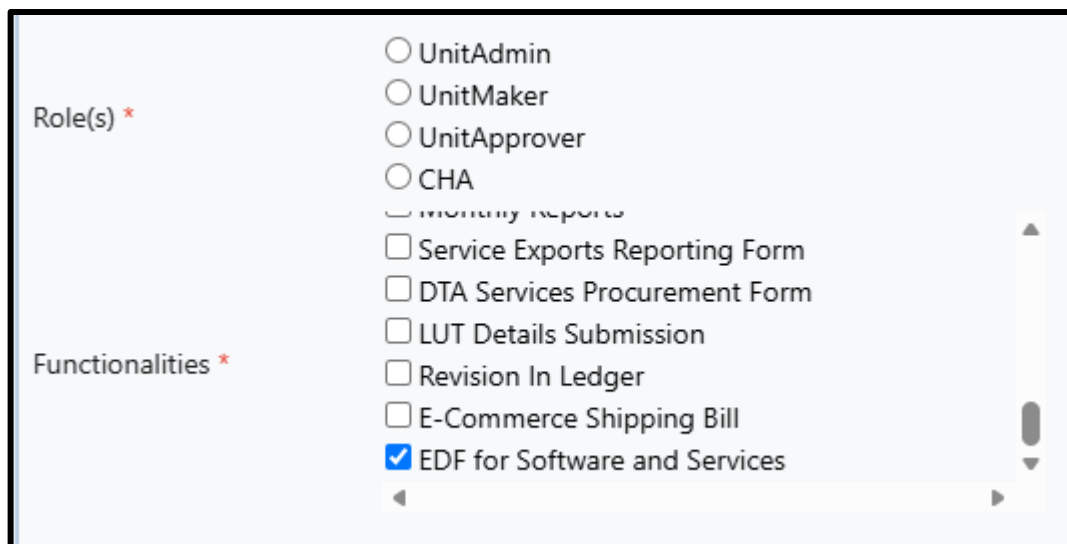
The screenshot shows the SEZ Online dashboard. The top navigation bar includes 'SEZ Online', 'v3.2 Welcome, Sonal Abcd', 'Sep 21, 2026', and links for 'Home', 'Help', 'User Profile', and 'Logout'. A sidebar on the left contains a menu with items: Home, Inbox, Search Request, NTRP, Reallocate Request, Entity Details, Administration, Reset Password For Users, and View Digitally Signed Files. The 'Administration' item is expanded, showing a sub-menu with 'Maintain Unit Users' and 'Maintain Vendors'. The main content area displays a 'Home' message: 'Your Last Login was on Monday, September 21, 2026 3:34:06 PM IST.' A yellow notification bubble in the top right corner says 'Click here to view latest notifications'.

After clicking Maintain Unit Users, the user will be navigated to the screen below, where they can click Add to create a new user.

The screenshot shows the 'Search Users' form. It includes input fields for 'User Id' (a dropdown menu), 'Last Name', 'Mobile No', 'First Name', 'Status' (a dropdown menu), and 'Email Address'. Below these fields are 'Search', 'Reset', and 'Add' buttons. The 'Add' button is highlighted with a red box. Below the form is a table with the following data:

User Id	First Name	Last Name	Status	Designation	Communication Details
India_123	sonal	abcd	Active	Tester	Email:Manek_PrajaktaK@ndml.in Mobile:9137398199
India_app	sonal	abcd	Active	Tester	Email:praju.kodag11@gmail.com Mobile:9137398199
India_make	sonal	abcd	Active	trew	Email:praju.kodag11@gmail.com Mobile:9137398199

Once the new user form appears, the user can fill in the necessary details and assign them a role and functionality. Under Functionalities, the user can find the module “EDF for Software and Services”; by selecting a checkbox, the function is assigned to the user.



Role(s) *

UnitAdmin
UnitMaker
UnitApprover
CHA

Functionalities *

Monthly Reports
Service Exports Reporting Form
DTA Services Procurement Form
LUT Details Submission
Revision In Ledger
E-Commerce Shipping Bill
☒ EDF for Software and Services

For existing users, the Admin user can select the user, click on the User ID hyperlink and click on Edit to assign the new EDF form. After selecting the module, it needs to be saved.

5 Cancellation of EDF Invoices

Process for cancellation of invoices approved under EDF form is as below:

Invoices approved under EDF can be cancelled through the **EDF for Software and Services** by selecting the **Purpose of Transaction** as “**Cancellation**”. Please find below screen of the dropdown option.

EDF Details

EDF For Software And Services

General Details :

Purpose of Transaction : *

New

New

Cancellation

Letter of Permission (LOP) No :

Period From Date: *

Export Type *

Select

Date of LOP Issued :

13/04/2026

Period To Date: *

Exporter's Details

Name of the exporter

rewier

Address of the exporter

Diadar tets tt

SEZ Center Details

SEZ Name

SEEP2

SEZ Port code

INLPJ6

Once the user has selected the transaction as Cancellation, user will need to download the macro from the Download section (as mentioned above) to prepare data to be uploaded for cancellation.

Fields in macro are shown and explained below for your understanding. Same will get uploaded in EDF form:

EDF FOR SOFTWARE AND SERVICES Cancellation Upload v1.0			
Serial No.*	Request ID *	EDFSS No. *	Reason for Cancellation *

Field	Optional / Mandatory (O/M)	Field Description
Serial No.*	M	Users are required to capture Serial No of the number of Items in a Invoice(s).
Request ID*	M	12-digit Request ID of the EDF for Software and Services filled and approved is required to be captured in this field.
EDF No.*	M	This number is generated when EDF is submitted. For cancellation of a specific invoice, EDF number against it needs to be captured. Users are requested to ensure absolute due diligence so that only required invoices are submitted for cancellation request.
Reason for Cancellation*	M	Users need to provide reason for cancelation in this space.

