

# APAC - IN TDS maintenance

• 1. Objective and scope .....	1
• 2. Request .....	1
• 3. TDS maintenance .....	1
◦ 3.1 PF1 .....	1
◦ 3.2 WP1 .....	5
• 4. TDS deletion .....	10
• 5. Exempt rate for TDS .....	13

## 1. Objective and scope

This OP will show you how to maintain TDS (Tax Deducted at Source) or WHT in company level in PF1\_020 and WP1\_400 for all Indian Entities

- PF1\_020: 5955
- WP1\_400: 6059, 6348 and 7154

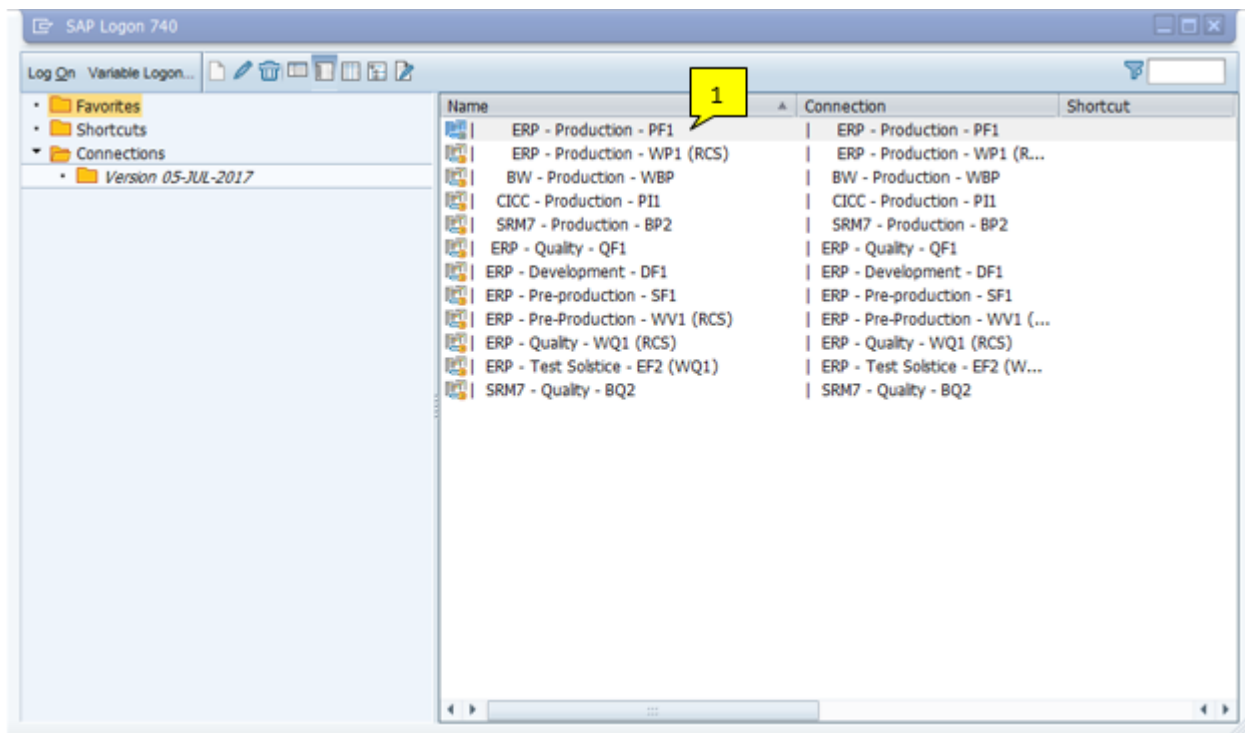
## 2. Request


TDS can be maintained when vendor is created or update later according to request.

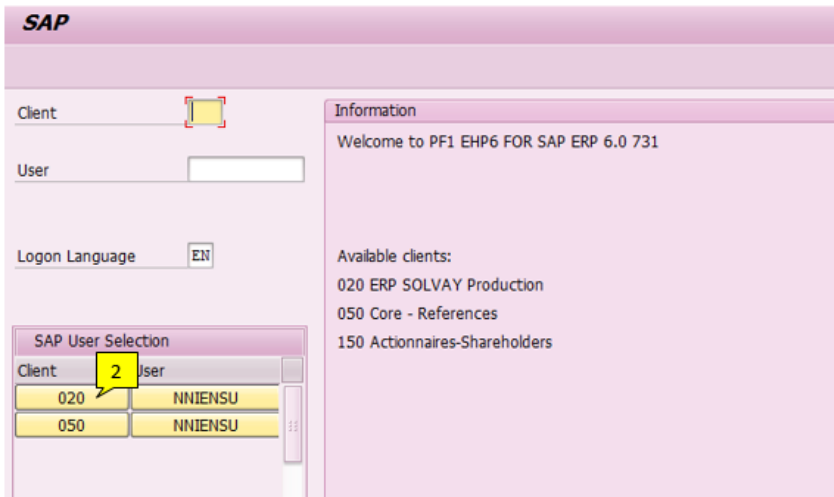
TDS for IN can be defined from [this link](#). If you are not sure, you can send email to ask [monika.sathe-ext@solvary.com](mailto:monika.sathe-ext@solvary.com) with invoice to confirm TDS.

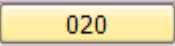
## 3. TDS maintenance

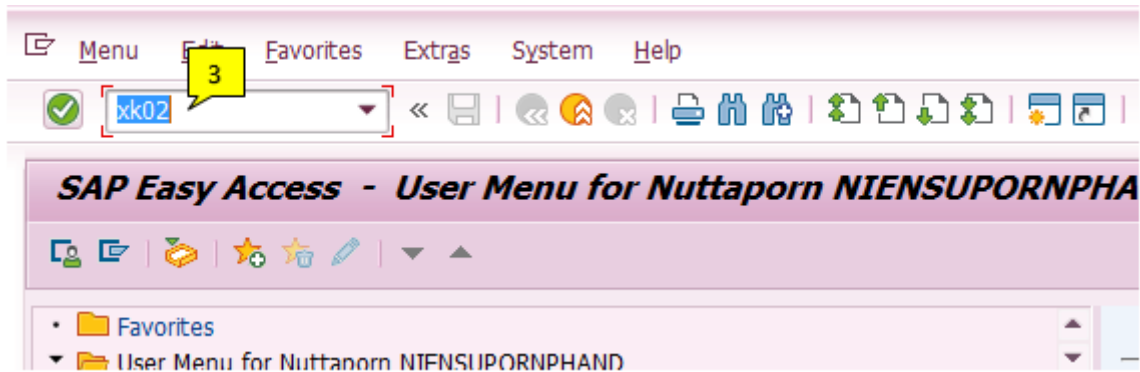
### 3.1 PF1



	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		



#	Main activities	Tips/Best practices	Key points
2	Click 		



#	Main activities	Tips/Best practices	Key points
3	Insert T-code "xk02" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Initial Screen

Vendor 4205288

Company Code 5955 HUPON SOLVAY

Purch. Organization

General data

Address

Control

Payment transactions

Contact Persons

Company code data

Accounting info

Payment transactions

Correspondence

Withholding tax

#	Main activities	Tips/Best practices	Key points
4	Insert vendor code in 'Vendor' field		
5	Insert company code in 'Company Code' Field		
6	Tick on "Control"		
7	Tick on "Withholding tax" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Control

Tax categories CIN Details MENA Certificate Additional Data


Vendor 4206152 RELIABLE ENGINEERING CO AHMEDABAD

Account control

Customer Authorization  
Trading partner Group key

Tax information

Tax Number 1 Tax number type Equalizatn tax  
Tax Number 2 AABFR1345J Tax type Natural Person  
Tax Number 3 24AABFR1345J12F Sales/pur.tax  
Tax Number 4 Tax base Tax Split  
Fiscal address Soc. Ins. Code Soc.insurance  
Tax Jur. VAT Reg. No. Other...  
Rep's Name Type of Busines  
Tax office Type of Industr  
Tax Number  
Tax Number 5

#	Main activities	Tips/Best practices	Key points
8	Check the forth digit in 'Tax Number 2' field		If the 4th digit of PAN (TAX2) is P or H, it means individual If it is others, it means legal entity
9	Click 		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Withholding tax Accounting

CIN Details Certificates


Vendor 4205288 KREATE ENERGY I PRIVATE LIMITED HARYANA  
Company Code 5955 SOLVAY SPECIALIT IN  
WH Tax Country

