

# **User Manuals-Report Defaulter**

Report defaulter on GST /Pan, Add settlement



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### 1. Report Defaulter

The user can report a defaulter only when

- He/She has a paid Subscription
- He/She already has the Business added by which he/she wants to report defaulter.
- Service Agreement is signed by the business in which he/she wants to report the defaulter.

You can report the defaulter on two way

- Report Defaulter on GST Number
- Report Defaulter on PAN

### 1.1. Report Defaulter on GST

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

#### Step-1: Click on Report Defaulter

The user has to click on the REPORT DEFAULTER button on the Action Bar.



#### Step-2: Provide GST Number

The user has to select the own business from the drop down by which he/she wants to report the defaulter. He/she needs to enter the GST Number of the defaulter whom wants to report and click on the SEARCH button.

2	Report Defaulter	×
	Report Defaulter on	Select ~
	● GSTIN ○ PAN	
	L	SEARCH



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

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

Report Defaulter on	Cyb IIMITED: (07A/ IIIIIII)			
SSTIN				
08C M1ZQ				
Defaulter Information for GST Number				
08C 11ZQ				
Legal Name				
SIT. /I				
State Justricdiction				
Circl , ard-1				
Nature of business Activity				
Offici / ce				
Trade Name				
R S ANY				
Address				
PLOT NC NAG	Al AD I CONTRACTOR ipur, Rajast			

#### **Step-4: Defaulter Details**

The user will move the next screen where he needs to add the email Id and mobile number of the defaulter.



Report De	efaulter	
• .	• O • • (	· · · (
Business No	ime	00010 0000
ASF	IAL	
Defaulter Inf Business No	formation	
BUS	A	TE LIMITED
Email		
Enter Ema	ell Address	
Mobile Num	ber	
Enter Mob	ëe Number	
Email (optic	nal)	
Enter Ema	ill (optional)	
Mobile Num	ber (optional)	
Enter Mob	ile Number (optional)	

### Step-5: Default Details

As a next step, the user needs to provide the details of the default like Due Amount, Due Date and is there any legal case running.

Report	Defaulter
Default	er Default Directors Docum
Business	s Name
ASF	łAL
Defaulte Businest	r Information 5 Name
BUSIN	MITED
Paymen	t Due Amount
Payme	ent Due Amount
Paymen	t Due Since
Descript	ion
Enter	Description here
le there e	re logal area in court is already running relate
above in	are regai case in court is diready running relate iformation
OYes	



#### Step-6: Upload Documents

As a next step, the user has to provide UDIN Number and upload the documents like CA certificate and Ledger and any other supporting document. The user then has to accept the Terms and Conditions and click on NEXT Button.

6)	Report Defaulter	
	O O O Defaulter Default Direct	) • • 💿 tors Documents
	Business Name	
	ASI IAL	
	Defaulter Information	
	Defaulter Business Name	
	BUS	LIMITED
	UDIN	
	Enter UDIN Number	
	Lodger certificate	Delete
	CA certificate UROAD	Delete
	More documents	💼 Delete
	I have read and accept all the Tel BACK	ms & Conditions

#### Step-7: Confirm For reporting

As the last step, the user needs to confirm that he/she wants to submit the Defaulter reported.





The user can then see the defaulter in the defaulter listing page.

The user can also view the details by clicking the EYE icon on the Defaulter.

BUS IMITED GST No: OBA 120	Documents :	STATUS : PENDING
Total Arnount: 500000 Due Date: 07-Nev-2018		REPORTED BY : ASHE
Defaulter Details		Settle History :
PAN Number : AM 2F	CA Cerunicater Context	Date Amount Type
Company Name :BUSY "ED		
Due Dote :07-1	Admin Comments:	
Defoulter submitted		
Bould Amount 10		
Write Off American -0		
Balance Amount :500000		
Directors :		
M.A. AL		
AL AL		
AL CHEMINISTS		

### 1.2. Report Defaulter on PAN

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

#### Step-1: Click on Report Defaulter

The user has to click on the REPORT DEFAULTER button on the Action Bar.



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#### Step-2: Provide PAN

The user has to select the Business by which he/she wants to report the defaulter. He needs to select PAN and provide the PAN and click on the SEARCH button.

2	Reported By	
	Report Defaulter on	Select_ ~
	🔵 GSTIN 🔘 PAN	
		SEARCH

#### Step-3: Verify details of the PAN

The system will fetch all the linked GSTs of the mentioned PAN number. The user needs to select whether they want to report the defaulter on GST by selecting 'Report with GST' while choosing the GST number and clicking on the radio button, or if they want to report on PAN directly, they can choose 'Report on PAN'.

Reported By		
Report Defaulter on	Су	(07 🗸
🔵 GSTIN 🌘 PAN		
CNOF		
		SEARCH
080 ZZ		
REPORT	WITH GST	REPORT WITH PAN



If No GST is linked with the Pan number, then user will redirect the Pan details page directly.

