



## User Manuals-CIR Generation

Credit Information Report generation on GST /PAN

## Table of Contents

<b>1. CIR GENERATION .....</b>	<b>1</b>
1.1. CIR ON GST .....	2
1.2. CIR ON PAN .....	4
<b>2. CUSTOMER SUPPORT .....</b>	<b>6</b>

## 1. CIR Generation

The user can generate CIR anytime having any Subscription Plan. The fees of the CIR would vary as per the plan. The user can generate CIR in two ways.

- CIR on GST Number
- CIR on PAN

The generated CIR will be visible on the CIRs listing page of the User login. The CIR would have the following sections.

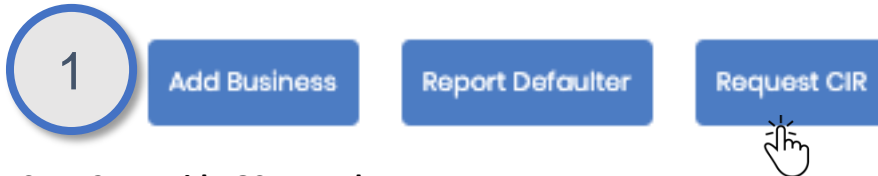
- CreditQ Score
- Demographic Details of the Entity
- Credit History Summary
- Payment History in last 12 months
- Defaulted Transactions

## 1.1. CIR on GST

To generate a Credit Information report on GST number, the user has to follow below mentioned steps.

### **Step-1: Click on Request CIR**

The user has to click on the REQUEST CIR button on the Action Bar.



### **Step-2: Provide GST Number**

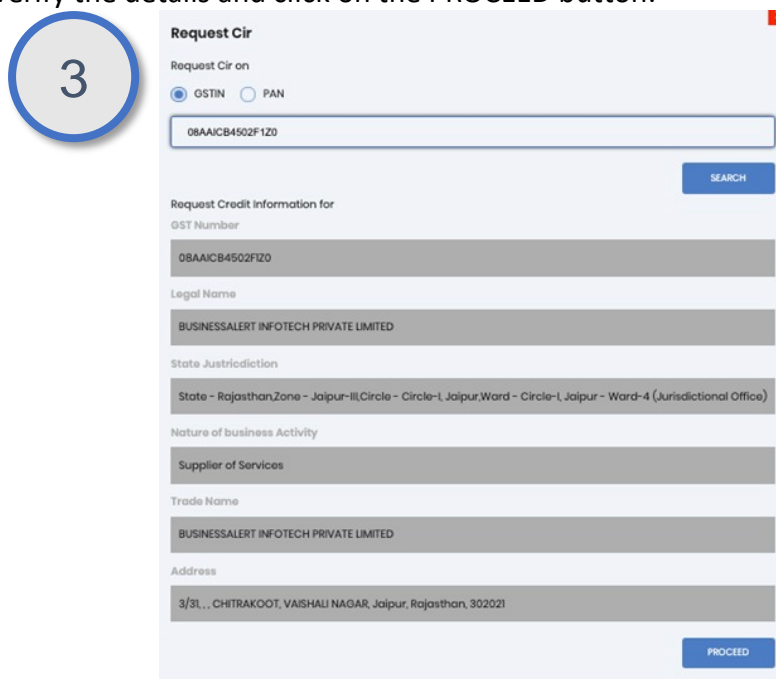
The user has to select GSTIN and provide the GST Number and click on SEARCH button.



A screenshot of the "Request Cir" form. It has a title bar with a close button. Below the title, it says "Request Cir on" with two radio buttons: "GSTIN" (selected) and "PAN". There is a text input field for the GST number and a "SEARCH" button.

### **Step-3: Verify details of the Business**

The system will fetch the information of the Business from GST Portal. The user has to verify the details and click on the PROCEED button.



