

KFIN GST Invoice Download and Upload Flow

Step 1

Please visit <https://dss.kfintech.com/dssweb/>
Login with your credentials

The screenshot shows the login page for the KFinTech distributor website. The browser address bar displays dss.kfintech.com/dssweb/. The navigation menu includes 'About Us', 'Client Services', 'Information Center', and 'Contact Us', along with a 'Sign Up' button. A promotional banner on the left highlights the 'KFinKart Distributor App Feature on Website' and lists several service links: PAN Based Services, SEBI Circular, Distributor Manual, Information Center, DIT Login, and IRIS Login. The main 'Sign In' section contains a form with the following fields and options:

- Username:** Input field with a 'Forgot Username?' link.
- Password:** Input field with a visibility toggle icon and a 'Forgot Password?' link.
- Captcha:** Input field with a visual captcha showing the text '8 p a i w' and a refresh icon.

Below the form is a prominent blue 'Sign In' button. At the bottom of the page, there is a link: 'Login to the old website [click here](#)'.

Step 2

Download GST Invoice

- > On the left pane, click on GST invoice Management
- > On the right pane, click on GST Invoice/Credit Note Download

The screenshot displays the KFINTECH user interface. On the left, a vertical navigation menu contains several items, with 'GST Invoice Management' highlighted by a red rectangular box. The main content area is divided into two panes. The left pane, titled 'GST Invoice Management', contains a single button labeled 'GST Invoice Management' with a right-pointing arrow, also highlighted by a green rectangular box. The right pane, also titled 'GST Invoice Management', contains a list of seven options, each with a document icon. The first option, 'GST Invoice/Credit Note Download', is highlighted by a red rectangular box. The other options are 'Signed GST Invoice Upload', 'Grievance - GST Invoice/Credit Note Discrepancy', 'GST Invoice/Credit Note Upload', 'Invoice Dash Board (All AMCs)', 'Invoice Dash Board (Specific AMC)', and 'View Submitted GST Invoice/CreditNote'. A purple circular icon with a white document symbol is visible in the bottom right corner of the right pane.

Step 3

Select the option Invoice >> Select Funds >> Select Month.

GST Invoice Management > GST Invoice Management > GST Invoice/Credit Note Download

Download your GST Invoice/Credit Note

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.

Report Type

Invoice Credit Note

Select funds

Broker code
ARN-0000

GSTIN

Status

Select Month

Download Reset

Invoices needed to be downloaded in PDF format

Step 4

Click on GST Invoice Management- GST Invoice Upload

The screenshot displays the KFINTECH dashboard interface. On the left is a vertical navigation menu with the following items: Dashboard, Subscription Reports, Mail Back Reports, Market Movement of Folio, Chart Busters, Other Services, Report Console, Reports & Analytics, Information Centre, and GST Invoice Management. The 'GST Invoice Management' item at the bottom of the menu is highlighted with a red rectangular border. The main content area is divided into two panels. The left panel, titled 'GST Invoice Management', contains a single green button labeled 'GST Invoice Management' with a right-pointing arrow. The right panel, also titled 'GST Invoice Management', contains a list of seven menu items, each with a green bar chart icon: 'GST Invoice/Credit Note Download', 'Signed GST Invoice Upload', 'Grievance - GST Invoice/Credit Note Discrepancy', 'GST Invoice/Credit Note Upload', 'Invoice Dash Board (All AMCs)', 'Invoice Dash Board (Specific AMC)', and 'View Submitted GST Invoice/CreditNote'. The 'Signed GST Invoice Upload' item is highlighted with a red rectangular border. A purple circular button with a white icon is visible in the bottom right corner of the main content area.

Step 5

Select the required month or cycle.

Select Month
April 2026

Select a month first, then use the links below to download the template or upload signed invoices for that month.