Report Defaulter on	w	D: (05A/)_
PAN		
FTP 3H		
Defaulter Information for Pan Number		
FTT H		
Legal Name		
Dy ks		
Trade Name		
Dyl 3ks		
Mobile		
724 00		
Address		
Plot N	Pathak Road	LINDIA

#### Step-4: Details From Pan

The user will move the next screen where he needs to add the email Id and mobile number of the defaulter.

Depart Defender op		D. (DEA
Report Defaulter on	<sup>60</sup>	D: (05A)
PAN		
FTP 3H		
Defaulter Information for		
Pan Number		
FTI		
Legal Name		
D) ks		
Trade Name		
Dyl oks		
Mobile		
724 00		
724 00		
Address		



#### Step-5: Defaulter Details

As a next step, the user needs to provide the details of the default like Due Amount, Due Date and is there any legal case running.

Defaulter Defa	•• O•• C ult Directors Docum
Business Name	
UJJI	ITED: (05AA
Defaulter Information	
Business Name	
Dy oks	
Email	
myte	nail.com
Mobile Number	
72 0	
Email Secondary (option	al)
Secondary (optional)	
Mobile Number Seconda	ry (optional)
Constant (and from the	

#### Step-6: Default Details

As a next step, the user can provide CIN and fetch the details of the current director to tag them in the default. This is an optional step. The user can skip it as well.

Defaulter Default Directors Documents Business Name UU	Repo	t Defaulter		
Business Name UUIMITED: (05A) [71]  Defaulter Information Business Name Emres Payment Due Amount Payment Due Amount Payment Due Amount Description Enter: Description here Is there are legal case in court is already running related to above information	Defa	ter Default Directo	ors Docu	ments
UJ,       IMITED: (05A)       ?T)         Defaulter Information       Business Name       E         Business Name       E       E         Payment Due Amount       Payment Due Amount       E         Payment Due Amount       E       E         Description       E       E         Enter Description here       Is there are legal case in court is already running related to above information	Busin	s Name		
Defaulter Information         Business Name         Emres         Payment Due Amount         Payment Due Amount         Payment Due Since	UJ.	IMITED: (	05A)	ZT)
Business Name Emes Payment Due Amount Payment Due Amount Payment Due Since Description Enter Description here Is there are legal case in court is already running related to above information	Defau	er Information		
Emres Payment Due Amount Payment Due Amount Payment Due Since Description Enter Description here Is there are legal case in court is already running related to above information	Busin	s Name	_	
Payment Due Amount Payment Due Amount Payment Due Since Description Enter Description here Is there are legal case in court is already running related to above information	Em	'es		
Payment Due Amount Payment Due Since Description Enter Description here Is there are legal case in court is already running related to above information	Paym	nt Due Amount		
Payment Due Since Description Enter Description here Is there are legal case in court is already running related to above information	Pa	nent Due Amount		
Description Enter Description here Is there are legal case in court is already running related to above information	Paym	nt Due Since		
Enter Description here Is there are legal case in court is already running related to above information	Descr	tion		
Is there are legal case in court is already running related to above information	Ent	Description here		
above information	Is the	e are legal case in court is alread	ly running rela	ated to
	abov	information		
	O No			
○ No				



#### Step-7: Upload Documents

As a next step, the user has to provide UDIN Number and upload the documents like CA certificate and Ledger and any other supporting document. The user then has to accept the Terms and Conditions and click on NEXT Button.

7	Defaulter Default Directors Documents Business Name
	UJJ IMITED: (05AJRIZT)
	Defaulter Information Defaulter Business Name Em es
	Enter UDIN Number
	CA CERTIFICATE FORMAT
	Lodgor cortificato (Roquirod) UROAD
	CA cortificato (Required)
	More documents
	UPLOAD
	I have read and accept all the <u>Terms and Conditions</u>
	NEXT

#### Step-8: Confirm Defaulter

As the last step, the user needs to confirm that he/she wants to submit the Defaulter reported.

8		×
	Please Confirm	
	Would you like to report BUS	MITED
	as defaulter?	
	CANCEL	ок



The user can then see the defaulter in the defaulter listing page.

PEDT	TU		
DC LOGIES INDIA PRIVATE LIMITED OST No: 08/ AIZ3 Status: Verified Ue Amount: 843028 Ue Date: 18-Apr~2018 ADD SETTELMENT	GIRM/ 'ATE UMITED 'ATE OST No: 08AA 26 Status: Verified Due Amount: 32409 Due Date: 19-Jun-2016 ADD SETTELMENT	SAM! UCS PVT. LTD. SST W:: 04A IZL Status: Incomplete Due Amount: 23231 Due Dote: 15-Jun-2021	RIGC
Pratt td. OST No: 08A FIZC Status: incomplete we Amount: 5000 we Date: 25-Jun-2021	Prath ost No: 084 72C Status: Incomplete Due Amount: 5000 Due Date: 25-Jun-2021	Pra td. OST No: 08AA 72C OST No: 08AA 72C Due Amount 5000 Due Dote: 25-Jun-2021	Prati Ltd. OST No: 08AA 12C OST No: 08AA 12C Due Amount: 5000 Due Date: 25-Jun-2021

The user can also view the details by clicking the EYE icon on the Defaulter.