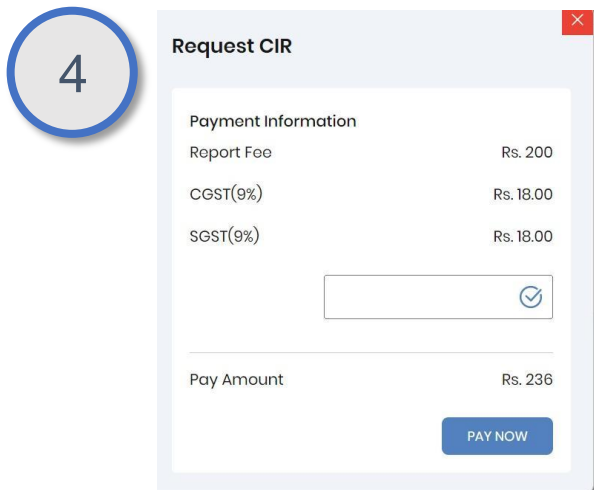
A screenshot of the "Request Cir" form showing the fetched business details. The "Request Cir on" section has "GSTIN" selected and the input field contains "08AAICB4502F120". Below this, there is a "SEARCH" button. The form displays the following details:

- Request Credit Information for
- GST Number: 08AAICB4502F120
- Legal Name: BUSINESSALERT INFOTECH PRIVATE LIMITED
- State Jurisdiction: State - Rajasthan, Zone - Jaipur-III, Circle - Circle-I, Jaipur, Ward - Circle-I, Jaipur - Ward-4 (Jurisdictional Office)
- Nature of business Activity: Supplier of Services
- Trade Name: BUSINESSALERT INFOTECH PRIVATE LIMITED
- Address: 3/31, CHITRAKOOT, VAISHALI NAGAR, Jaipur, Rajasthan, 302021

A "PROCEED" button is located at the bottom right of the form.

**Step-4: Proceed for Payment**

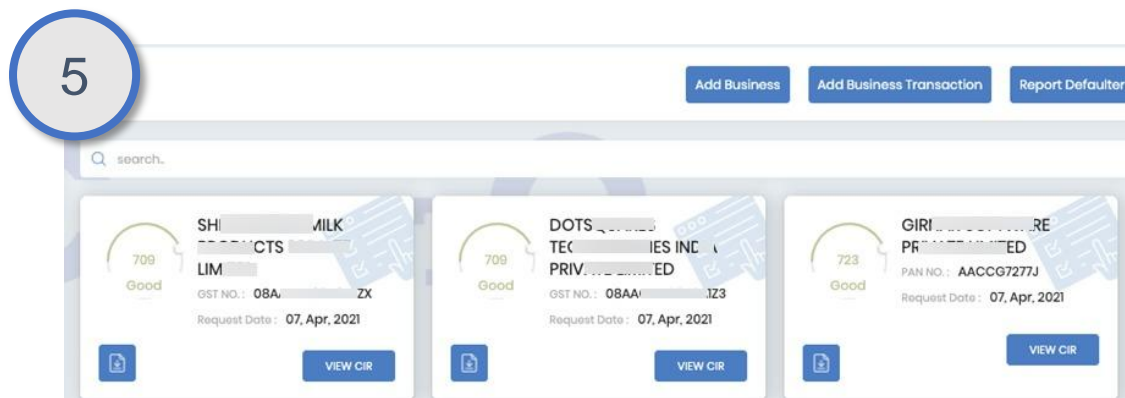
The user will be shown the amount to be paid for the CIR generation. The user can use wallet to do a part payment. To pay the remaining amount, the user should click on the PAY NOW button. This will take the user to the PayTm payment gateway where he/she can make the payment by UPI, Internet Banking, Credit Card or Debit Card.



On successful payment the CIR would be generated and will be available in the CIRs view of the user login.

**Step-5: View CIR**

After the CIR is generated, user can view or download the CIR from the CIR list anytime



## 1.2. CIR on PAN

To generate a Credit Information report on PAN, the user has to follow below mentioned steps.

### **Step-1: Click on Request CIR**

The user has to click on the REQUEST CIR button on the Action Bar.



