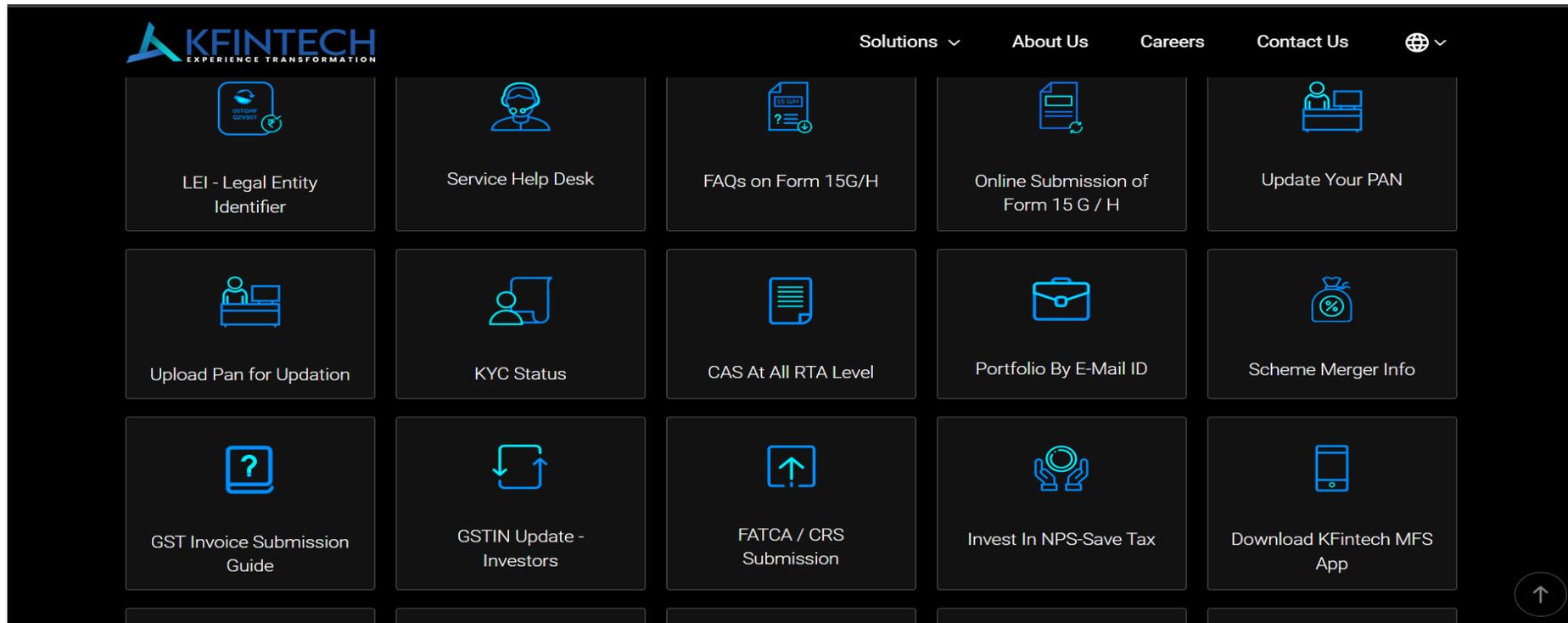


## **GST Invoice Management for distributors on mfs.kfintech.com**

### **GST Invoice/Credit Note Download and Submission process**

Step 1: Click on GST Invoice Submission guide as shown below



## Step 2: Distributors sign in here



[SIP Pause Business Rules](#)

[Transaction cut-off time updates](#)

Now experience your KFinKart Distributor App  
Features on Website [Click here](#)

**NON LOGIN SERVICES**

- NEW** eKYC
- 1<sup>ST</sup> TIME IN THE INDUSTRY** Phygital Mode
- NEW** ELSS Statement
- Quick & Easy Login
- View Brokerage Details
- Distributor Initiated Transaction
- View Investor Portfolio Summary

**PAN Based Services** > **Distributor Manual** >

**FundSight** > **SEBI Circular** >

[View more services >](#)

## SIGN IN

User ID  
 [Forgot User ID?](#)

Password  
 [Forgot Password ?](#)

Enter Captcha Code  [Refresh](#)

[Sign In](#)

[Don't have account ? Sign Up](#)

Step 3: Click on GST Invoice Management tab as shown below

Navigation menu items:

