



User Manuals-Report Defaulter

Report defaulter on GST /Pan, Add settlement

Table of Contents

1. REPORT DEFAULTER.....	1
1.1. REPORT DEFAULTER ON GST	1
1.2. REPORT DEFAULTER ON PAN	5
2. ADD SETTLEMENT	11
3. CUSTOMER SUPPORT	14

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

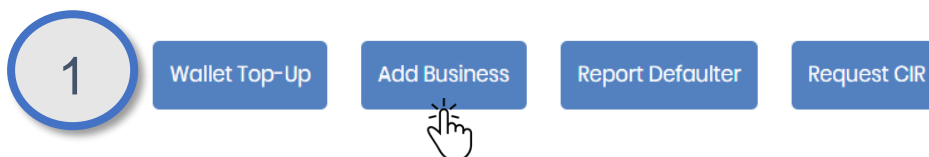
- Report Defaulter on GST Number
- Report Defaulter on PAN

1.1. Report Defaulter on GST

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

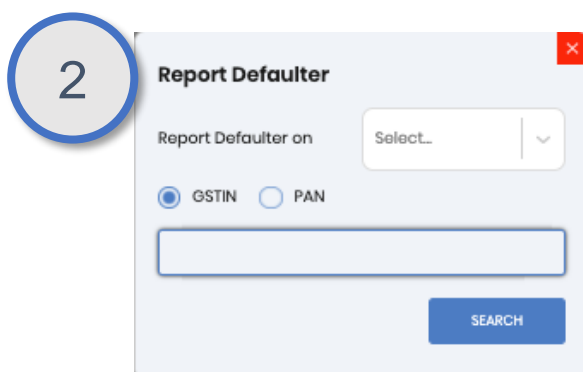
Step-1: Click on Report Defaulter

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.



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.

3

Reported By

Report Defaulter on

Cyber [REDACTED] LIMITED: (07A [REDACTED] JIZJ)
v

GSTIN

08C [REDACTED] M1ZQ

Defaulter Information for

GST Number

08C [REDACTED] IIZQ

Legal Name

SIT, [REDACTED] /I

State Jurisdiction

Circl [REDACTED] ard-1

Nature of business Activity

Offic [REDACTED] ce

Trade Name

R S [REDACTED] ANY

Address

PLOT NC [REDACTED] NAGAI [REDACTED] AD I [REDACTED] ipur, Rajast' [REDACTED] 3

NEXT

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.

4

Report Defaulter

Defaulter Default Directors Documents

Business Name
ASH...IAL

Defaulter Information
Business Name
BUS...ATE LIMITED

Email
Enter Email Address

Mobile Number
Enter Mobile Number

Email (optional)
Enter Email (optional)

Mobile Number (optional)
Enter Mobile Number (optional)

BACK NEXT

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.

