Submission of Turnover and TDS details

User Manual

July 2021, Version 1.0

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Introduction

Online facility to declare Turnover under section 194Q, 206AB & 206CCA of the Income Tax Act, 1961 has been successfully implemented at the web-site of WBSEDCL i.e. www.wbsedcl.in. All the existing consumers (both LT and HT) can avail this facility under **Consumer Login**.

Turnover Declaration

❖ A WBSEDCL Consumer has provision to declare turnover.

The end user has to follow the following steps as shown in the following step:

Step1:

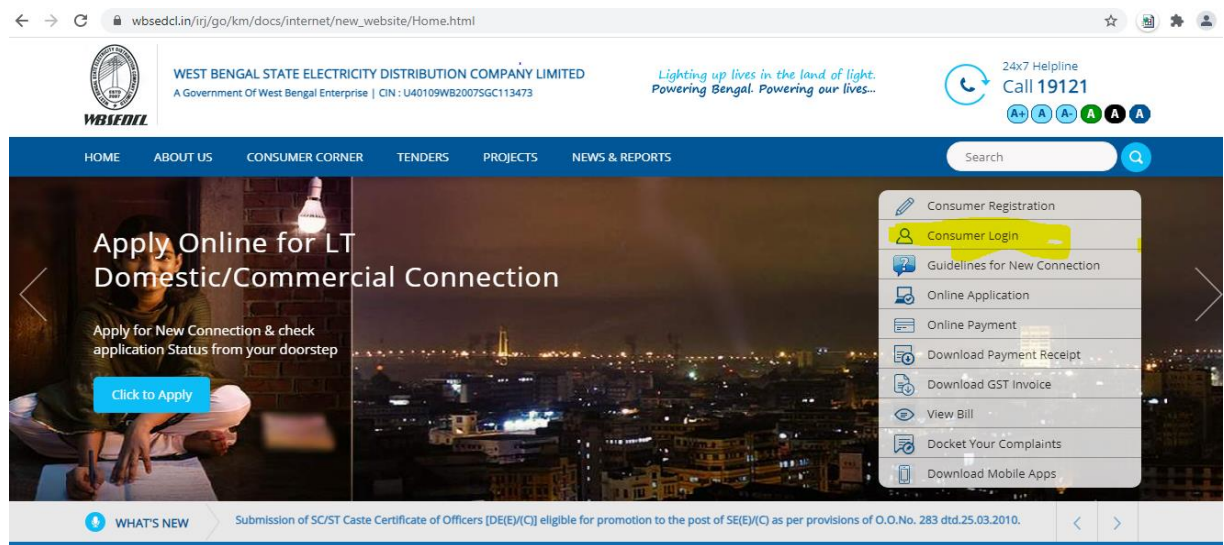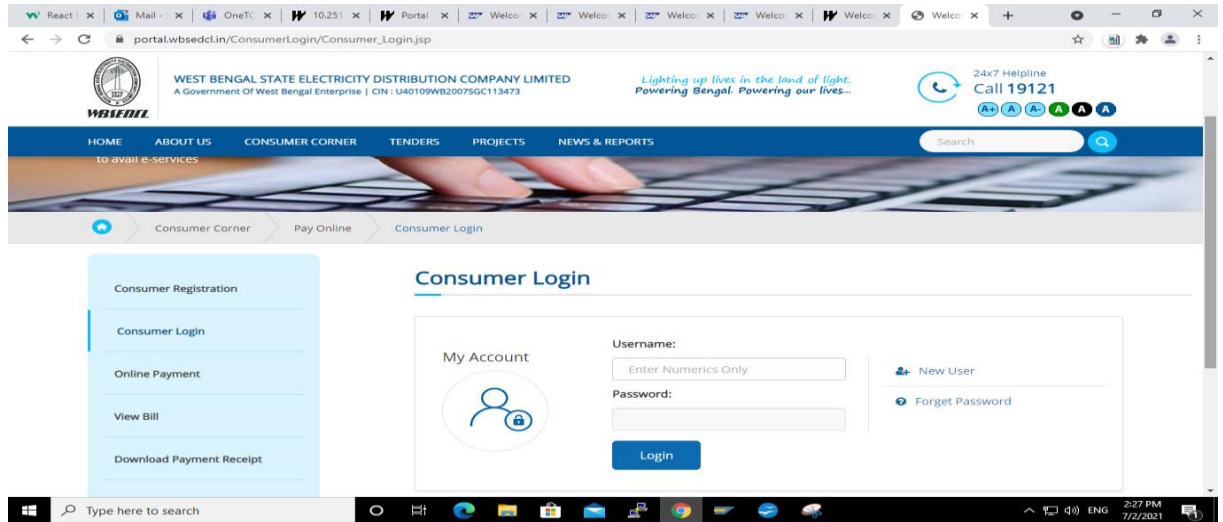- Go to WBSEDCL home page and then click on "Consumer Login" tab.