- Subscription Reports
- Mail Back Reports
- Reports console
- GST Invoice Management**
- Update Alternate Email ID
- Chart Busters
- User Management
- Queries
- General Reports
- Control Center
- Information Center
- Support Center
- Class II DSC from KFinTech
- Status of Self Declaration
- Korp Connect
- Transact

Welcome [Redacted]

### Communication Center

SNo	Subject	Date
1	<a href="#">Delay in Subscription and Mail back reports</a>	08/09/2023
2	<a href="#">Change in File format- extended till 15th Sept'23- Final Reminder-VI</a>	31/08/2023
3	<a href="#">Subscription Reports-Conversion of file format excel (.xlsx) to CSV format</a>	24/08/2023
4	<a href="#">Important: Validation of Email id/Mobile number in KYC</a>	14/08/2023
5	<a href="#">Change in File format- extended till 31st Aug'23- Final Reminder-V</a>	14/08/2023
6	<a href="#">Delay in Subscription and Mail back reports</a>	05/08/2023

### Message Viewer

Subject

Delay in Subscription and Mail back reports

Description

We regret to inform you that due to some unavoidable technical reasons, the subscription reports and mail back reports are delayed at our end. We are working aggressively to have them restored to normalcy. We deeply regret for the inconvenience caused to our valued distributors and solicit your cooperation.

We're Online!  
How may I help you today?

### Step 4: Download your GST Invoice/Credit Note

Select Fund and Month to download the invoice and click on **'Download'**

The screenshot shows the KFinTech distributor services interface. At the top, there are navigation links: Queries, Reports, Control Center, Information Center, and Support Center. On the right, there is user information: Home | Back | Logout, Last login time: 9/13/2023 2:30:36 PM, ARN Code: [redacted], Distributor Name: ADITYA BIRLA FINANCE LIMITED, and Toll Free No: 1800 425 4034/35. Below this is a teal banner for 'Distributor Services'. A note states: 'As per notification no. 88/2020- Central tax dated 10th November 2020, Taxpayers having aggregate turnover more than 100 Crores in preceding financial years are mandated to issue E-Invoices'. A link for 'GST Invoice / Credit Note Management workflow' is provided. A sidebar on the left contains several menu items, with 'GST Invoice / Credit Note Download' highlighted in a purple oval. The main content area is titled 'Download your GST Invoice / Credit Note' and includes a warning: 'Please ensure that you upload GST Invoice / Credit Note correctly and also through e-signature ,as per the rules. Otherwise, your invoices will be invalid.' Below the warning is a form with the following fields: 'Select Fund' (dropdown menu showing 'AXIS MUTUAL FUND'), 'Broker code :', 'GSTIN :', 'Status : Registered', and 'Select Month:' (dropdown menu showing 'July-2023'). A 'Download' button is positioned above a file download bar that shows 'File [redacted].zip'. A disclaimer at the bottom of the form reads: 'Disclaimer: For invoices / Credit Note with respect to July-2017 Brokerage paid in Aug-2017, please select July-2017 from the dropdown list and follow similar understanding for other months.' A chat icon is visible in the bottom right corner of the screenshot.

Step 5: Upload your digitally signed or physically signed GST invoice here

Enter Invoice Number and Invoice Value in the respective fields.

**Note:** If you need to upload multiple invoices, then use “Add More” option.

Distributor Services

Note: As per notification no. 88/2020- Central tax dated 10th November 2020, Taxpayers having aggregate turnover more than 100 Crores in preceding financial years are mandated to issue E-Invoices

[GST Invoice / Credit Note Management workflow](#)

- GST Invoice / Credit Note Download
- Grievance- GST Invoice / Credit Note discrepancy
- GST Invoice / Credit Note Upload**
- View Submitted GST Invoice / Credit Note
- Invoice Dashboard(Specific AMC)
- Invoice Dashboard(All AMC's)

Please ensure that you upload GST Invoice / Credit Note correctly and also through e-signature ,as per the rules. Otherwise, your invoices will be invalid.

Upload your digitally/physically signed GST Invoice / Credit Note

Broker code: [REDACTED]

Select Fund: [AXIS MUTUAL FUND]

Select Month: [September-2023]

Disclaimer For invoices / Credit Note with respect to July-2017 Brokerage paid in Aug-2017, please select July-2017 from the dropdown list and follow similar understanding for other months.

Invoice No:	Invoice Value (in Rs)	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add More"/>

Total Invoice

Have you digitally signed ?  Have you physically signed ?

Note: Please upload zip file for multiple Invoices / Credit Notes.