BUS GST No: 084	120	IMITED	3	Documents :			STATUS : PENDING		
Due Dote: 07-Nov-20	018		_(	ß	ß	Þ	REPORTED BY : ASHE	AL	
Defaulter Details				LEGEL	LEEL	Lee	Settle History :		
PAN Number	: AAI 2F			CA Certificate	Lodger	Others	Dote	Amount	Туре
Company Name	: BUSI*	"ED							
Due Dote Defoulter submitted Dote Pold Amount Write Off Amount Balance Amount	: 07-1 : C -2028 : 0 : 500000			Admin Comments:					
Directors :	AL								
AS BCU (2) At CHCSSU	AL								



# 2. Add Settlement

Once the Defaulter is verified by the CreditQ Team and the Defaulter has made payment to settle the default, the reporter can add that settlement on the CreditQ portal.

#### Step-1: Click on Add Settlement

To initiate the settlement, the user has to click on the Button "Add Settlement" on the defaulter tile from the defaulter list view or from the Defaulter Detail View.



SH PR TED GST No: 08/ IZ Status: verified	x CTS			
Due Amount:         1000000           Due Date:         06-Oct-2018         ADD S           B45         MTED         CONTROL OF CONTR	ETTELMENT Decuments:	STATUS: VERIFIED		
tal Amount: \$00000 a Date: 07-Nov-2018	AA	REPORTED BY: AS	RSH SINGHAL	
faulter Dotalis		Settle History :		
N Number : AAI 12F	CA Certificate Ledger	Date	Amount	Туре
Ippury Handle         Ippury         HTID           Obtain         107-Men-2008            W         109-App-2021            Ammount         10	Admin Commons : 09-Apr-201 Admin Commons : All Documents Irolis good		ADO SETTLEMO	а — — — — — — — — — — — — — — — — — — —
Internet Amount 10 Iolonce Amount 1500000				

#### Step-2: Settlement Details

As a next step, the user needs to provide the details of settlement whether it is a Partial or Full Settlement, Amount and the date of Payment. If it is Full Settlement and the amount enter is less than the due amount then the remaining amount is considered as write off.



0.0	170		
Voi	120		
Name			_
BUS		FED	
Due Amo	unt		
500000			
Payment	Due Date		
07-Nov-	2018		
Full S	ettlement 🔘	Partial Settlement	
Amount	Received		
Enter A	mount(INR)		
Write-Of	f Amount		
Date of S	ettlement		

On clicking **Settlement**, if the user doesn't have sufficient wallet points, the system will display a notification to recharge the wallet points. As shown in the image below, the user needs to click "**Click Here**" to top up their wallet points.

Defaulter Info	rmation for
GST Number	
33	ZY
Name	
Nex	ED
Due Amount	
545889	
Payment Due	Date
12-Nov-20:	24
Full Sottle	ement 🔘 Partial Settlement
Amount rece	ived
545889	
Date of amou	int received
January 13,	2025
Your wallet	has 63203 points, which is insufficient for settlement.
Recharge w	ith ₹130000 for 520000 Points. Click here to recharge



#### Wallet top up:

ervice	Wall	et Top-U
Select business for	GST invoice	( <b> </b> •)
Payment Information	n N	
Wallet Top-Up (Rs.	10000)	Rs. 130000
Quantity		- 13 +
Points Credit		520000
0		Rs. 1300.00
CGST(9%)		Rs. 11817.00
SGST(9%)		Rs. 11817.00
Pay Amount		Rs. 154934
Apply Coupon		
* No Cancellation and Refund	Policy (180).	
		PAYNOW

#### Step-3: Confirmation

As a next step, the user needs to confirm the settlement.



Once the user confirms the settlement, the same will be visible on defaulter detail page. From the details page, user can add multiple email, mobile and address.

CREDITO	=		and the	ig leichairen 1	legent Del sulter	ant CR
utor Deshooone	051 No. 333 M/P/ PD	Counter:	STATUS (PARTIAL SCITLED			
CR) Involces	Total Amount: 1945699 Disa Date: 12-Nov-1024		REPORTED BY CULEVING IN	ALL TRANSF BARCEMITED		
Wolet	Dufouter Details	CA Conflictes Ladger :	Sotto History :			
Burren: Dathboard	Pontilambors AV M	26-340-2024	Roymant received data	Sution and unity data	Amount	Тура
My Credit Transaction	Tracle Norma: New ITED		2025-08-98	2025-01-90	85.200	portiol
Purchase Transaction	Acgul Case: you	10 vit		ADD SETTLE	utor	
Detauton	David Dentile 12 New 2024	and the second sec				
	Verified Dote: 19-Jan-2025	Emails				
ontowned and here?	13.3 8778 K.L.	No actes amail at available				
Relato Tultantalia	Pold Avezunt; 200	420 4500				
	Write Off Amount: 0					
	Balance Amount: 848689	Mobile				
		Total mobile numbers added LD No Executions odded				
	Delitouter Germer Details	ADD ACHE				
	tirat mys-mannational-sam					
	Secondary Inval	Address				
		No extre address civiliatão.				
		and down				
	preconcerty reducer real with					

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# 3. 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.