Figure 1 : Navigate to Consumer Login from home page
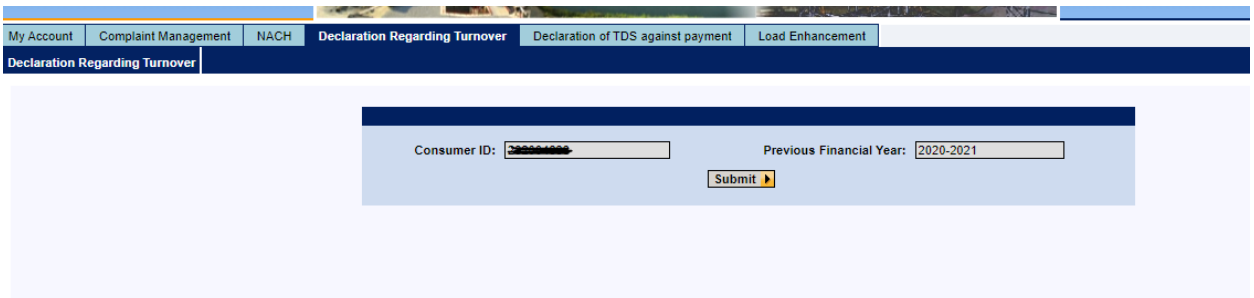
Step 2:

- Login by using valid credentials.

Figure 2: Consumer Login

Step 3:

- After login, tab named 'Declaration Regarding Turnover' appears on top of the screen, Click on that tab

- Consumer ID and Previous Financial year will be auto populated, click on 'Submit' button.

Figure 3: Declaration Regarding Turnover Tab Selection

Step 4:

- Consumer Name will be displayed, if consumer's PAN number available in system then PAN number will be displayed accordingly.

- Consumer have to select annual turnover from the drop down.

- If turnover is greater than 10 crores then PAN number is mandatory.

- After providing all the mandatory fields please **click on Proceed button**.

Figure 4: Annual Turnover Selection

Step 5:

- Fields for TAN number and mobile number appears on screen.

- If TAN is available on system then it will be displayed accordingly, else consumer have to provide TAN number. TAN number is mandatory for turnover greater than 10 crores.

- Registered Mobile number will be shown in non-editable mode.

- Please check all the details carefully & **Click on Generate OTP button**.

> If mobile number is not yet registered, you can register your mobile number using SMS service as per the following format. **REG<Space><9 digit consumer ID><Space><Installation Number>** and **send it** to **8422990336**

Figure 5: Input field for TAN number and Generate OTP

Step 6:

- Provide OTP and click on Validate OTP button.

Figure 6: Validate OTP

Step 7:

- After successful OTP validation 'submit' and 'Refresh' button will appear on screen. Click on 'Submit' button.

Figure 7: Submitting of the Declaration details

Step 8:

- A Pop up will appear on screen containing the details of declaration. If all the details are correct then click on 'YES' for submission of turnover declaration. If details are not correct then click on 'Cancel' and fill up all the details again.
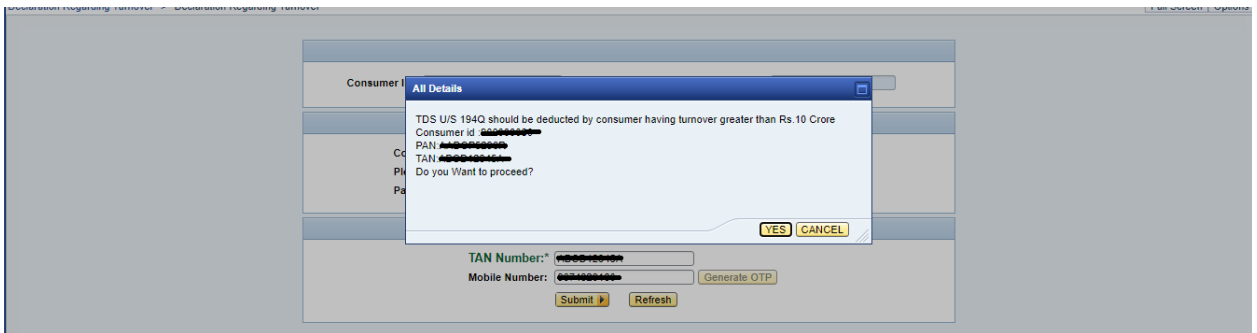
Figure 8: Viewing of the submitted details & final confirmation

