

REMINDER - Update TAN (Tax Deduction /Collection Account Number) as per Income Tax Of India

In connection with the Central Government's Notification for TCS (Tax Collected at Source) on sale of goods subject to certain conditions, please refer our earlier communication sent to you in September, 2020 regarding updating your correct TAN (**Tax Deduction /Collection Account Number**) in our records, for the purpose of accounting and reconciliation.

It has been observed that many of our vendors have not yet updated their TAN in our records (system). Hence, a gentle reminder to please update the same in our records (system) immediately, to avoid future inconvenience. (In case you have already done it, please ignore this message).

Please find here below the correct process/ path for updating TAN in our records (system):

- Please login to <https://scm.ril.com/>
- Enter your Business Partner Code as login ID.
- Enter your password. (In case you do not remember your password, please click on FORGOT PASSWORD; it will be sent to your email ID registered with us).

Once you are logged in SCM Portal, please go to Menu 'Update Vendor TAN' under Supplier Profile:

- Check existing TAN updated in our record against your registered PAN is correct.
- You may add your correct TAN /more than one TAN can also be added.
- Upload TAN Certificate or any other valid document displaying your TAN (which you are updating in our records) and Submit.
- In case your TAN already updated with us is not valid now, you may please mention in 'Remarks' while providing new TAN.

In case you need any help in this regard, please get in touch with your concerned contact person in Reliance (Procurement team) asap.

We request your urgent attention and co-operation in this regard.