



# **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.

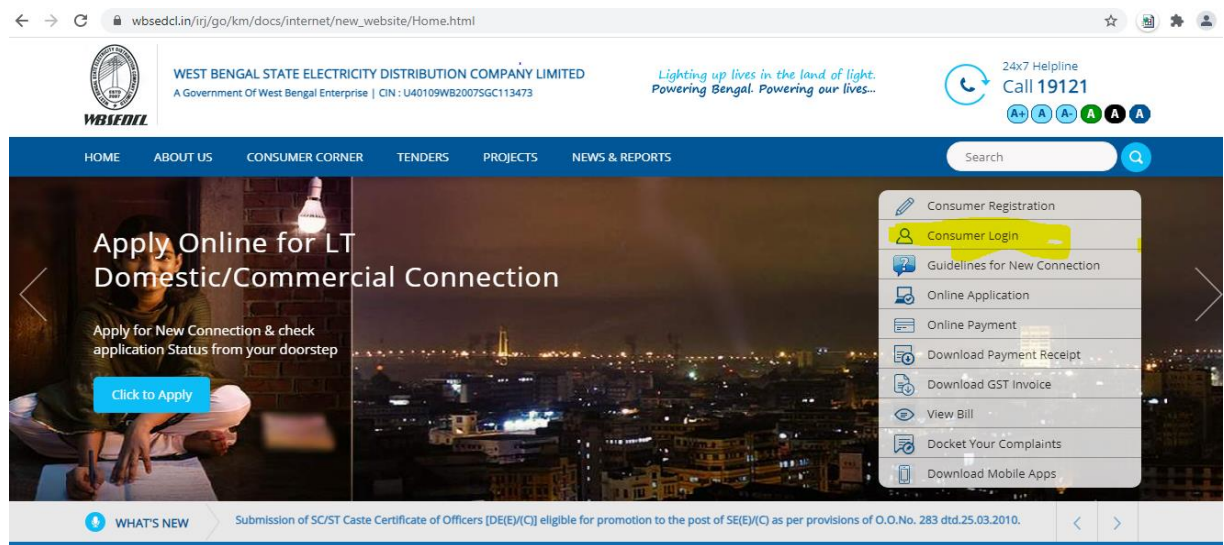
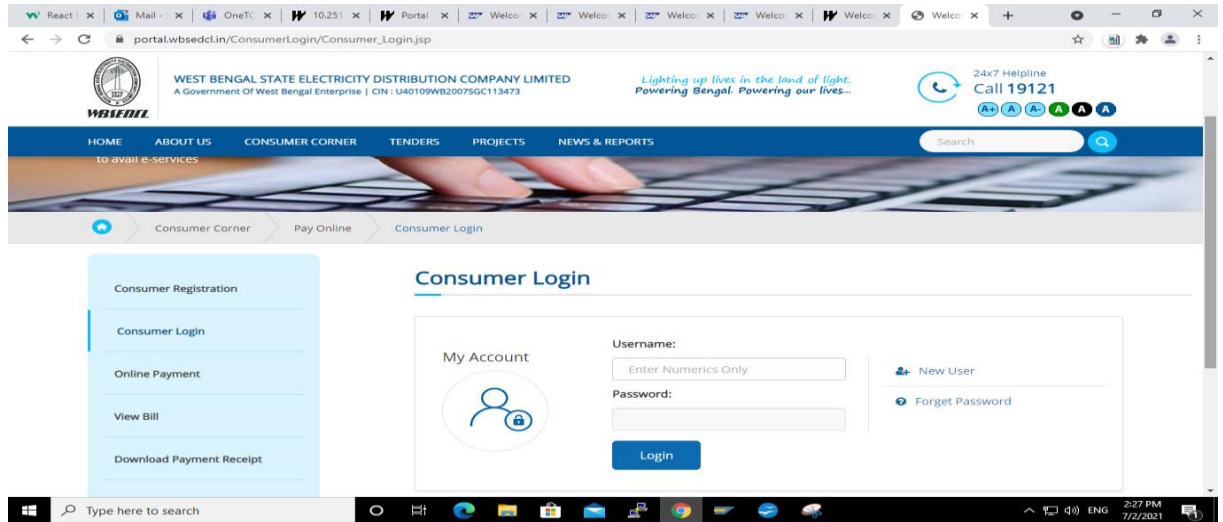