5

Report Defaulter

Defaulter Default Directors Documents

Business Name
ASH...IAL

Defaulter Information
Business Name
BUSIN...MITED

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

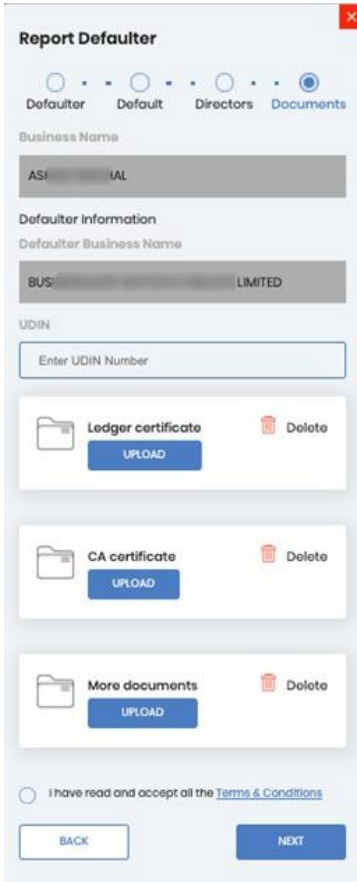
Yes
 No

BACK NEXT

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

Defaulter Default Directors Documents

Business Name
ASI IAL

Defaulter Information
Defaulter Business Name
BUS LIMITED

UDIN
Enter UDIN Number

Ledger certificate

CA certificate

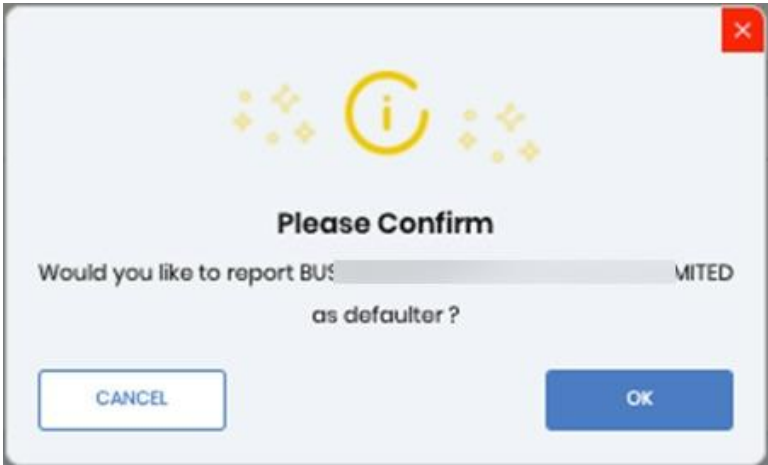
More documents

I have read and accept all the [Terms & Conditions](#)

Step-7: Confirm For reporting

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

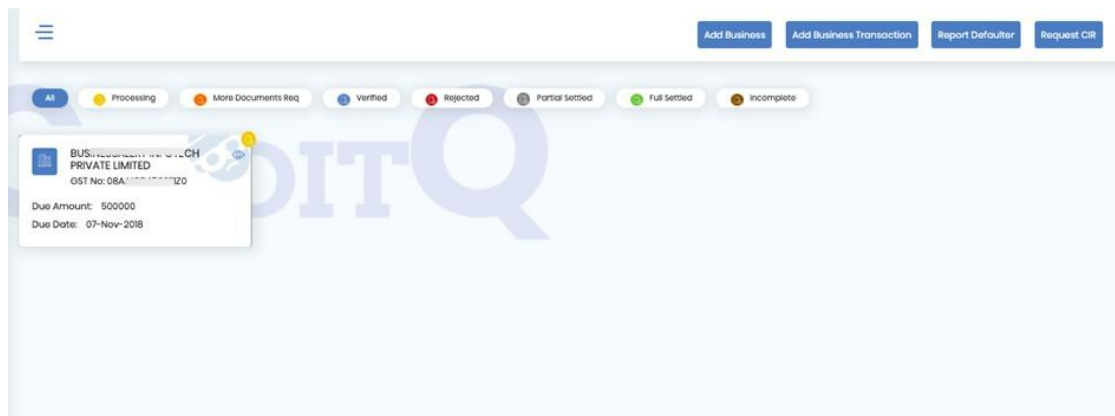
7



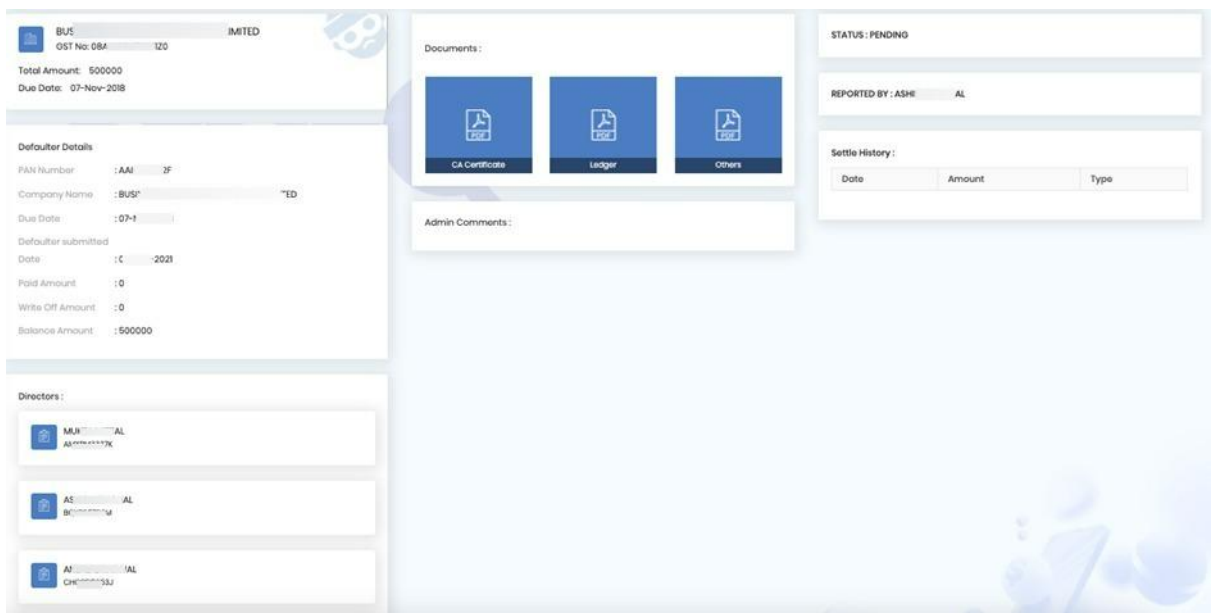
Please Confirm

Would you like to report BUS LIMITED
as defaulter ?