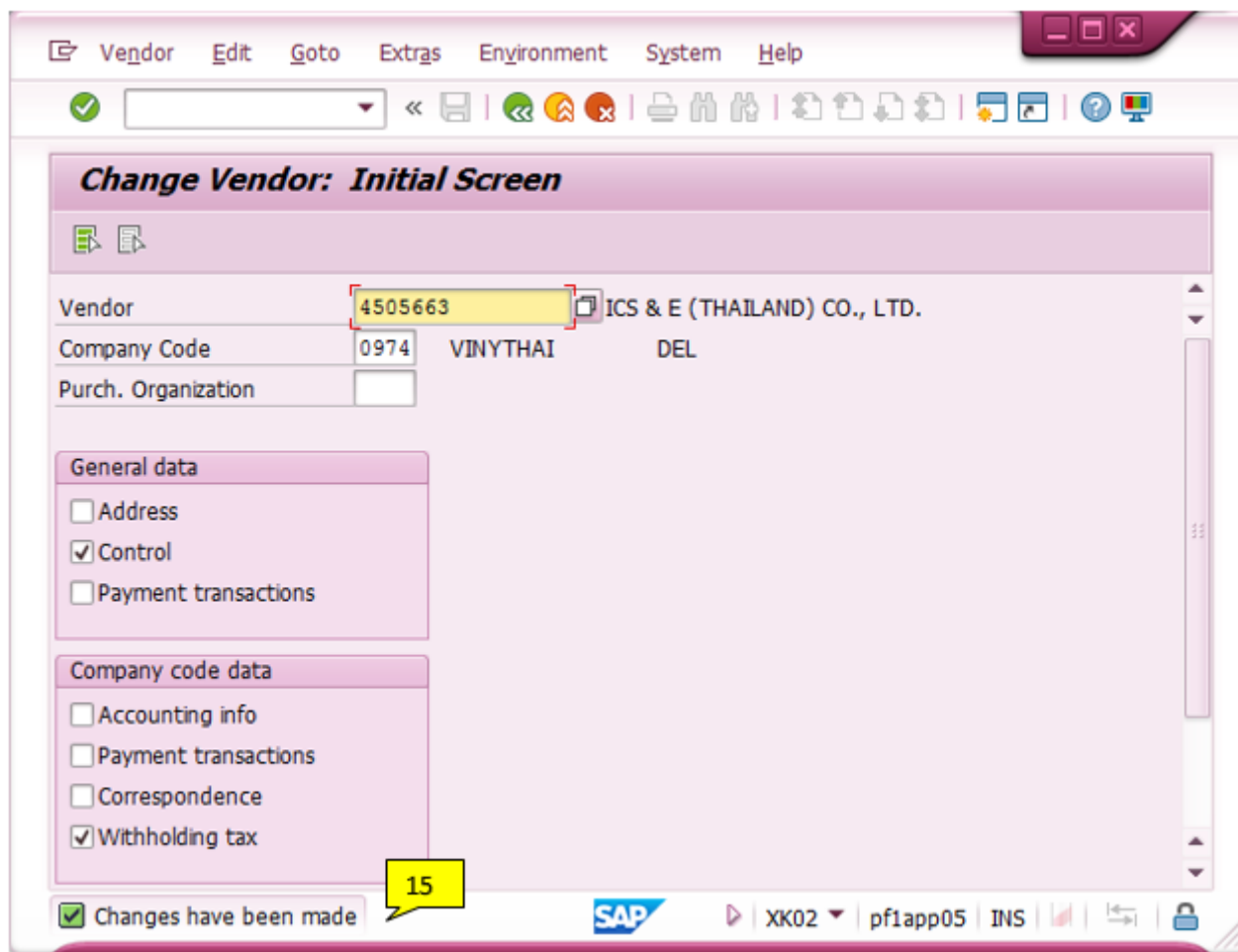
With/tax information

With.t.t...	W/tax c...	Liable	Rec.ty	W/tax ID	Exemption number	Exem...	Exempt...	Exempt From	Exempt To	Description
P1	P1	<input checked="" type="checkbox"/>	01							TDS on Professional Fees

Delete Row  
Page 1 from 1

#	Main activities	Tips/Best practices	Key points
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10	Insert TDS type	<table border="1"> <thead> <tr> <th rowspan="2">Nature of Service</th> <th colspan="4">PF1</th> </tr> <tr> <th>WHT T type</th> <th>Description</th> <th>Individual</th> <th>Legal entity</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Contractor's</td> <td>C1</td> <td>TDS on Contractor</td> <td></td> <td>C1</td> </tr> <tr> <td>S1</td> <td>TDS on Sub-Contractor</td> <td>S1</td> <td></td> </tr> <tr> <td>Professional &amp; Technical Service</td> <td>P1</td> <td>TDS on Professional Fees</td> <td>P1</td> <td>P1</td> </tr> <tr> <td rowspan="3">Rental</td> <td>E1</td> <td>TDS on Rent - Individual</td> <td>E1</td> <td></td> </tr> <tr> <td>R1</td> <td>TDS on Rent</td> <td></td> <td>R1</td> </tr> <tr> <td>M1</td> <td>TDS on Rent - P&amp;M</td> <td></td> <td>M1</td> </tr> <tr> <td>Commission / Brokerage</td> <td>B1</td> <td>TDS on Commission/Brokerage</td> <td>B1</td> <td>B1</td> </tr> </tbody> </table>	Nature of Service	PF1				WHT T type	Description	Individual	Legal entity	Contractor's	C1	TDS on Contractor		C1	S1	TDS on Sub-Contractor	S1		Professional & Technical Service	P1	TDS on Professional Fees	P1	P1	Rental	E1	TDS on Rent - Individual	E1		R1	TDS on Rent		R1	M1	TDS on Rent - P&M		M1	Commission / Brokerage	B1	TDS on Commission/Brokerage	B1	B1	
Nature of Service	PF1																																											
	WHT T type	Description	Individual	Legal entity																																								
Contractor's	C1	TDS on Contractor		C1																																								
	S1	TDS on Sub-Contractor	S1																																									
Professional & Technical Service	P1	TDS on Professional Fees	P1	P1																																								
Rental	E1	TDS on Rent - Individual	E1																																									
	R1	TDS on Rent		R1																																								
	M1	TDS on Rent - P&M		M1																																								
Commission / Brokerage	B1	TDS on Commission/Brokerage	B1	B1																																								
11	Insert TDS type again																																											
12	Insert tick mark in 'Liable' field																																											
13	Insert type of recipient		<p>01 = Legal entity</p> <p>02 = Individual</p> <p>You can check either this field should be legal entity or individual in step #8</p>																																									
14	Click 																																											



**Change Vendor: Initial Screen**

Vendor: 4505663 ICS & E (THAILAND) CO., LTD.

Company Code: 0974 VINYTHAI DEL

Purch. Organization:

**General data**

Address

Control

Payment transactions

**Company code data**

Accounting info

Payment transactions

Correspondence

Withholding tax

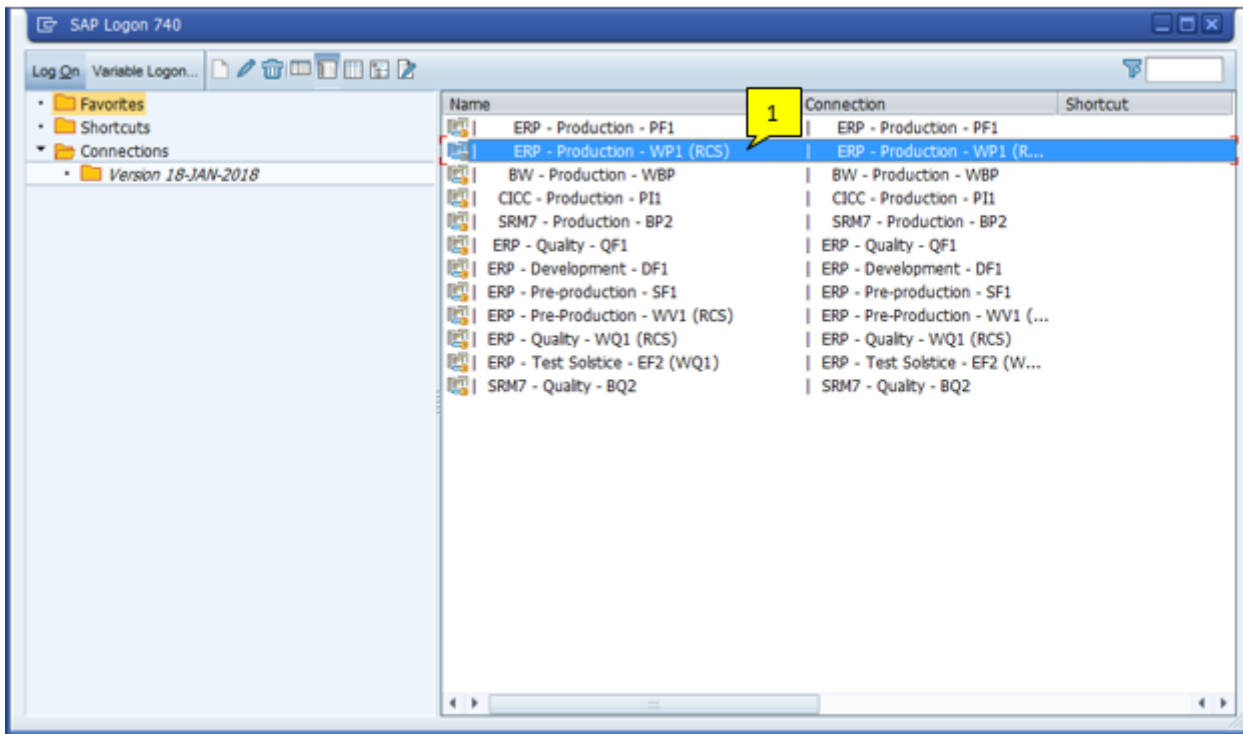
15

Changes have been made

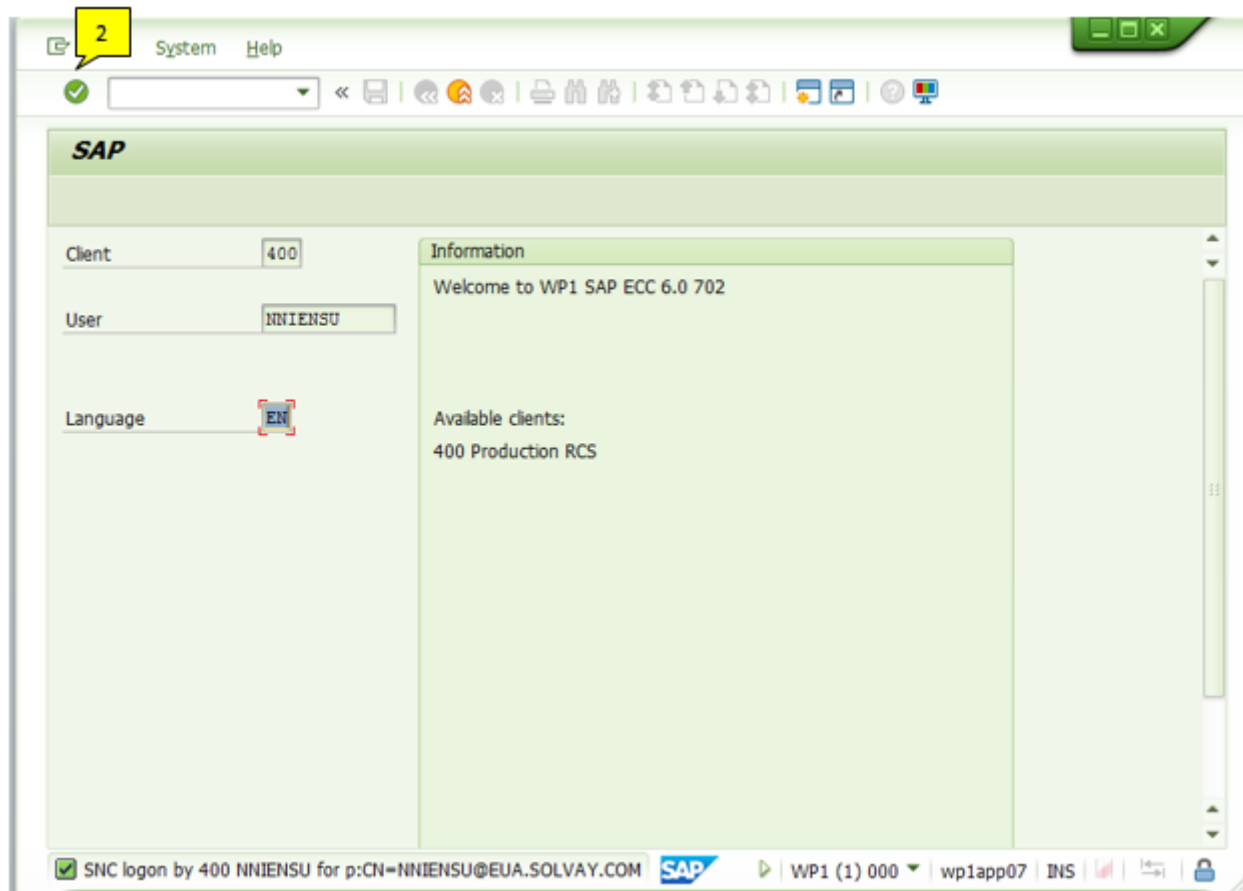
SAP | XK02 | pf1app05 | INS

#	Main activities	Tips/Best practices	Key points
15	The system will show that WHT has been updated		



## 3.2 WP1

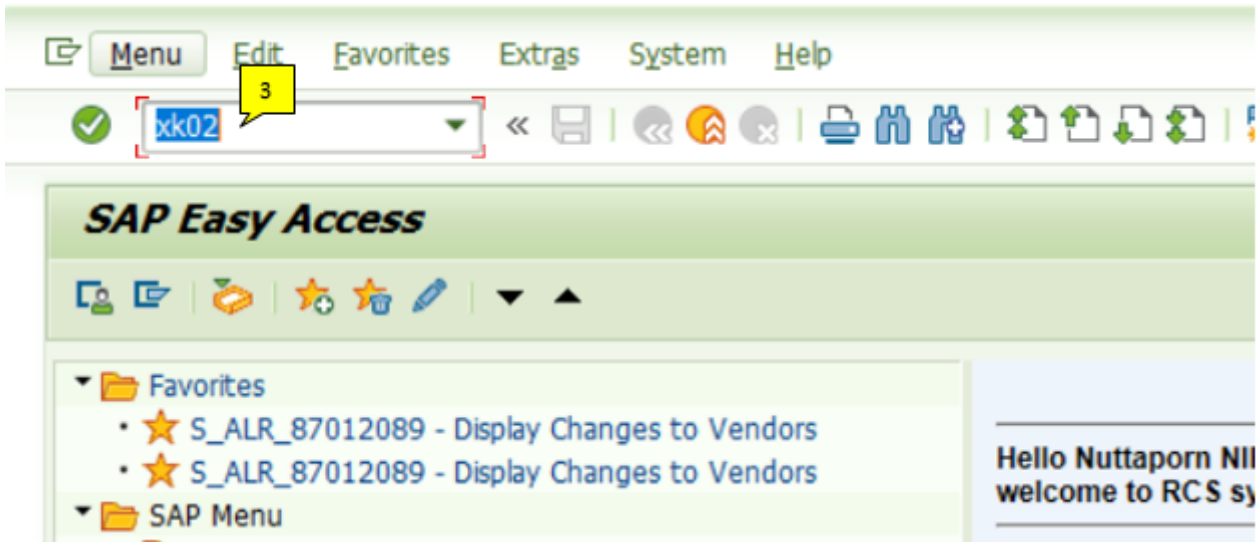


#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – WP1" by double clicking on the ERP – Production icon  ERP - Production - WP1 (RCS)		