Figure 1 : Navigate to Consumer Login from home page

### Step 2:

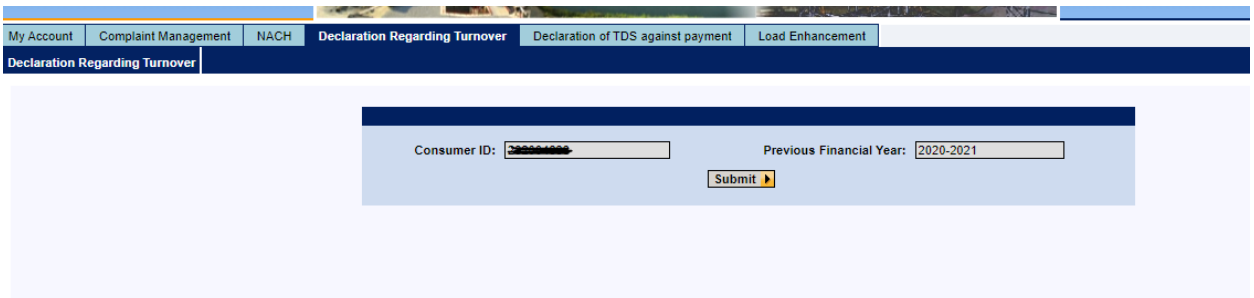
- Login by using valid credentials.



**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.

OTP sent Successfully

Consumer ID: 50000000 Previous Financial Year: 2020-2021

Consumer Name: G. S. RAVINDRAN  
Please enter your annual turnover: Greater than 10 Crore  
Pan Number: AABCC0000

TAN Number:\*  
Mobile Number: Provide OTP: [Generate OTP] [Resend OTP] [Validate OTP]

**Figure 6: Validate OTP**

**Step 7:**

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

Consumer ID: 50000000 Previous Financial Year: 2020-2021

Consumer Name: G. S. RAVINDRAN  
Please enter your annual turnover: Greater than 10 Crore  
Pan Number: AABCC0000

TAN Number:\*  
Mobile Number: Provide OTP: [Generate OTP] [Submit] [Refresh]