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.

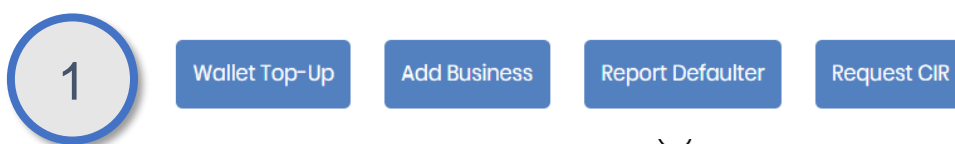


1.2. Report Defaulter on PAN

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

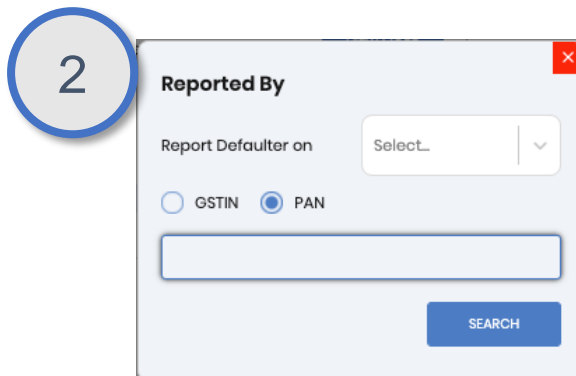
Step-1: Click on Report Defaulter

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



Step-2: Provide PAN

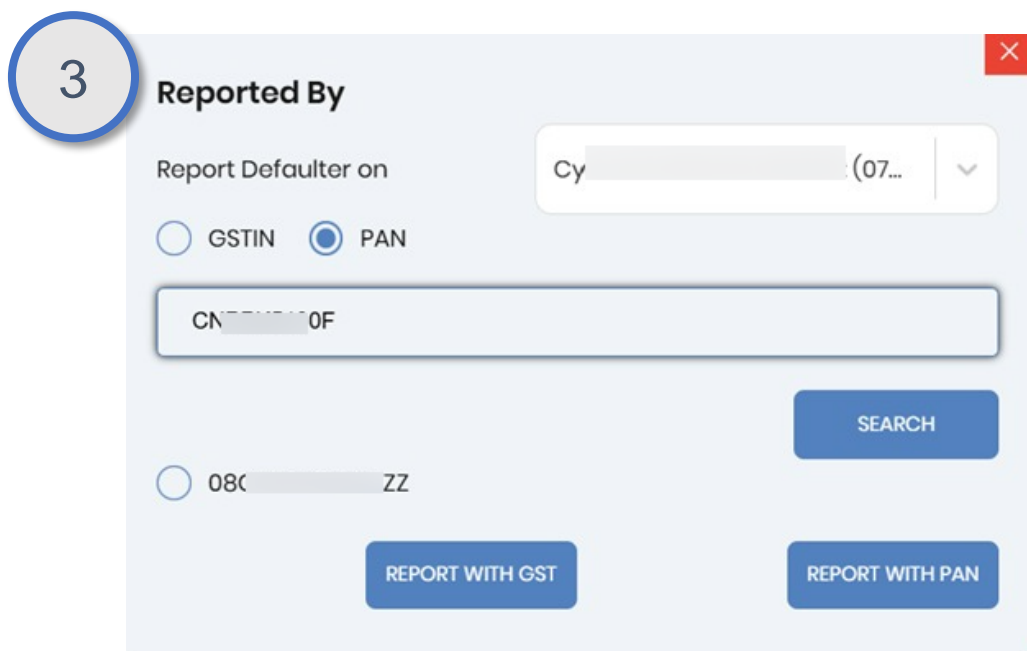
The user has to select the Business by which he/she wants to report the defaulter. He needs to select PAN and provide the PAN and click on the SEARCH button.



A screenshot of a web form titled "Reported By" with a close button (X) in the top right corner. The form contains a dropdown menu labeled "Report Defaulter on" with the text "Select..." and a downward arrow. Below this are two radio buttons: "GSTIN" (unselected) and "PAN" (selected). There is a text input field below the radio buttons, and a blue "SEARCH" button at the bottom right. A large blue circle with the number "2" is overlaid on the top left of the form.