[Generate Excel Template](#)

[Upload Signed Invoices](#)

Details of invoices generated for the selected month/cycle - April 2026

Month	AMC Name (GSTR No)	Invoice Ref No	Taxable Income	GST Amount	Current Status
Apr-2026	KFIN AMC 01 (27ABCDE1234F1Z1)	INV-APR-001	25,000.00	4,500.00	Signed Invoice Upload Pending
Apr-2026	KFIN AMC 02 (27ABCDE1234F1Z2)	INV-APR-002	18,000.00	3,240.00	Verification Pending
Apr-2026	KFIN AMC 03 (27ABCDE1234F1Z3)	INV-APR-003	10,500.00	1,890.00	Accepted - Payment Pending
Apr-2026	KFIN AMC 04 (27ABCDE1234F1Z4)	INV-APR-004	14,200.00	2,556.00	Payment Processed

Notes

1. First six columns will be prefilled based on the KFIN data. Do not change those values.
2. Subsequent columns for invoice number, invoice date and file name must be filled before upload.
3. If the internal invoice number is not available, the invoice reference number can be used.
4. The file name should exactly match the file that will be used during upload.

[Clear Selection](#)

Step 6

Review the invoice details shown in the grid for the selected month.

Select Month
April 2026

Select a month first, then use the links below to download the template or upload signed invoices for that month.

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Clear Selection



Step 7

Click Generate Excel Template to download the prefilled template

Select Month ▼
April 2026

Select a month first, then use the links below to download the template or upload signed invoices for that month.

[Generate Excel Template](#)

[Upload Signed Invoices](#)

Details of invoices generated for the selected month/cycle - April 2026

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4. The file name should exactly match the file that will be used during upload.

Step 8

Update the template with invoice number, invoice date and file name as required.

Month	AMC	AMC GSTR Number	Invoice Reference No	Taxable Income	GST Amt	Invoice No	Invoice Date	File Name
Apr-2026	KFIN AMC 01	27ABCDE1234F1Z1	INV-APR-001	25,000.00	4,500.00			
Apr-2026	KFIN AMC 02	27ABCDE1234F1Z2	INV-APR-002	18,000.00	3,240.00			
Apr-2026	KFIN AMC 03	27ABCDE1234F1Z3	INV-APR-003	10,500.00	1,890.00			
Apr-2026	KFIN AMC 04	27ABCDE1234F1Z4	INV-APR-004	14,200.00	2,556.00			
Notes:	1. First six columns will be prefilled based on the KFIN data. Do not change those values.							
	2. Subsequent columns for invoice number, invoice date and file name must be filled before upload.							
	3. If the internal invoice number is not available, the invoice reference number can be used.							
	4. The file name should exactly match the file that will be used during upload.							

Step 9

Then upload the completed Excel file separately and the Zip file that contains the signed invoices separately

Month selected to upload signed invoices: April 2026

Select the Excel file

CHOOSE EXCEL FILE

<File Name>

Excel file should be generated in the previous step and updated with invoice number, invoice date and file name before uploading.

[Clear Selection](#)

Notes

1. Both the Excel file and Zip file are mandatory for upload.
2. Signed invoice copies should be uploaded only in PDF or JPEG format.

Upload Files

Note : Print and Sign each invoice. Scan invoice for upload. Invoices can also be digitally signed for upload

Step 10

Click on upload files to complete the journey

Month selected to upload signed invoices: April 2026

Select the Excel file	Select the Zip file
CHOOSE EXCEL FILE	CHOOSE ZIP FILE
<File Name>	<File Name>
<i>Excel file should be generated in the previous step and updated with invoice number, invoice date and file name before uploading.</i>	<i>A single zip file with all signed invoices can be used for upload. Signed invoice copies should be PDF or JPEG.</i>
Clear Selection	
Notes	
1. Both the Excel file and Zip file are mandatory for upload.	
2. Signed invoice copies should be uploaded only in PDF or JPEG format.	
Upload Files	

Note : Number of Invoice records (rows) in Excel file must be equal to the Number of invoices uploaded.

Thank You