**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.

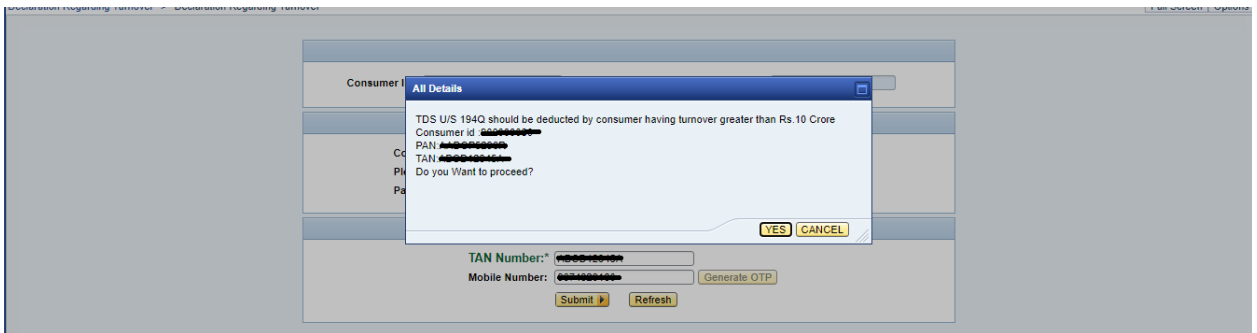


Figure 8: Viewing of the submitted details & final confirmation

### Step 9:

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

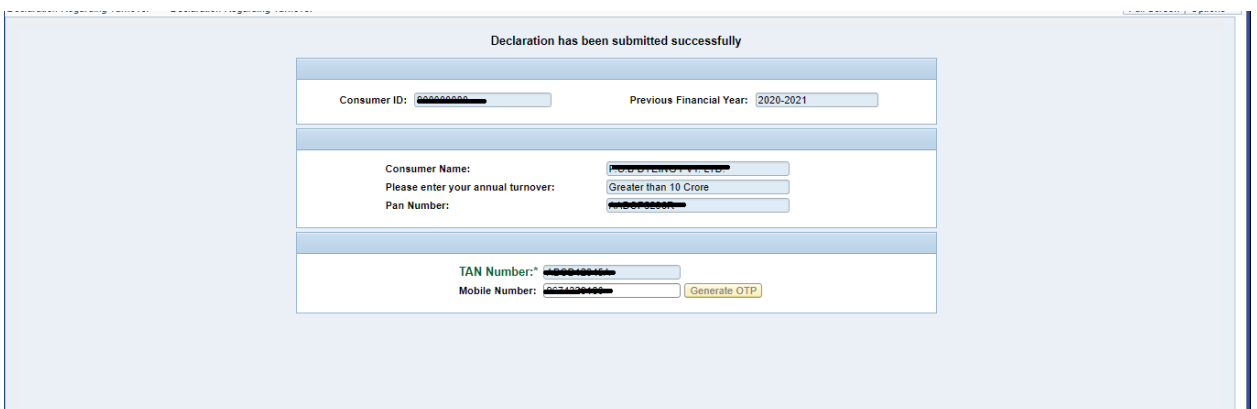


Figure 9: Display of message on successful submission

## 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**

Invoice No.	Bill Month	Posting Date	Amount(Rs.)
XXXXXXXXXXXX	JAN,2021	01.07.2021	38153.95

Total Outstandings(Rs.): 38153.95      Payment Amount(Rs.):

Estimated TDS(0.1%)(Rs.): 38.15      Declared TDS Amount(Rs.):

Your Mobile Number: XXXXXXXXXX     

Enter OTP:

**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)".

**OTP has been sent successfully**

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**Declaration of TDS against invoice**

Consumer ID:

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**Open Invoice Details(in TDS Mode)**

Invoice No.	Bill Month	Posting Date	Amount(Rs.)
XXXXXXXXXX	JAN,2021	01.07.2021	38153.95

Total Outstandings(Rs.):  Payment Amount(Rs.):

Estimated TDS(0.1%)(Rs.):  Declared TDS Amount(Rs.):

Your Mobile Number:

Enter OTP:

I/We, hereby agreed to deduct 0.1% of payable amount from the Electricity consumption Bill in compliance of the provision of Section 194Q of the Income Tax Act, 1961 and undertake to submit the TDS related details at the Website of WBSEDCL. I/We are aware and acknowledge that in case we fail to provide correct details within the specified Timeline OR if I/We submit any wrong information as per the provision of Income Tax Act, WBSEDCL would be entitled to recover the deducted amount from the subsequent Bill(s).  
Having fully understood the purport and implications of the foregoing, I/We voluntarily submit the instant undertaking.

I/We hereby agree the aforesaid undertaking.

**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.

**Declaration of TDS against invoice**

Consumer ID:

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**Open Invoice Details(in TDS Mode)**

Invoice No.	Bill Month	Posting Date	Amount(Rs.)
0000000000000000	JAN_2021	01.07.2021	38153.95

Total Outstandings(Rs.):  Payment Amount(Rs.):

Estimated TDS(0.1%)(Rs.):  Declared TDS Amount(Rs.):

Your Mobile Number:

Enter OTP:

I/We, hereby agreed to deduct 0.1% of payable amount from the Electricity consumption Bill in compliance of the provision of Section 194Q of the Income Tax Act, 1961 and undertake to submit the TDS related details at the Website of WBSEDCL. I/We are aware and acknowledge that in case we fail to provide correct details within the specified Timeline OR if I/We submit any wrong information as per the provision of Income Tax Act, WBSEDCL would be entitled to recover the deducted amount from the subsequent Bill(s).  
Having fully understood the purport and implications of the foregoing, I/We voluntarily submit the instant undertaking.

I/We hereby agree the aforesaid undertaking.

**Figure 14: OTP, Payment amount and TDS amount**

**Step 15:**

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

**Declaration has been submitted successfully**

**Declaration of TDS against invoice**

Consumer ID:

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**Open Invoice Details(in TDS Mode)**

Invoice No.	Bill Month	Posting Date	Amount(Rs.)
0000000000000000	JAN_2021	01.07.2021	38153.95

Total Outstandings(Rs.):  Payment Amount(Rs.):

Estimated TDS(0.1%)(Rs.):  Declared TDS Amount(Rs.):

I/We, hereby agreed to deduct 0.1% of payable amount from the Electricity consumption Bill in compliance of the provision of Section 194Q of the Income Tax Act, 1961 and undertake to submit the TDS related details at the Website of WBSEDCL. I/We are aware and acknowledge that in case we fail to provide correct details within the specified Timeline OR if I/We submit any wrong information as per the provision of Income Tax Act, WBSEDCL would be entitled to recover the deducted amount from the subsequent Bill(s).  
Having fully understood the purport and implications of the foregoing, I/We voluntarily submit the instant undertaking.

I/We hereby agree the aforesaid undertaking.

**Figure 15: Success message for TDS Payment Declaration**