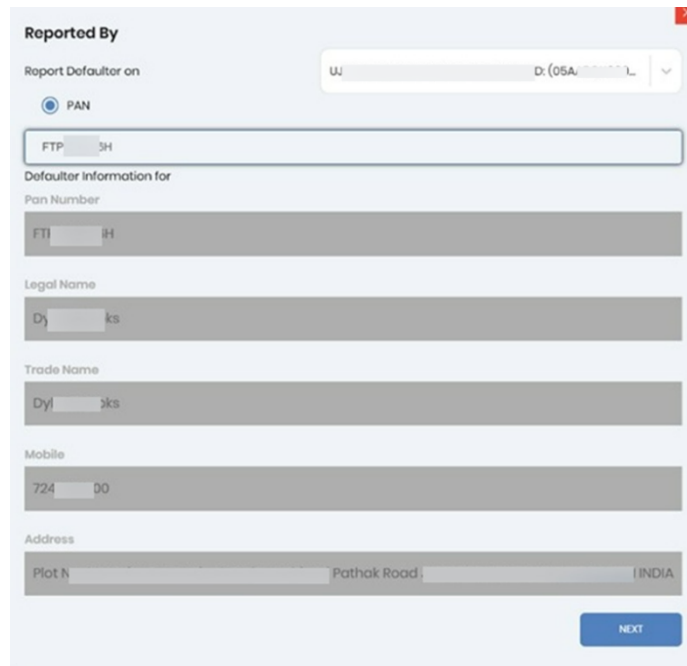
Step-3: Verify details of the PAN

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'.



A screenshot of a web form titled "Reported By" with a close button (X) in the top right corner. The form contains a dropdown menu labeled "Report Defaulter on" with the text "Cy" and "(07..." and a downward arrow. Below this are two radio buttons: "GSTIN" (unselected) and "PAN" (selected). There is a text input field below the radio buttons containing "CN" followed by a greyed-out field and "OF". There is another text input field below that containing "08C" followed by a greyed-out field and "ZZ". There are three buttons: a blue "SEARCH" button, a blue "REPORT WITH GST" button, and a blue "REPORT WITH PAN" button. A large blue circle with the number "3" is overlaid on the top left of the form.

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

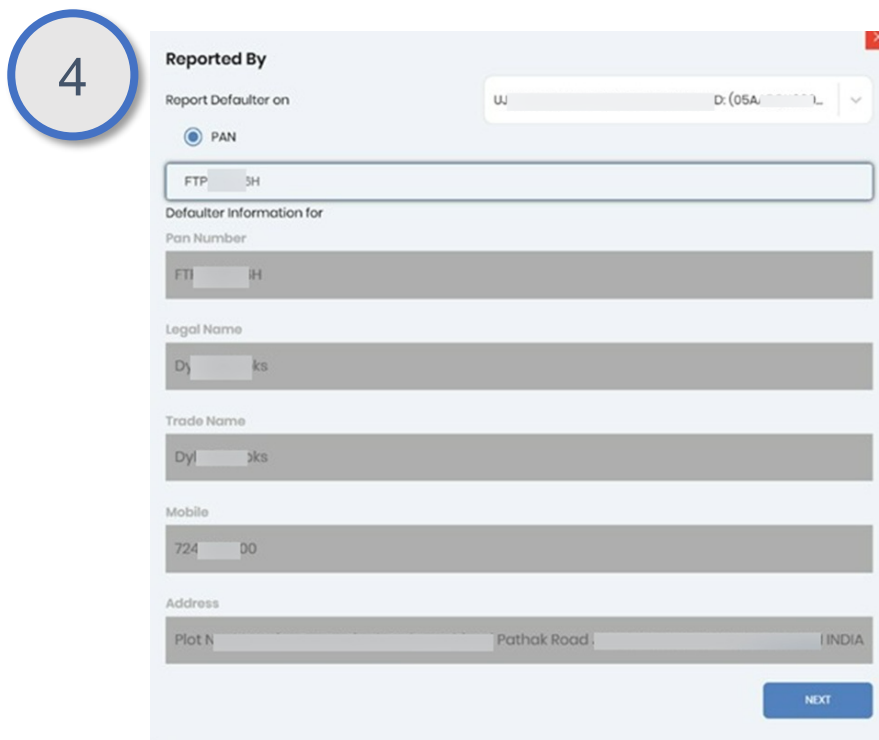


The screenshot shows a web form titled "Reported By" with a close button in the top right corner. The form contains the following fields and sections:

- Report Defaulter on:** A dropdown menu with "U" and "D: (05A,L" as options.
- Radio Button:** A selected radio button labeled "PAN".
- Text Field:** A field containing "FTP" and "3H".
- Section Header:** "Defaulter Information for".
- Pan Number:** A field containing "FTI" and "iH".
- Legal Name:** A field containing "Dy" and "ks".
- Trade Name:** A field containing "Dyl" and "ks".
- Mobile:** A field containing "724" and "00".
- Address:** A field containing "Plot N", "Pathak Road", and "INDIA".
- Button:** A blue "NEXT" button at the bottom right.