Select File :  No file chosen

We're Online! How may I help you today?

## Grievance- GST Invoice/Credit Note discrepancy

In case of any grievances, you can bring it to our notice by using the Grievance option as shown below

The screenshot shows the KFinTech web application interface. At the top, there is a navigation bar with links for Queries, Reports, Control Center, Information Center, and Support Center. The user's login information is displayed in the top right corner, including the last login time (9/13/2023 3:48:35 PM), ARN Code, Distributor Name (Dss111), and Toll Free No. (1800 425 4034/35). The main content area is titled "Distributor Services" and contains a "GST Invoice / Credit Note Management workflow" section. This section includes a list of service options: "GST Invoice / Credit Note Download", "Grievance- GST Invoice / Credit Note discrepancy" (highlighted with a red oval), "GST Invoice / Credit Note Upload", "View Submitted GST Invoice / Credit Note", "Invoice DashBoard(Specific AMC)", and "Invoice DashBoard(All AMC's)". To the right of the workflow list, there is a note: "Please ensure that you upload GST Invoice / Credit Note correctly and also through e-signature, as per the rules. Otherwise, your invoices will be invalid." Below this note is a form titled "Grievance- GST Invoice / Credit Note discrepancy" with the instruction "( Submit your query if Invoice has any discrepancy )". The form contains the following fields: "Select Fund" (dropdown menu with "AXIS MUTUAL FUND" selected), "Broker code:" (text field with a redacted value), "Select Month:" (dropdown menu with "August-2023" selected), and "Query Input:" (text area). At the bottom of the form are "Submit" and "Clear" buttons.



## View your GST Invoice

You can view the invoices submitted by you by using “**View Submitted GST Invoice/Credit Note**” option by providing Fund Name and Month as show below



[Queries](#)   [Reports](#)   [Control Center](#)   [Information Center](#)   [Support Center](#)

[Home](#) | [Back](#) | [Logout](#)  
Last login time: 9/13/2023 5:29:00 PM  
ARN Code: [REDACTED]  
Distributor Name : Dss111  
Toll Free No: 1800 425 4034/35

### Distributor Services

Note: As per notification no. 88/2020- Central tax dated 10th November 2020, Taxpayers having aggregate turnover more than 100 Crores in preceding financial years are mandated to issue E-Invoices

[GST Invoice / Credit Note Management workflow](#)

- GST Invoice / Credit Note Download
- Grievance- GST Invoice / Credit Note discrepancy
- GST Invoice / Credit Note Upload
- View Submitted GST Invoice / Credit Note**
- Invoice DashBoard(Specific AMC)
- Invoice DashBoard(All AMC's)

Please ensure that you upload GST Invoice / Credit Note correctly and also through e-signature ,as per the rules. Otherwise, your invoices will be invalid.

#### View your GST Invoice / Credit Note

Select Fund:

Broker code:

GSTIN:

Status: Registered

Select Month:

We're offline 

## Tax Invoice sample format

<b>TAX INVOICE</b>									
<i>[See Rule 1 under Tax Invoice, Credit and Debit Note Rules]</i>									
<b>Details of Supplier of Service</b>					ORIGINAL FOR RECIPIENT DUPLICATE FOR SUPPLIER				
Name	AAAAAAAAAAAAAA ( ARN-AAAA)								
Address	ADDRESS1 ADDRESS2,CITY STATE PINCODE								
GSTIN/Unique ID	00ABCDEFGHIJ123				Date	09/08/2017			
PAN	ABCDEFGHIJ				Inv serial No.				
<b>Details of Recipient (Billed to)</b>									
Name	ZZZZZZZ Fund								
Address	ADDRESS1 ADDRESS2 CITY,STATE,PINCODE								
State	QQQQQQQ								
State Code	00								
GSTIN/Unique ID	00JIHGFEDCBAABC								
PAN	JIHGFEDCBA								
Place of supply	YYYYYYYYY								
Name of State	AAAAAAA								
Sr. No.	Description of Services	SAC	Taxable Value	CGST		SGST		IGST	
				Rate	Amt	Rate	Amt	Rate	Amt
	<b>Distribution Commission for sale of Mutual Fund products for the month of July - 2017</b>	9971	1074.92	9%	96.75	9%	96.75	0%	0.00
		<b>Total</b>		<b>1074.92</b>		<b>96.75</b>		<b>96.75</b>	
<b>Total Invoice Value (In figure)</b>			1268.42						
<b>Total Invoice Value (In Words)</b>			Rupees One Thousand Two Hundred Sixty Eight And Forty Two Paise						
<b>Amount of Tax subject to Reverse Charge</b>									
E. & O. E									
Electronic Reference Number					Name of the Signatory Designation / Status				
					<i>Signature</i>				