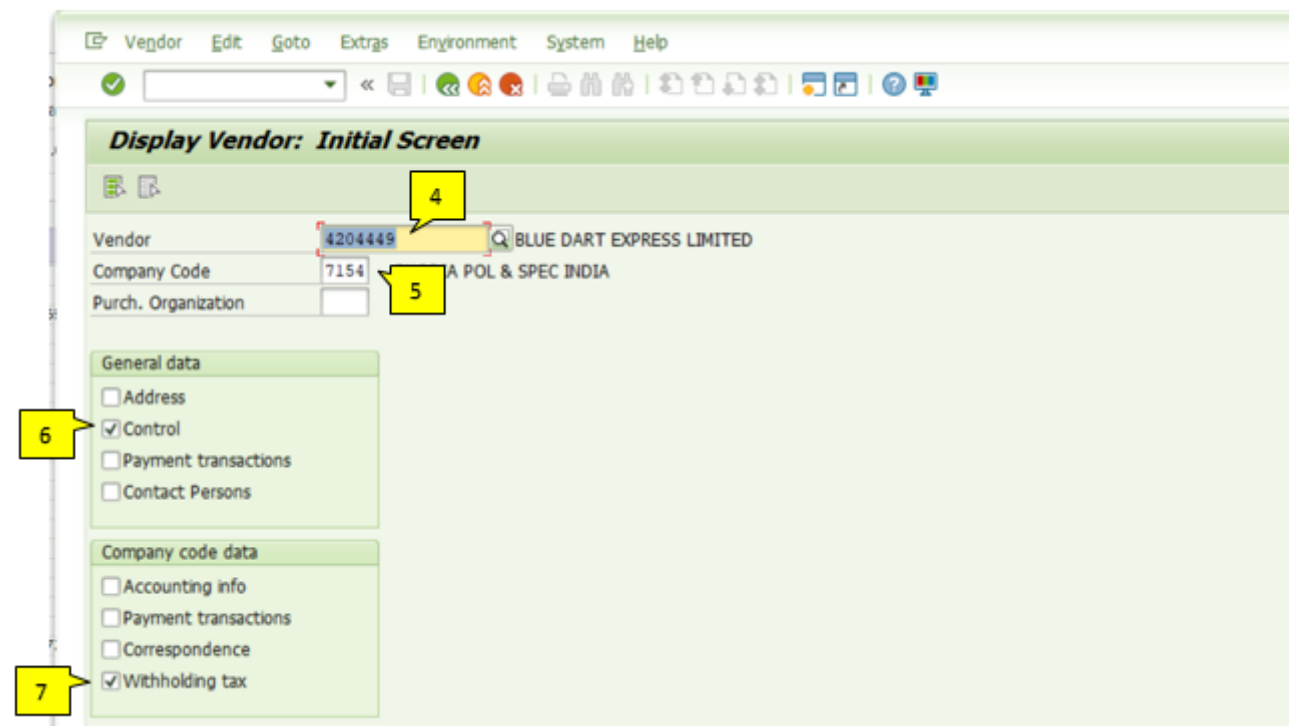


#	Main activities	Tips/Best practices	Key points
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2		Click  or press "Enter" on keyboard	
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#	Main activities	Tips/Best practices	Key points
3	Insert T-code "XK02" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert vendor code in 'Vendor' field		
5	Insert company code in 'Company Code' Field		
6	Tick on "Control"		
7	Tick on "Withholding tax" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Control

Tax categories CIN Details MENA Certificate Additional Data

Vendor 4206152 RELIABLE ENGINEERING CO AHMEDABAD

Account control

Customer [ ] Authorization [ ]  
 Trading partner [ ] Group key [ ]

Tax information

Tax Number 1 [ ] Tax number type [ ]  Equalizatrn tax  
 Tax Number 2 AABFR1345J Tax type [ ]  Natural Person  
 Tax Number 3 24AABFR1345J12F  Sales/pur.tax  
 Tax Number 4 [ ] Tax base [ ]  Tax Split  
 Fiscal address [ ] Soc. Ins. Code [ ]  Soc.insurance  
 Tax Jur. [ ] VAT Reg. No. [ ] Other...  
 Rep's Name [ ] Type of Busines [ ]  
 Tax office [ ] Type of Industr [ ]  
 Tax Number [ ]  
 Tax Number 5 [ ]

#	Main activities	Tips/Best practices	Key points
8	Check the forth digit in 'Tax Number 2' field		If the 4th digit of PAN (TAX2) is P or H, it means individual If it is others, it means legal entity
9	Click		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Withholding tax Accounting

CIN Details MENA Certificate Additional Data


Vendor 4204952 DARRAN & COMPANY FARIDABAD  
 Company Code 7154 RHODIA EC INDIA  
 WH Tax Country IN

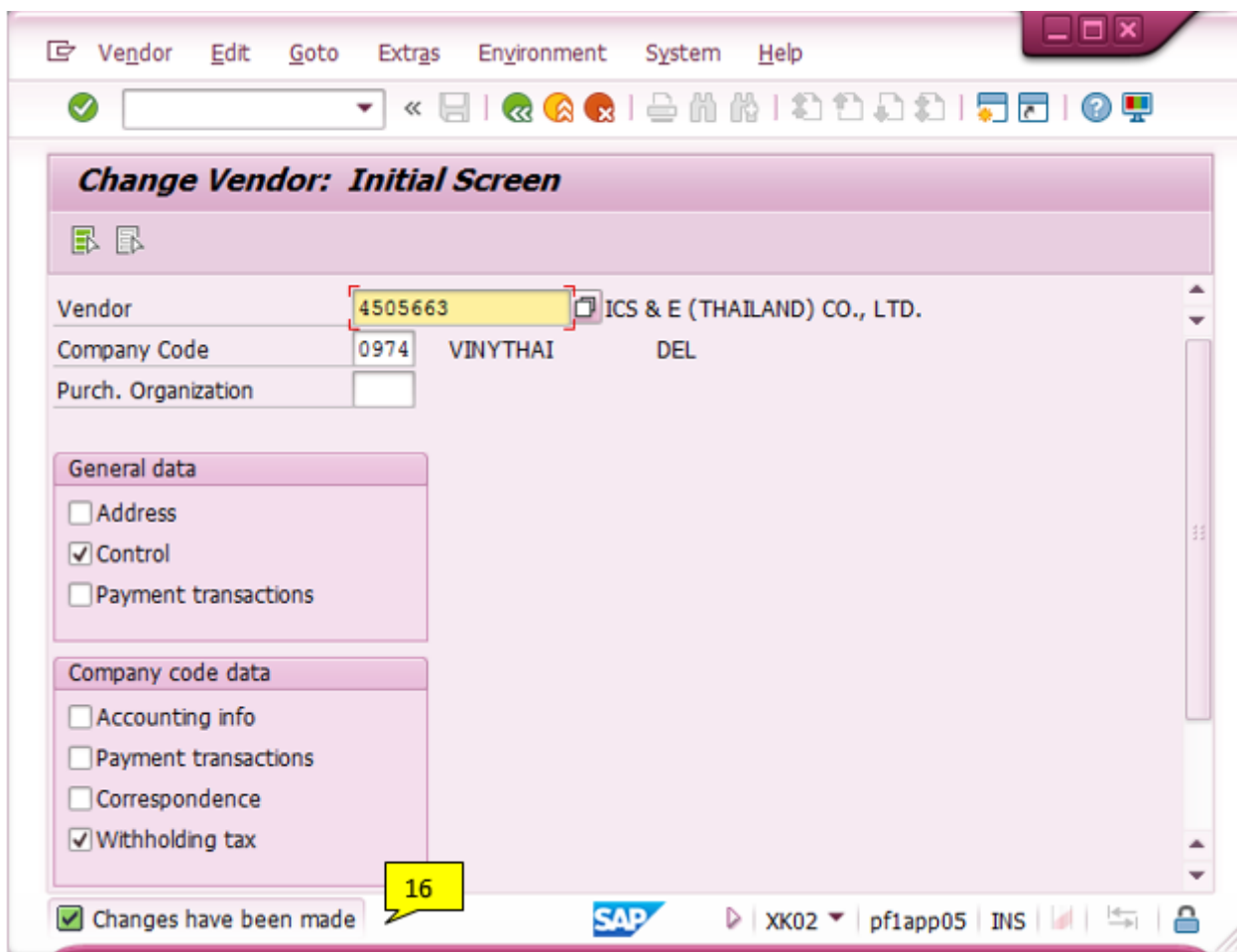
With/tax information

With.t.t...	W/tax code	Liable	Rec.ty	W/tax ID	Exemption number	Exem...	Exmpt...	Exempt From	Exempt To	Description
IS	X1	<input checked="" type="checkbox"/>	OT							TDS Payable - Professionz

Delete Row

Page 1 from 1

#	Main activities	Tips/Best practices	Key points																																							
10	Insert "IN" in 'WH Tax Country' field																																									
11	Insert TDS type	<p>Please refer from this table (in Yellow highlight)</p> <table border="1"> <thead> <tr> <th rowspan="2">Nature of Service</th> <th colspan="4">WPL (RCS)</th> </tr> <tr> <th>WHT T type</th> <th>Description</th> <th>Individual</th> <th>Legal entity</th> </tr> </thead> <tbody> <tr> <td>Contractor's</td> <td>12</td> <td>TDS Invoice Booking- Contractor U/s 194C</td> <td>X2</td> <td>X1</td> </tr> <tr> <td>Professional &amp; Technical Service</td> <td>15</td> <td>TDS Payable - Professional U/s 194J</td> <td>X1</td> <td>X1</td> </tr> <tr> <td>Rental</td> <td>14</td> <td>TDS Payable - Rent U/s 194I</td> <td>X1</td> <td>X1</td> </tr> <tr> <td></td> <td></td> <td>TDS on Rent - P&amp;M</td> <td>X2</td> <td>X2</td> </tr> <tr> <td>Interest</td> <td>11</td> <td>TDS Invoice Booking- Interest U/s 194A</td> <td>X1</td> <td>X1</td> </tr> <tr> <td>Commission / Brokerage</td> <td>13</td> <td>TDS Invoice Booking- Commission U/s 194H</td> <td>X1</td> <td>X1</td> </tr> </tbody> </table>	Nature of Service	WPL (RCS)				WHT T type	Description	Individual	Legal entity	Contractor's	12	TDS Invoice Booking- Contractor U/s 194C	X2	X1	Professional & Technical Service	15	TDS Payable - Professional U/s 194J	X1	X1	Rental	14	TDS Payable - Rent U/s 194I	X1	X1			TDS on Rent - P&M	X2	X2	Interest	11	TDS Invoice Booking- Interest U/s 194A	X1	X1	Commission / Brokerage	13	TDS Invoice Booking- Commission U/s 194H	X1	X1	
Nature of Service	WPL (RCS)																																									
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Nature of Service	WPL (RCS)																																									
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		TDS on Rent - P&M	X2	X2																																						
Interest	11	TDS Invoice Booking- Interest U/s 194A	X1	X1																																						
Commission / Brokerage	13	TDS Invoice Booking- Commission U/s 194H	X1	X1																																						
13	Insert tick mark in 'Liable' field																																									
14	Insert type of recipient		<p>CO = Legal entity</p> <p>OT = Individual</p> <p>You can check either this field should be legal entity or individual in step #8</p>																																							
15	Click 																																									



**Change Vendor: Initial Screen**

Vendor: 4505663 ICS & E (THAILAND) CO., LTD.