Step-4: Details From Pan

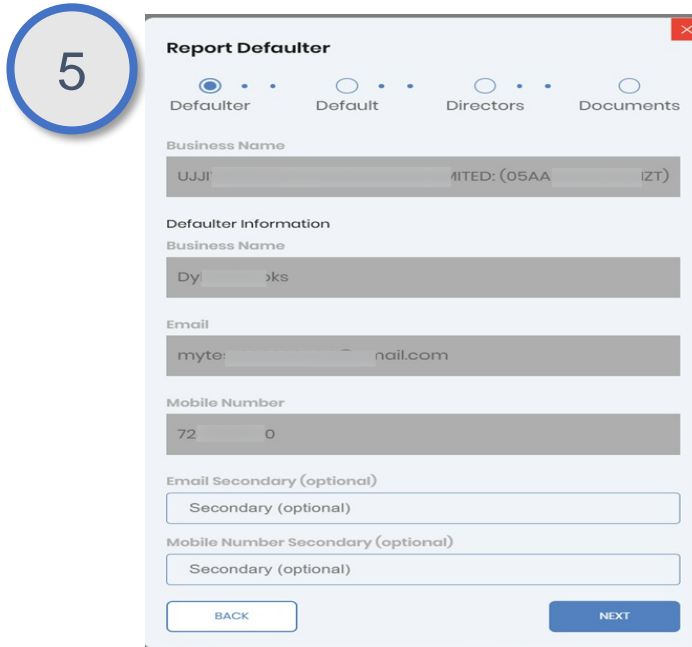
The user will move the next screen where he needs to add the email Id and mobile number of the defaulter.



This screenshot is identical to the one above, but includes a blue circle with the number "4" to the left of the form, indicating the current step in the process.

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.



5

Report Defaulter

Defaulter Default Directors Documents

Business Name
UJJ...IMITED: (05AA...ZT)

Defaulter Information
Business Name
Dy...ks

Email
myte...nail.com

Mobile Number
72...0

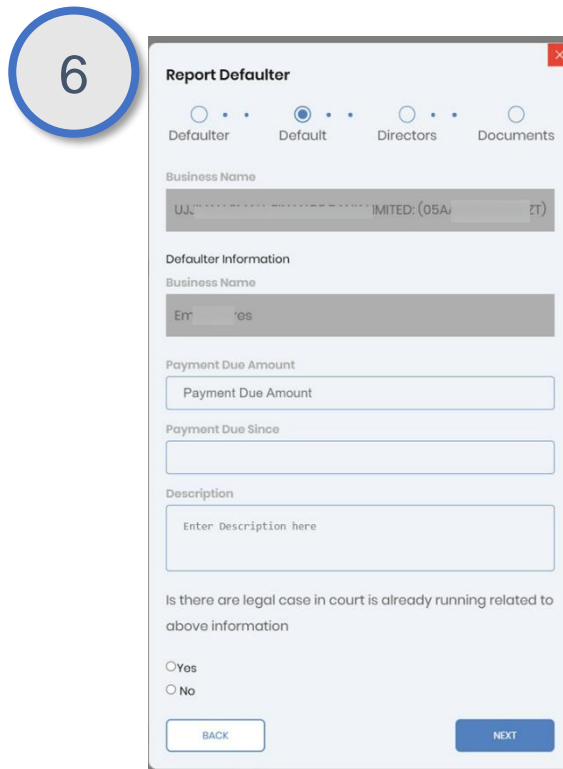
Email Secondary (optional)
Secondary (optional)

Mobile Number Secondary (optional)
Secondary (optional)

BACK NEXT

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.