## Credit Note sample format

<b>CREDIT NOTE</b>									
<i>[See Rule 1 under Tax Invoice, Credit and Debit Note Rules]</i>									
<b>Details of Supplier of Service</b>					ORIGINAL FOR RECIPIENT DUPLICATE FOR SUPPLIER				
Name	AAAAAAAAAAAAAA ( ARN-AAAA)								
Address	ADDRESS1								
	ADDRESS2,CITY				Date 09/08/2017				
	STATE PINCODE				Inv serial No.				
GSTIN/Unique ID	00ABCDEFGHIJ123								
PAN	ABCDEFGHIJ								
<b>Details of Recipient (Billed to)</b>									
Name	ZZZZZZZ Fund								
Address	ADDRESS1								
	ADDRESS2								
	CITY,STATE,PINCODE								
State	QQQQQQQ								
State Code	00								
GSTIN/Unique ID	00JIHGFEDCBAABC								
PAN	JIHGFEDCBA								
Place of supply	YYYYYYYYY								
Name of State	AAAAAAA								
Sr. No.	Description of Services	SAC	Taxable Value	CGST		SGST		IGST	
				Rate	Amt	Rate	Amt	Rate	Amt
	<b>Distribution Commission for sale of Mutual Fund products for the month of July - 2017</b>	9971	1074.92	9%	96.75	9%	96.75	0%	0.00
<b>Total</b>				<b>1074.92</b>	<b>96.75</b>	<b>96.75</b>	<b>0.00</b>		
<b>Total Invoice Value (In figure)</b>			1268.42						
<b>Total Invoice Value (In Words)</b>			Rupees One Thousand Two Hundred Sixty Eight And Forty Two Paise						
<b>Amount of Tax subject to Reverse Charge</b>									
E. & O.E									
Electronic Reference Number					Name of the Signatory Designation / Status				
					<i>Signature</i>				

## 205 – Mail back report Sample format

Product Code	Fund Description	Fund	Scheme	Plan	Option	Account Number	Application Number	Investor Name
2	EBRG	Emerging Bluechip Fund - 7	EB	RG		354	81392164	DALAL
3	EBRG	Emerging Bluechip Fund - 7	EB	RG		354	3497317	DALAL
4	EBRG	Emerging Bluechip Fund - 7	EB	RG		354	3497317	DALAL
5	EBRG	Emerging Bluechip Fund - 7	EB	RG		354	3497317	DALAL
6	EBRG	Emerging Bluechip Fund - 7	EB	RG		354	3497317	DALAL
7	EBRG	Emerging Bluechip Fund - 7	EB	RG		354	3497317	DALAL
8	EBRG	Emerging Bluechip Fund - 7	EB	RG		354	3497317	DALAL

Address #1	Address #2	Address #3	City	Pincode	Transaction Description	From Date	To Date	Amount (in Rs.)	Units
12	19 JANAK PARK SOC ADAJAN		SURAT	395009	Systematic Investment	6/1/2017	6/20/2017	2000	51.974
13	19 JANAK PARK SOC ADAJAN		SURAT	395009	Systematic Investment	6/1/2017	6/20/2017	1975	48.105
14	19 JANAK PARK SOC ADAJAN		SURAT	395009	Systematic Investment	6/1/2017	6/20/2017	1975	45.719
15	19 JANAK PARK SOC ADAJAN		SURAT	395009	Systematic Investment	6/1/2017	6/20/2017	1975	43.103
16	19 JANAK PARK SOC ADAJAN		SURAT	395009	Systematic Investment	6/15/2017	6/20/2017	1975	42.905
17	19 JANAK PARK SOC ADAJAN		SURAT	395009	Systematic Investment	6/1/2017	6/20/2017	1975	42.905
18	19 JANAK PARK SOC ADAJAN		SURAT	395009	Systematic Investment	6/1/2017	6/20/2017	1975	42.905