Company Code: 0974 VINYTHAI DEL

Purch. Organization:

**General data**

Address

Control

Payment transactions

**Company code data**

Accounting info

Payment transactions

Correspondence

Withholding tax

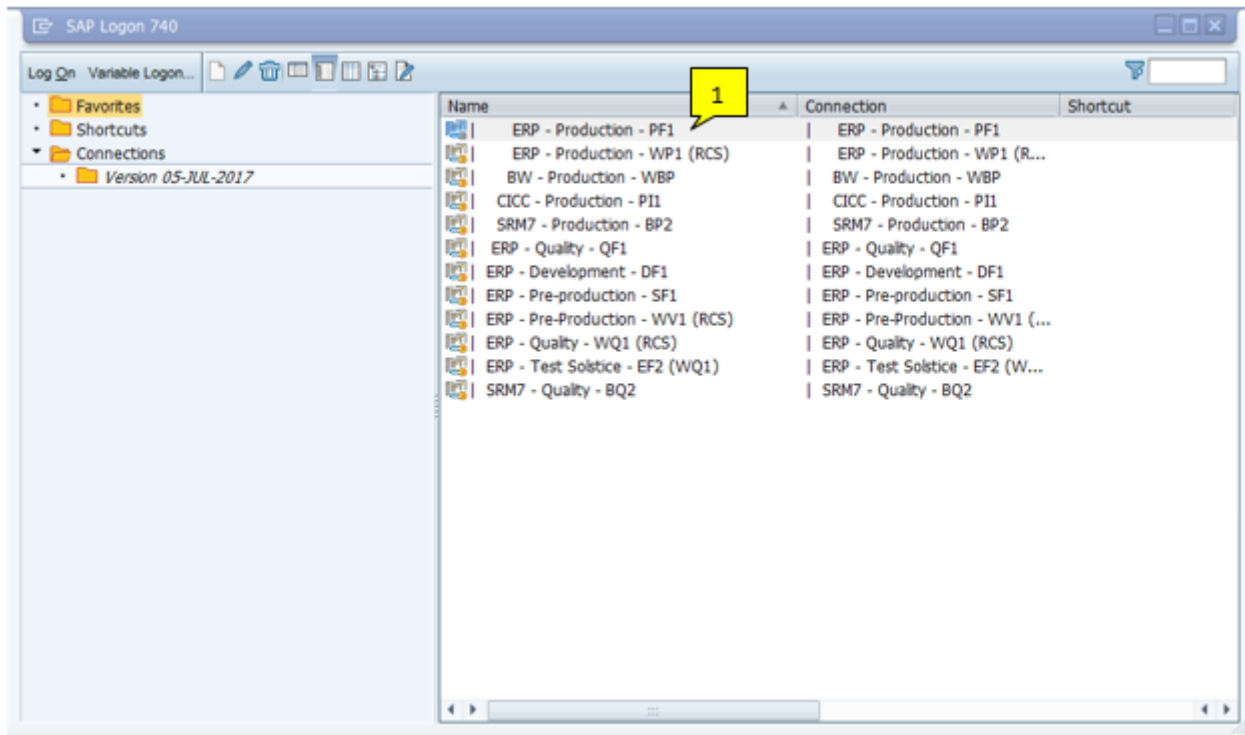
16



Changes have been made

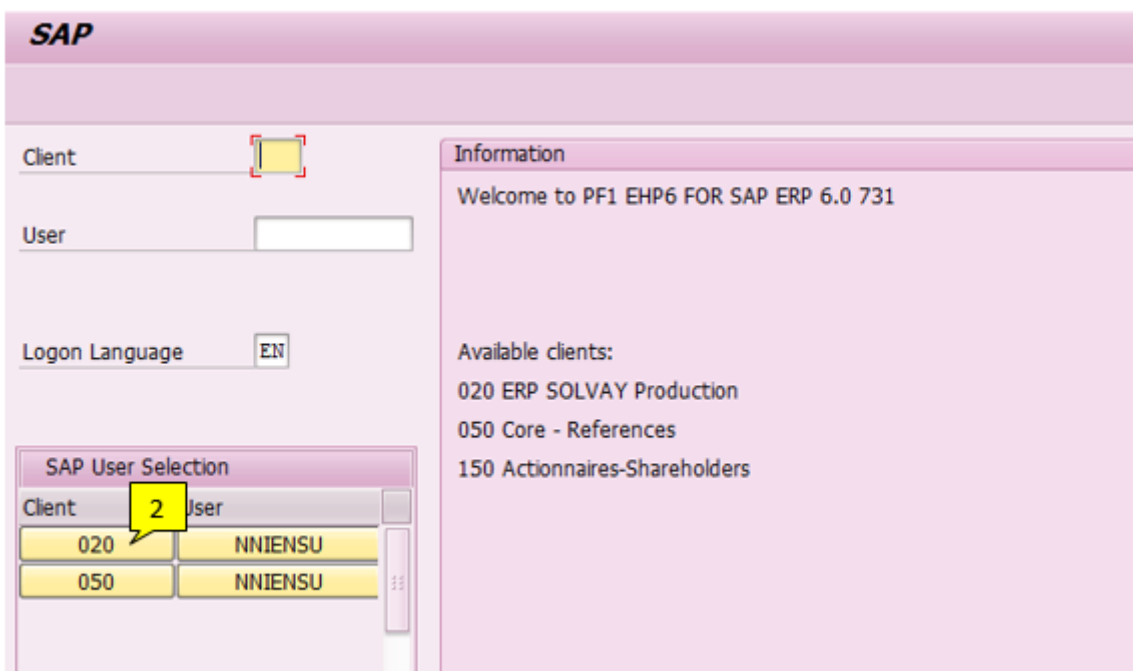
SAP | XK02 | pf1app05 | INS


#	Main activities	Tips/Best practices	Key points
16	The system will show that WHT has been updated		

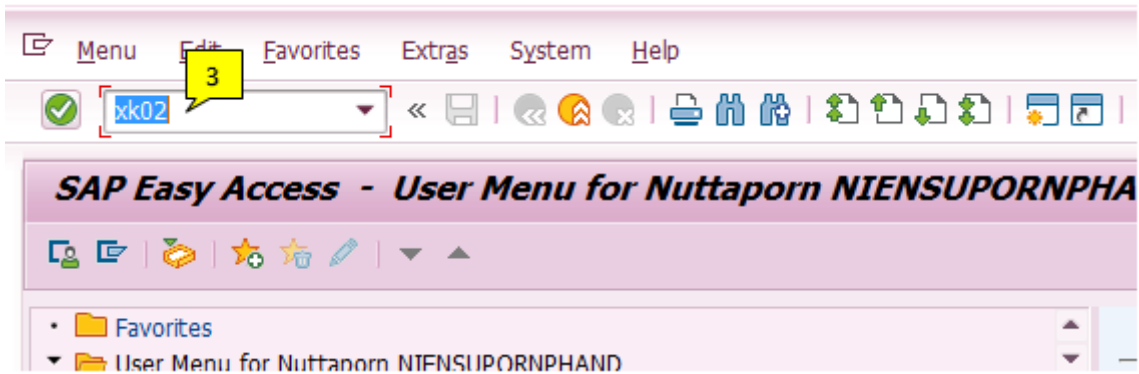
## 4. TDS deletion



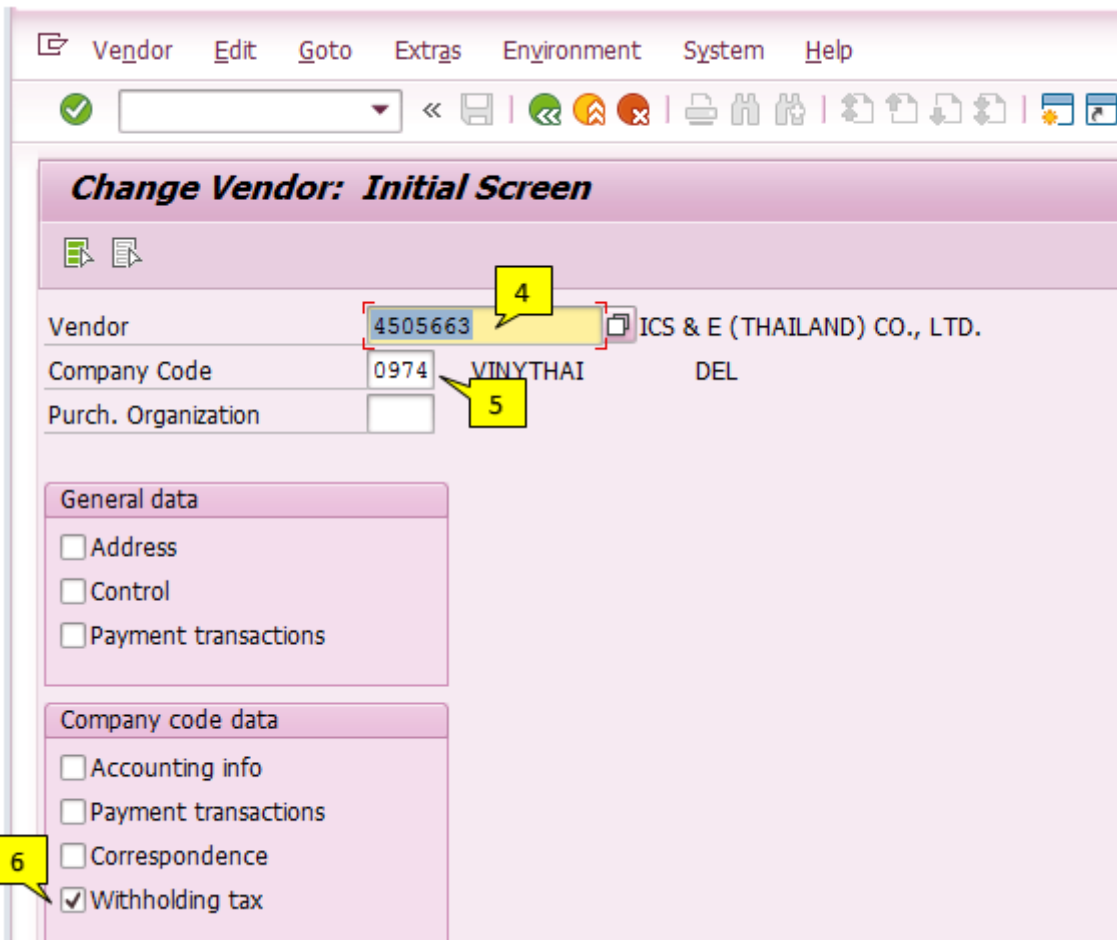
	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon  ERP - Production - PF1	If you are doing on WP1, please double click on  ERP - Production - WP1 (RCS) and then press "Enter on your keyboard	