6

Report Defaulter

Defaulter **Default** Directors Documents

Business Name
UJ...IMITED: (05A...ZT)

Defaulter Information
Business Name
En...es

Payment Due Amount
Payment Due Amount

Payment Due Since

Description
Enter Description here

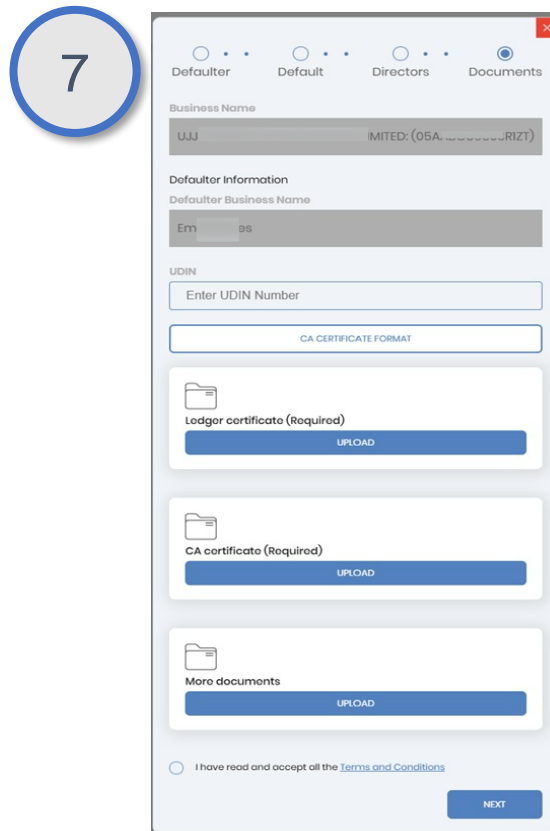
Is there are legal case in court is already running related to above information

Yes
 No

BACK NEXT

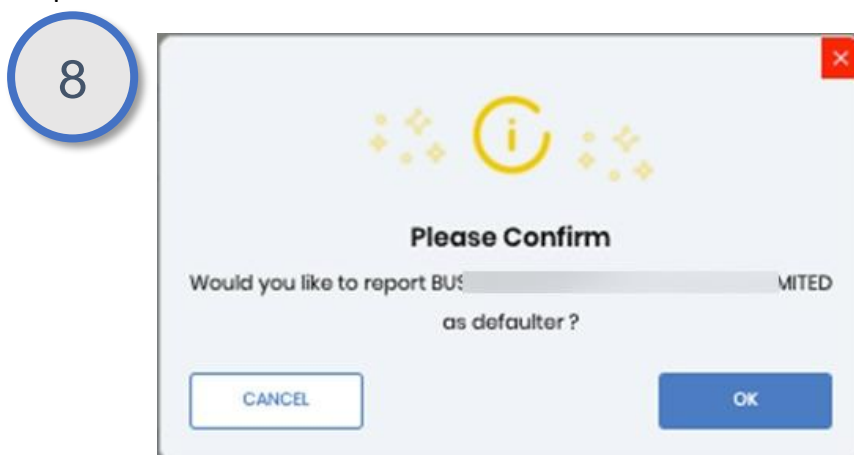
Step-7: Upload Documents

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.