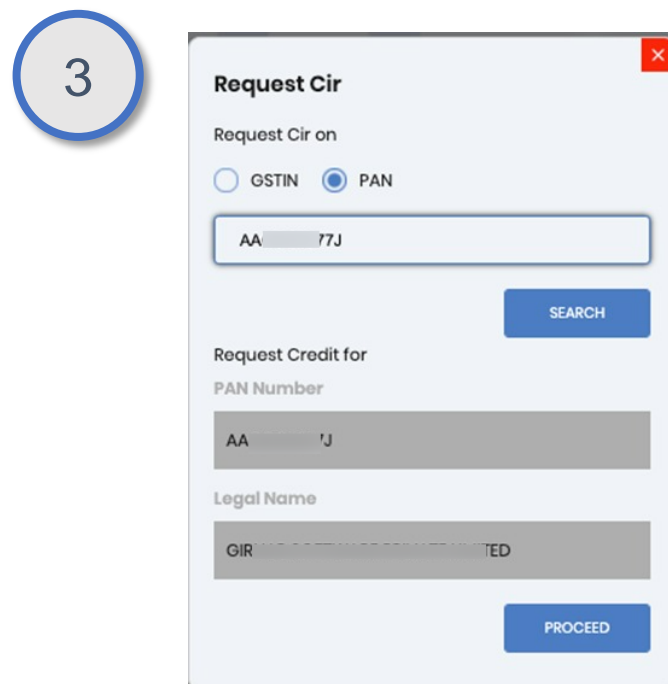
### **Step-2: Provide PAN**

The user has to select PAN and provide the PAN and click on the SEARCH button.



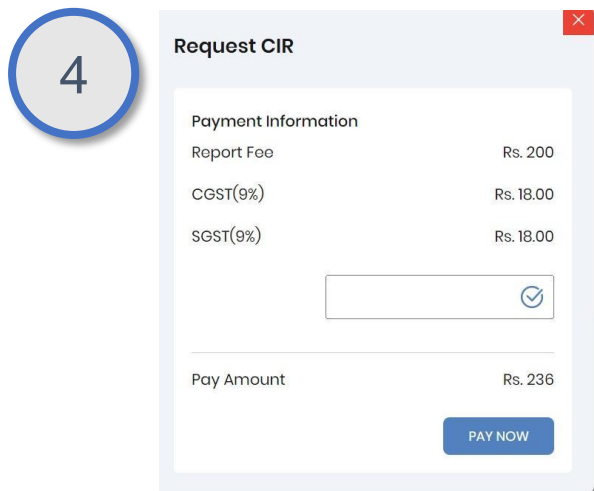
### **Step-3: Verify details of the Business**

The system will fetch the information of the Business from GST Portal. The user has to verify the details and click on PROCEED button.



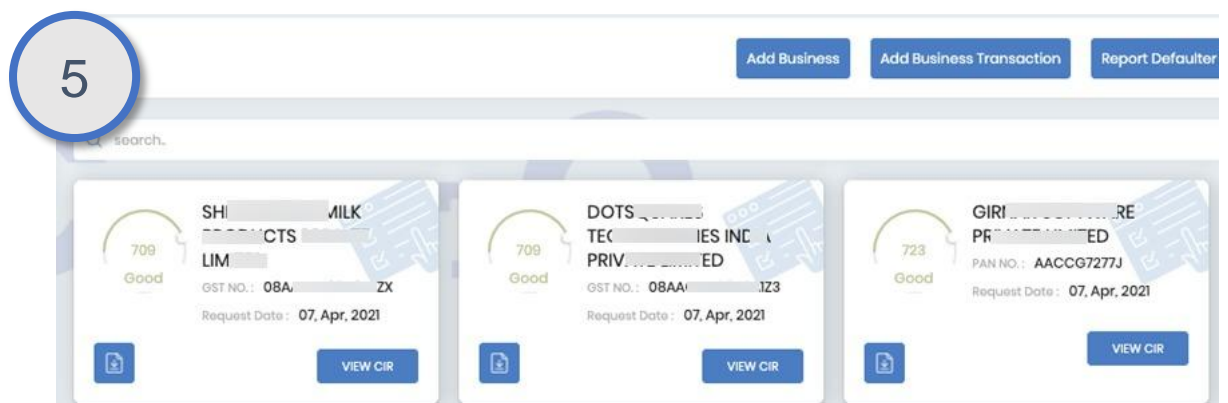
**Step-4: Proceed for Payment**

The user will be shown the amount to be paid for the CIR generation. The user can use wallet to do a part payment. To pay the remaining amount, the user should click on the PAY NOW button. This will take the user to the PayTm payment gateway where he/she can make the payment by UPI, Internet Banking, Credit Card or Debit Card. On successful payment the CIR would be generated and will be available in the CIRs view of the user login.



**Step-5: View CIR**


After the CIR is generated, user can view or download the CIR from CIR list anytime.





## 2. Customer Support

We hope that you got the answers for all your queries. Still if you have any queries please contact our Customer Support Team. PFB the details.

**Write to Us**



 [support@creditq.in](mailto:support@creditq.in)

 [+91 8504862035](https://wa.me/918504862035)