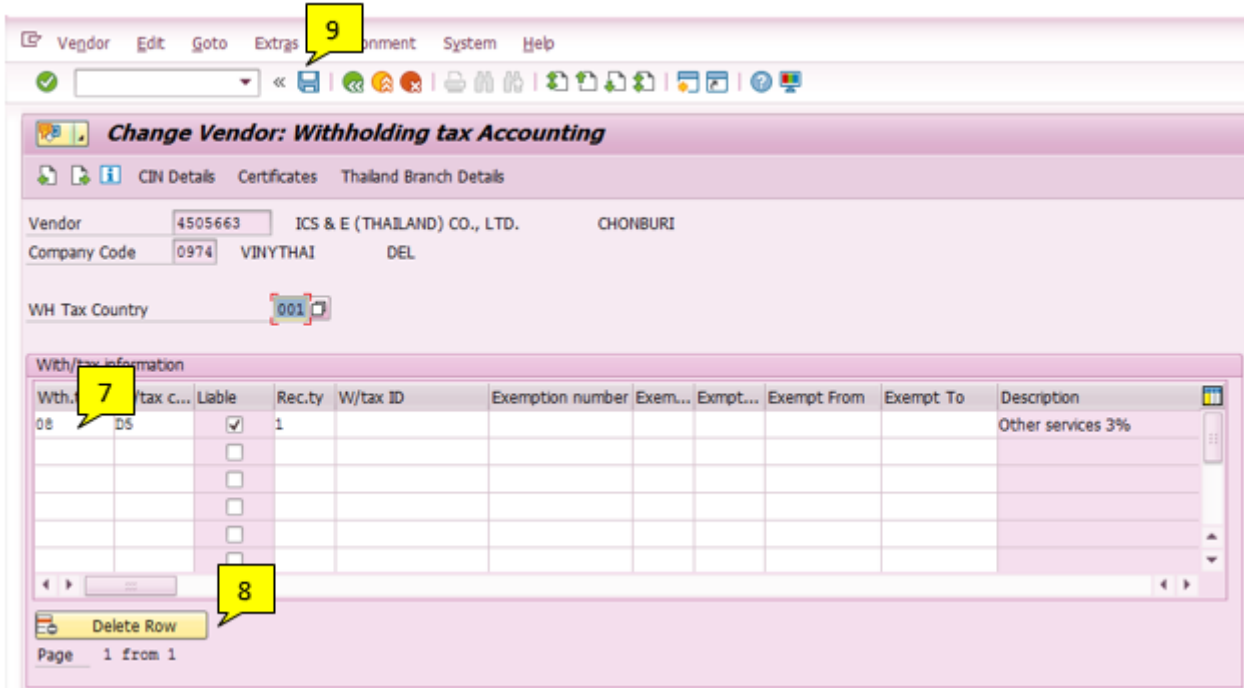
#	Main activities	Tips/Best practices	Key points
2	Click  020	Skip this step if you are doing on WP1	

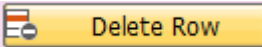



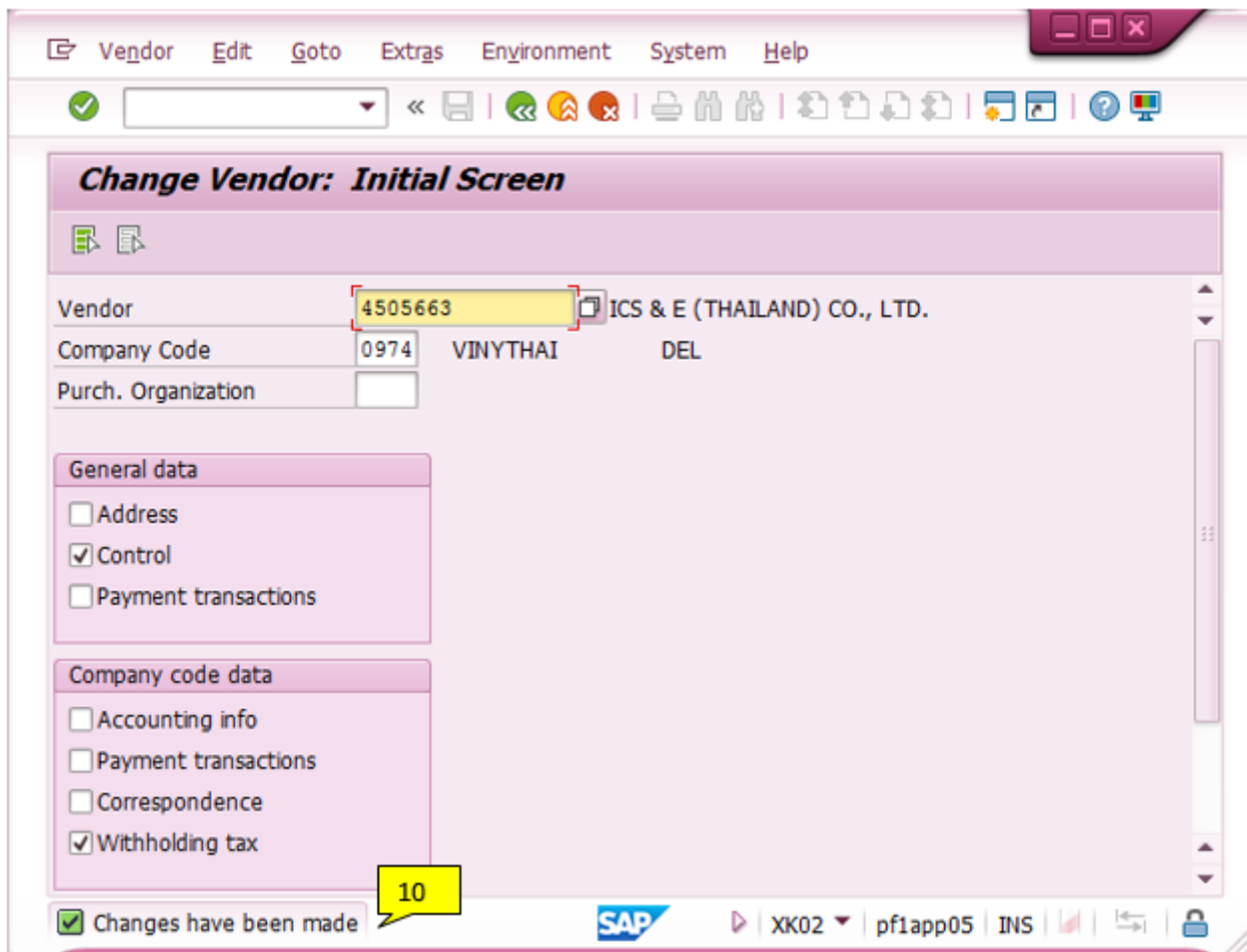
#	Main activities	Tips/Best practices	Key points
3	Insert T-code "xk02" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert vendor code in 'Vendor' field		
5	Insert company code in 'Company Code' Field		
6	Tick on "Withholding tax" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
7	Click on WHT you want to delete		
8	Click  and press "Enter" on keyboard		
9	Click 		