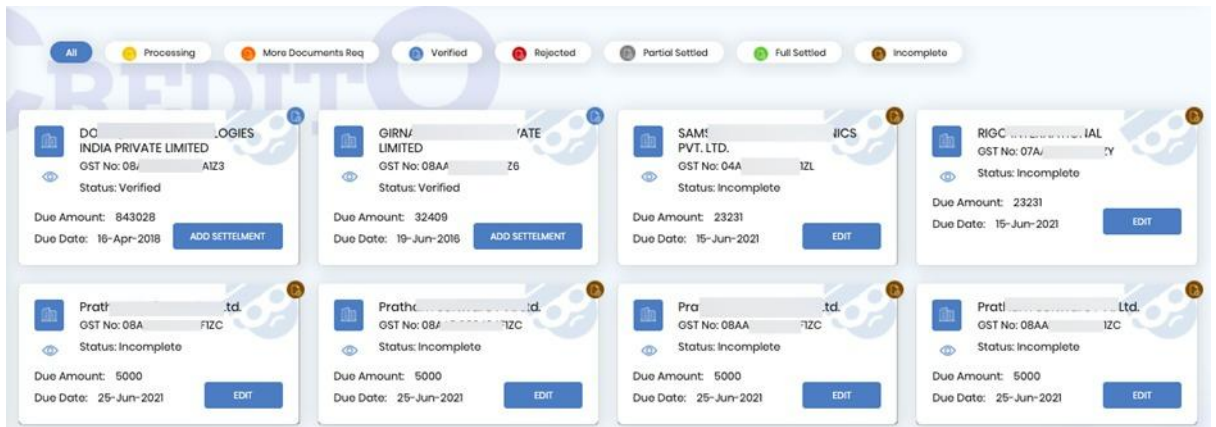


Step-8: Confirm Defaulter

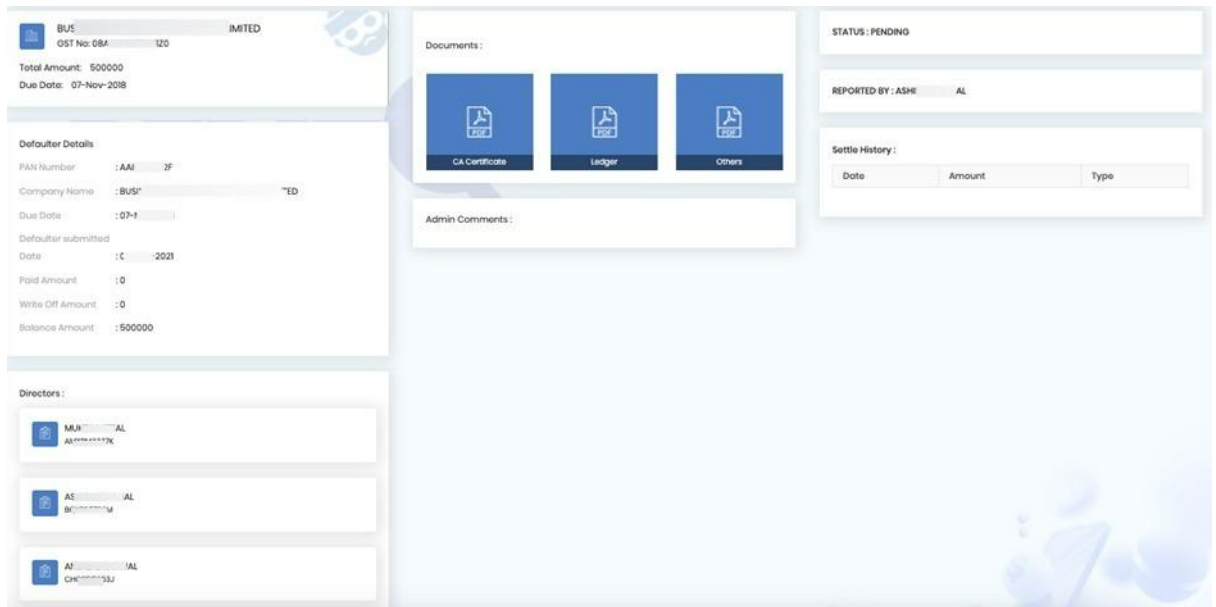
As the last step, the user needs to confirm that he/she wants to submit the Defaulter reported.



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.

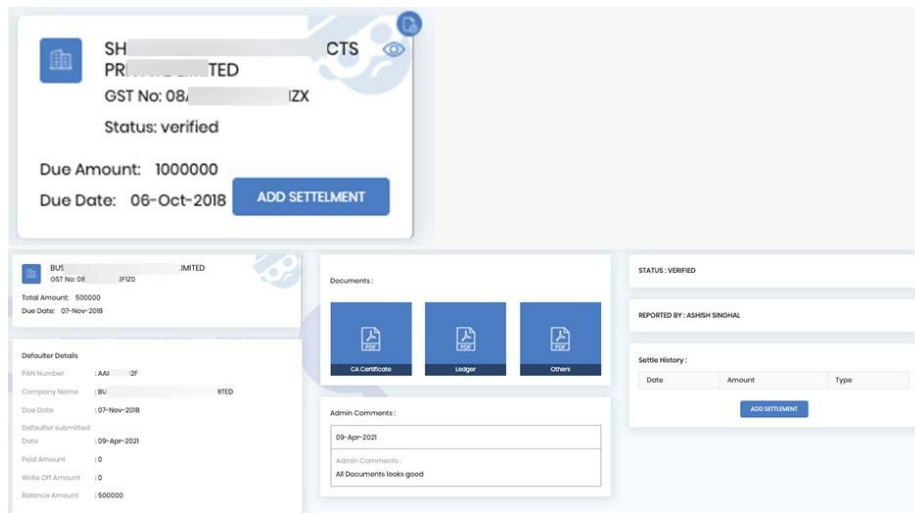
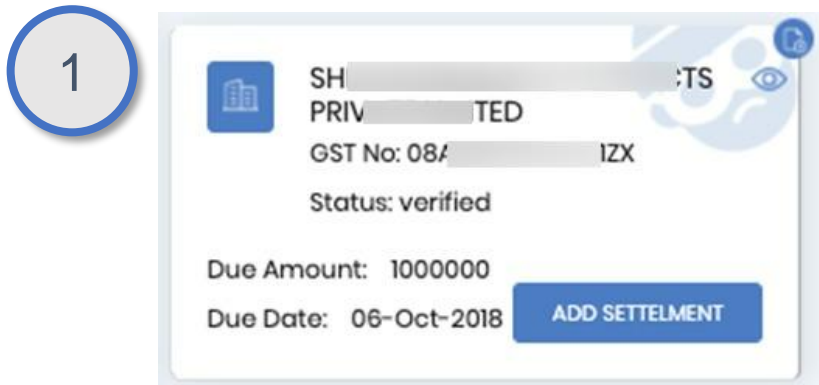


2. Add Settlement

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.