Step 9:

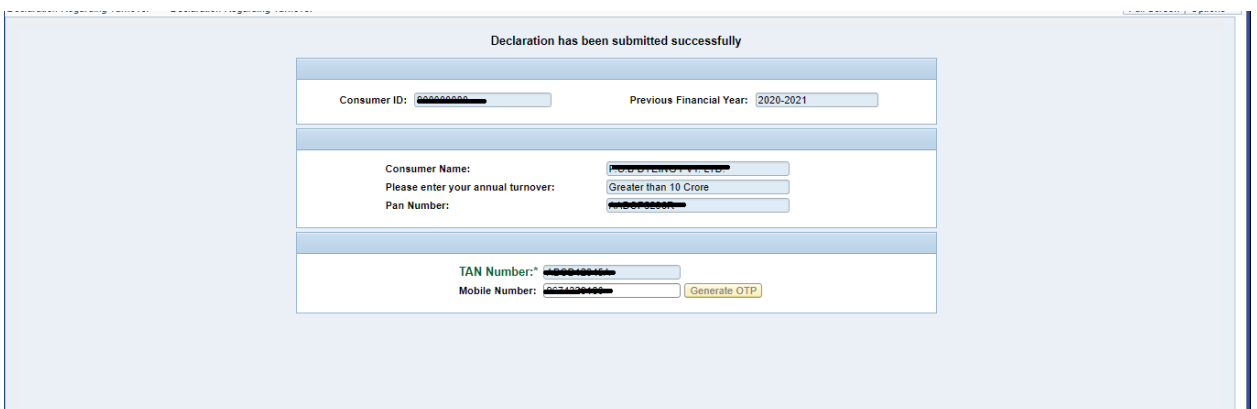- 'Declaration has been submitted successfully' message will be shown on screen on successful submission.

Figure 9: Display of message on successful submission

Declaration of TDS

Step10:

- Click on the Tab 'Declaration of TDS against Payment'. Payment declaration option only available for consumers who have chosen the annual turnover more than 10 crore in the earlier tab.

- Consumer ID will be displayed. Please check & **Click on Proceed button**.

Figure 10: Declaration of TDS against Payment Tab

Step 11:

- For consumers who have declared turnover less than RS 10 crore a message will be shown 'As your turn over is less than or equal to RS 10 crore, TDS is not applicable'

Figure 11: TDS Payment Declaration not applicable

Step 12:

- Invoice details will appear on screen for consumers who have declared annual turnover greater than RS 10 crore.

- Registered mobile number will be displayed in non-editable mode. Please check & **Click on 'Send OTP' button**.

> If mobile number is not yet registered , you can register your mobile number using SMS service as per the following format:
> **REG<Space><9 digit consumer ID><Space><Installation Number> and send it to 8422990336**

Figure 12: Invoice Details in TDS mode

Step 13:

- OTP will be sent to the mobile number and a success message will show on the screen and a field will show to provide the valid OTP.

- In case the consumer did not get any OTP then click on '**Resend OTP**'.

- "Payable Amount (Rs)" can be less than "Total Outstanding (Rs)".

Figure 13: Send OTP and Resend OTP

Step 14:

- Provide OTP, payment amount and TDS amount on the desired field.

- Please Read the undertaking and select the check box if you are agree with the undertaking.

- Click on 'Submit' button.

Figure 14: OTP, Payment amount and TDS amount

Step 15:

- After successful submission 'Declaration has been submitted successfully' message will be shown on screen.

Figure 15: Success message for TDS Payment Declaration

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