User will be able to cancel invoices across different EDF Forms approved online i.e. invoices submitted and approved under different Request IDs can be cancelled under a single EDF cancellation form.

User can attach supporting documents, e.g., a letter indicating the reason for cancellation, invoice details, using "Upload Template File" section. A file size of 10 MB is allowed (.Zip,.RAR) file will be allowed.

Once uploaded, information on invoices submitted through EDF form will be visible based on EDFSS Number mentioned in macro, for review and submission. i.e. EDF SS Number, Invoice Number, Date, Recipient Name, Address, Country, Invoice amount, Net Realisable amount.

You are requested to take utmost care in capturing the EDFSS number in EDF Cancellation macro. It should belong to the invoice that you want to cancel. If the wrong EDFSS number is passed and approved by SEZ customs, the wrong invoice will get cancelled and reported to RBI

6 Transmission of EDF Data to RBI

EDF (Goods): SEZ Online System will share EDF information with RBI upon approval of Shipping Bill / Bill of Export by SEZ Customs. As mentioned earlier, EDF will be generated as part of Shipping Bill / Bill of Export transactions.

EDF (Services): All EDF invoices approved by DC office will be transmitted to RBI Systems through integrated APIs..

All EDF invoices cancelled through EDF Cancellation module will be transmitted to RBI through integrated APIs.

Note: Softex transactions submitted up to 30th September 26 and approved on or after 1st October 26 will also be transmitted to RBI E/IDPMS System.

Softex cancellation module will be kept enabled for cancellation of invoices submitted and approved under Softex. Such cancelled invoices will continue to be transmitted to RBI E/IDPMS System.

7 RBI Notified EDF Format

Annex

Export Declaration Form

1. General Information:		
Type of export : Goods/Service	Form No:	
Shipping Bill No. & Date:	Mode of Transport/Delivery: ☐ Air ☐ Land ☐ Sea ☐ Post/Couriers ☐ Internet ☐ others	
Category of Exporter: ☐ Custom (DTA units) ☐ SEZ ☐ 100% EOU ☐ Warehouse export ☐ others (Specify).....	AD code:	
IE Code: GSTIN: PAN:	AD Name & Address:	
Exporters Name & Address:	Mode of Realisation : ☐ L/C ☐ BG ☐ Others (advance payment, etc. including transfer/remittance to bank a/c maintained overseas)	
Consignee Name & Address:	Port of Loading / Source Port in case of SEZ :	
Third Party name & Address (In case of third Party Payments for Exports) Relationship between Exporter & Third Party:	Country of Final Destination:	Port of Discharge:
Name of the AD and AD code, in case of LC/BG	Date of Let Export order (LEO):	
Description of Goods/Services:		
Total FOB/Services value in words (INR):		
2A. Details of Export Value^ of Goods (This part shall be repeated for each invoice drawn under a shipping bill)		
Client Name & Address:	Invoice No. Invoice date. Invoice Currency: Invoice Amount: Contract No. and Date:	Nature of payment in terms of Contract: ☐ FOB ☐ CIF ☐ C&F ☐ CI ☐ periodical ☐ milestone ☐ advance ☐ others HSN/Service Accounting Codes (SAC):
Particulars	Currency	Amount
FOB/Services Value		
Freight/Transmission		
Insurance		
Commission		
Discount		
Other Deduction		
Packing Charges		
Full export value / Net Realisable export value		

2B. Details of Export Value [^] of Services											
Details of services provided to multiple recipients											
S. No.	Service recipient Name & Address	Country	Details of Invoice				Net Realisable value	Contract No., if any, and Date	Description of services	SAC Code	Remarks
			No.	Date	Currency	Amount					

3. Applicable for Export under FPO/Couriers	
Name of the Foreign post Office/Courier:	
Number & date of Parcel receipts:	Stamp & Signature of Authorised Dealer

4. Declaration by the Exporters (All types of exports)	
I /We hereby declare that I/we @am/are the seller/consignor of the goods/ provider of services 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/third party represents the export value[^] contracted and declared above. I/We undertake that I/we have delivered/ will deliver to the authorised dealer named above the foreign exchange / Indian Rupees representing the full value of the goods/services exported as above on or before..... (i.e. within the period of realisation stipulated by RBI from time to time) in the manner specified in the Regulations made under the Foreign Exchange Management Act, 1999. I/We also undertake to submit the documents pertaining to exports declared in this form, to the Authorised Dealer named above, as may be required under the Act.	
Date:	(Signature of Exporter)

5. Space for use of Specified Authority (Custom/SEZ/AD/STPI):	
Certified, on the basis of above declaration at 4, that the goods/services described above and the export value[^] declared by the exporter in this form is as per the corresponding invoice/gist of invoices submitted and declared by the exporter.	
Date:	(Signature of Designated/Authorised officials of Custom /SEZ/ Authorised Dealer/STPI)

1. @ Strike out whichever is not applicable.

2. [^] If the full export value is not ascertainable at the time of export, the value which the exporter, having regard to the prevailing market conditions expects to receive on the sale of the goods in overseas market.

3. Export value may be indicated as nil in case the goods are sent without any consideration.