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.

2

Defaulter Information for

GST Number

08. 120

Name

BU. TED

Due Amount

500000

Payment Due Date

07-Nov-2018

Full Settlement Partial Settlement

Amount Received

Enter Amount(INR)

Write-Off Amount

Date of Settlement

SETTLE

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 Information for

GST Number

33. ZY

Name

Nex. ED

Due Amount

545889

Payment Due Date

12-Nov-2024

Full Settlement Partial Settlement

Amount received

545889

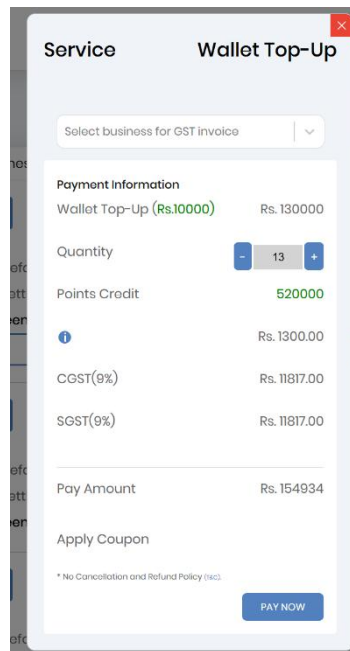
Date of amount received

January 13, 2025

Your wallet has 63203 points, which is insufficient for settlement.
Recharge with ₹130000 for 520000 Points. [Click here to recharge](#)

SETTLE

Wallet top up:



Service **Wallet Top-Up**

Select business for GST invoice

Payment Information

Wallet Top-Up (Rs.10000) Rs. 130000

Quantity - 13 +

Points Credit 520000

Rs. 1300.00

CGST(9%) Rs. 11817.00

SGST(9%) Rs. 11817.00

Pay Amount Rs. 154934

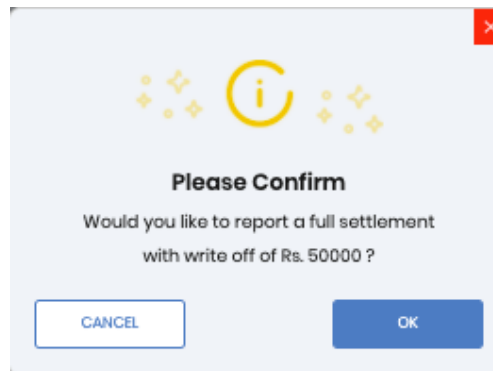
Apply Coupon

* No Cancellation and Refund Policy (NCR)

PAY NOW

Step-3: Confirmation

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

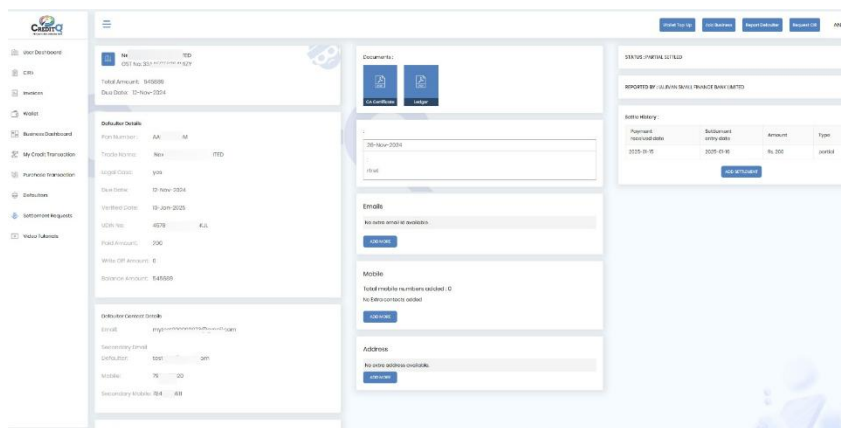


Please Confirm

Would you like to report a full settlement
with write off of Rs. 50000 ?

CANCEL **OK**

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.



Defaulter Details

Name: [Name]
PAN: [PAN]
Total Amount: ₹45888
Due Date: 30-Nov-2024

Documents

Emails

Mobile

Address

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.

Write to Us



 support@creditq.in

 +91 8504862035