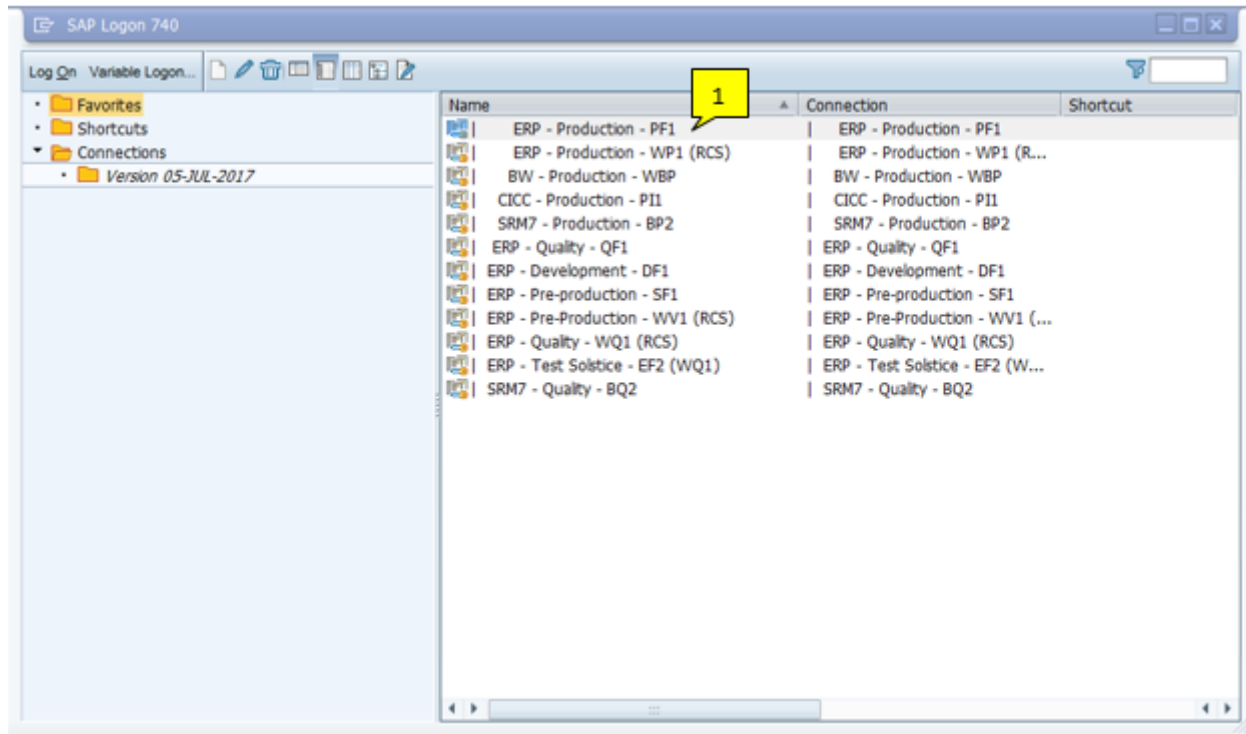
#	Main activities	Tips/Best practices	Key points
10	The system will show that WHT has been updated		

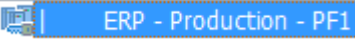
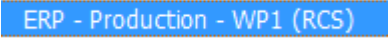
## 5. Exempt rate for TDS

This will be sent via Freshdesk ticket by requester, please use the links below to see the exempt rate

PF1 > [https://docs.google.com/spreadsheets/d/1BAs4DJT0AGyG1P4OqfkqON\\_xVnht8pWoCtF5TOtcCKo/edit?ts=5746c3e7#gid=653292585](https://docs.google.com/spreadsheets/d/1BAs4DJT0AGyG1P4OqfkqON_xVnht8pWoCtF5TOtcCKo/edit?ts=5746c3e7#gid=653292585)

WP1 > [https://docs.google.com/spreadsheets/d/1BAs4DJT0AGyG1P4OqfkqON\\_xVnht8pWoCtF5TOtcCKo/edit?ts=5746c3e7#gid=758230098](https://docs.google.com/spreadsheets/d/1BAs4DJT0AGyG1P4OqfkqON_xVnht8pWoCtF5TOtcCKo/edit?ts=5746c3e7#gid=758230098)



Main activities	Tips/Best practices	Key points
1 Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 	If you are doing on WP1, please double click on  and then press "Enter on your keyboard"	

**SAP**

Client

User

Logon Language

**SAP User Selection**

Client	User
020	NNIENSU
050	NNIENSU

**Information**

Welcome to PF1 EHP6 FOR SAP ERP 6.0 731

Available clients:

- 020 ERP SOLVAY Production
- 050 Core - References
- 150 Actionnaires-Shareholders

#	Main activities	Tips/Best practices	Key points
2	Click <input type="text" value="020"/>	Skip this step if you are doing on WP1	

Menu Favorites Extras System Help

**SAP Easy Access - User Menu for Nuttaporn NIENSUPORNPHA**

• Favorites

▼ User Menu for Nuttaporn NIENSUPORNPHAND

#	Main activities	Tips/Best practices	Key points
3	Insert T-code "xk02" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Display Vendor: Initial Screen

Vendor 4205362 FEDEX EXPRESS TSCS (INDIA) PVT. LTD

Company Code 5955 SOLVAY SPECIALIT IN

Purch. Organization

General data

Address

Control

Payment transactions

Contact Persons

Company code data

Accounting info

Payment transactions

Correspondence

Withholding tax

#	Main activities	Tips/Best practices	Key points
4	Insert vendor code		
5	Insert company code and press "Enter" on your keyboard		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Withholding tax Accounting

CIN Details Certificates

Vendor 4205362 ARCHETYPE ENGINEERING & INDUST.. TAMIL NADU

Company Code 5955 SOLVAY SPECIALIT IN

WH Tax Country

With/tax information

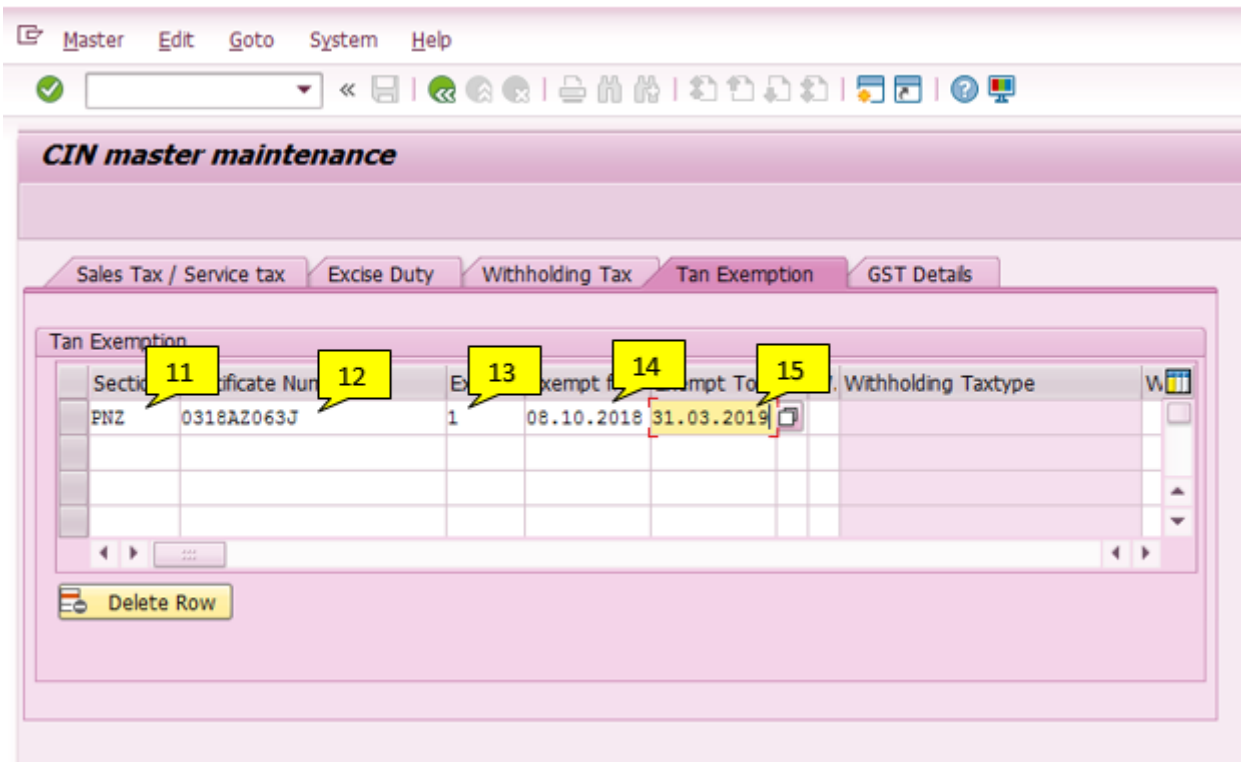
Wth.t.t...	W/tax c...	Lable	Rec.ty	W/tax ID	Exemption number	Exem.	Exempt From	Expt To	Exemption
P1	P1	<input checked="" type="checkbox"/>	01		0318AZ063J	1,00	08.10.2018	31.03.2019	TDS on Professional Fees
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							