Transaction Date	Process Date	Percentage (%)	Brokerage (in Rs.)	Sub-Broker	Account Type	Brokerage Head	Transaction Number	Branch Code	Cheque Number
21	1/27/2017	0.9	1.18		Annual	791268		SU13	3558
22	3/15/2017	0.9	1.09		Annual	796142		SU13	88877
23	4/17/2017	0.9	1.04		Annual	796143		SU13	88877
24	5/15/2017	0.9	0.98		Annual	796144		SU13	88877
25	6/15/2017	0.9	0.29		Annual	796145		SU13	88877
26	6/15/2017	25	25		TransactionCharge	796145		SU13	88877
27	6/15/2017	0.5	3.88		Flat	796145		SU13	88877

Starting Date	Ending Date	Warrant Number	Warrant Date	Daily Product	Cumulative NAV	Average Assets	Transaction ID	Scheme Code	Transaction Head
31	6/20/2017	630102	6/27/2017	47839.78	320.46	2391.99	EB7195548354SIN791268	EBRG	N
32	6/1/2017	630102	6/27/2017	44278.54	320.46	2213.93	EB7195548354SIN796142	EBRG	N
33	6/1/2017	630102	6/27/2017	42082.33	320.46	2104.12	EB7195548354SIN796143	EBRG	N
34	6/1/2017	630102	6/27/2017	39674.41	320.46	1983.72	EB7195548354SIN796144	EBRG	N
35	6/1/2017	630102	6/27/2017	1866.49	276.58	1977.75	EB7195548354SIN796145	EBRG	N
36	6/1/2017	630102	6/27/2017	0	0	0	EB7195548354SIN796145	EBRG	N
37	6/1/2017	630102	6/27/2017	0	0	0	EB7195548354SIN796145	EBRG	N
38	6/1/2017	630102	6/27/2017	0	0	0	EB7195548354SIN796145	EBRG	N

Fee Type	Adjustment Flag	Switch Flag	Brokerage Type	GrossBrokerage	STTAmount	EducessAmount	Broker Code	ValueDate	DPID
41	A	N	Annualized	1.18	0	0	ARN-42632		
42	A	N	Annualized	1.09	0	0	ARN-42632		
43	A	N	Annualized	1.04	0	0	ARN-42632		
44	A	N	Annualized	0.98	0	0	ARN-42632		
45	A	N	Annualized	0.29	0	0	ARN-42632		
46	T	N	TransactionCharge	25	0	0	ARN-42632		
47	F	N	Upfront	3.88	0	0	ARN-42632		

Clientid	IHNO	prxybranch	InvCityName	InvCityCategory	NavDate	TranTypeCode	AssetType	RedTrdt	RedTrno	RedTrtype	RedBranch
51	3497317			T-15	1/27/2017	SIN	EQUITY				
52	3497317			T-15	3/15/2017	SIN	EQUITY				
53	3497317			T-15	4/17/2017	SIN	EQUITY				
54	3497317			T-15	5/15/2017	SIN	EQUITY				
55	3497317			T-15	6/15/2017	SIN	EQUITY				
56	3497317			T-15	6/15/2017	SIN	EQUITY				
57	3497317			T-15	6/15/2017	SIN	EQUITY				
58	3497317			T-15	6/15/2017	SIN	EQUITY				

59													
60													
61	Redunits	RedAmt	Recoverytype	RecoveryRemarks	InvPAN	BrkPAN	EUIN	BENacno	Redcrunits	CLBperiod	CLBslabmaxperiod	CLBFromdt	CLE
62					ABIPR3505Q		E051241						
63					ABIPR3505Q		E051241						
64					ABIPR3505Q		E051241						
65					ABIPR3505Q		E051241						
66					ABIPR3505Q		E051241						
67					ABIPR3505Q		E051241						
68					ABIPR3505Q		E051241						
69													
70													
71	purnetamt	Inwardno	subtrtype	Pur Gross Amount	SipRegDate	AgentCity	AgentState	AgentBranch	AMCCity	AMCState			
72		0			1/27/2017								
73		3497317			1/27/2017								
74		3497317			1/27/2017								
75		3497317			1/27/2017								
76		3497317			1/27/2017								
77		3497317			1/27/2017								
78		3497317			1/27/2017								
79													
80													
81	CGSTRate	CGSTAmt	SGSTRate	SGSTAmt	IGSTRate	IGSTAmt	UGSTRate	UGSTAmt	TotGSTRate	TotGSTAmt	GSTAMCSchemeFlag	GSTRRegNo	Pay
82	9	9	9	9					18	18			
83					18	18	18	18					
84	9	9	9	9									
85	9	9	9	9									
86					18	18	18	18					
87	9	9	9	9									
88					18	18	18	18					
89													

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