Delete Row

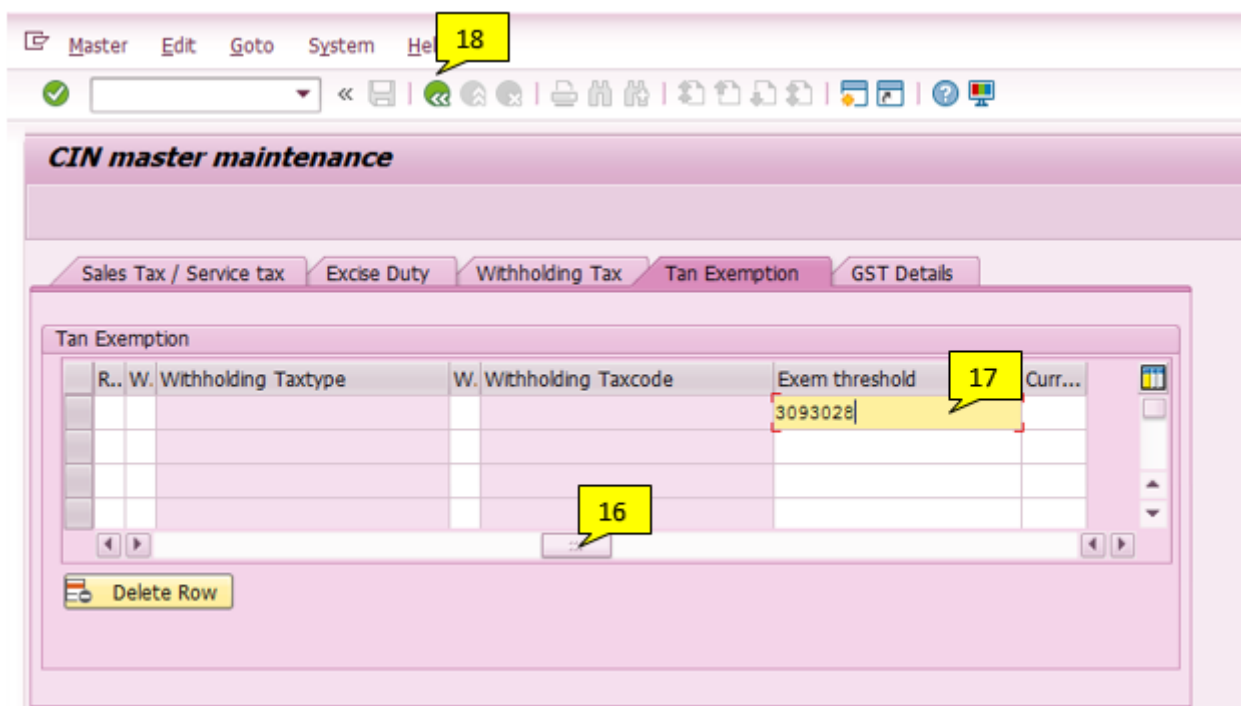
Page 1 from 1

#	Main activities	Tips/Best practices	Key points
6	Insert exemption number		Provided by requester
7	Insert exemption rate	Insert only number i.e. 1, 30 or 1.5	Provided by requester


8	Insert start date of exemption	Format is DD.MM.YYYY	Provided by requester
9	Insert end date of exemption	Format is DD.MM.YYYY	Provided by requester
10	Click "CIN Details"		



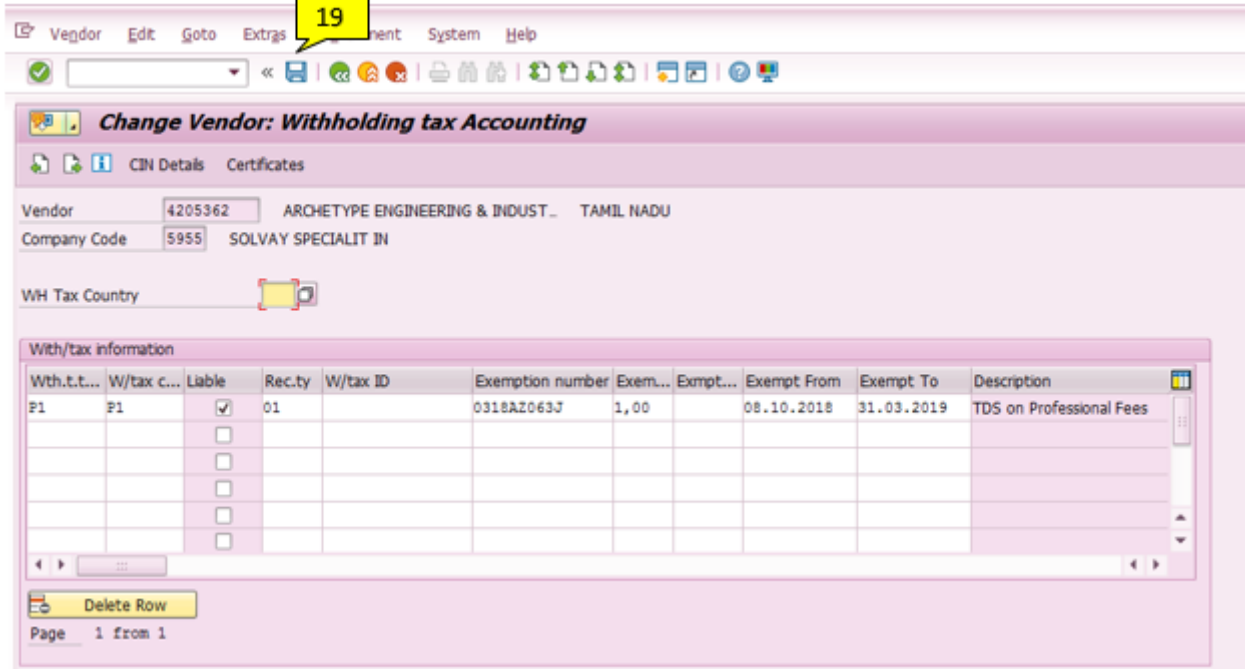
#	Main activities	Tips/Best practices	Key points
11	Insert "PNZ"	If you are doing on WP1, please add company code for this vendor	
12	Insert exemption number		Provided by requester
13	Insert exemption rate	Insert only number i.e. 1, 30 or 1.5	Provided by requester
14	Insert start date of exemption	Format is DD.MM.YYYY	Provided by requester
15	Insert end date of exemption	Format is DD.MM.YYYY	Provided by requester




#	Main activities	Tips/Best practices	Key points
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16	Slide the scroll bar until you see 'Exem threshold'		
17	Insert exempt threshold		Provided by requester You will see "Threshold Limit" in the link
18	Click 		

19



#	Main activities	Tips/Best practices	Key points
19	Click 		

Vendor Edit Goto Extras Environment System Help

Display Vendor: Initial Screen

Vendor 4205362 ARCHETYPE ENGINEERING & INDUSTRY

Company Code 5955 SOLVAY SPECIALIT IN

Purch. Organization

General data

Address

Control

Payment transactions

Contact Persons

Company code data

Accounting info

Payment transactions

Correspondence

Withholding tax

Purchasing organization data 20

Changes have been made

SAP 468 ms pf1app03 INS

#	Main activities	Tips/Best practices	Key points
20	The system will show that WHT has been updated		