

# Draft Manual on Invoice Management System

In a significant leap forward in the Goods and Services Tax (GST) ecosystem, the GST Common Portal has unveiled a groundbreaking new facility, the Invoice Management System (IMS), revolutionizing the way recipient taxpayers interact with invoices. This innovative feature empowers taxpayers to seamlessly accept, reject, or keep invoices pending in the system to avail later as and when required, streamlining the reconciliation process, and ensuring greater accuracy and efficiency in GST compliance.

The new system shall facilitate taxpayers in matching their records/invoices vis a vis issued by their suppliers for availing the correct Input Tax Credit (ITC). As a major enhancement in the indirect taxes landscape, this facility is set to transform the way businesses manage their GST obligations, reducing errors, and saving time and resources. With this cutting-edge functionality, the GST Common Portal continues to set new benchmarks in taxpayer convenience and experience.

This facility shall be available to the taxpayer from 14th October onwards on the GST portal. It may be noted that it is not mandatory to accept or reject invoices in IMS dashboard for GSTR-2B generation. If a taxpayer chooses not to take any action on the received invoices then its GSTR-2B would be generated on 14<sup>th</sup> of the month as being generated today. The invoices where no action would be taken by the recipient would be treated as accepted by the system and a draft GSTR-2B shall be generated including only accepted or 'no action taken' invoices. However, the recipient taxpayers are allowed to take action or change the action already taken on accepted invoices till the filing of Form GSTR-3B of the month.

A detailed step wise procedure with screenshots from the GST common portal is mentioned below to guide the taxpayers for using the facility.

1. Access the **www.gst.gov.in** URL. The GST Home page is displayed. Login to the GST Portal with valid credentials. Click the **Services > Returns > Invoice Management System (IMS)** option.

Goods and Services Tax  
Government of India, States and Union Territories

UATPCO 32UATPY9011N1ZD

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice News and Updates

Registration Ledgers Returns Payments User Services Refunds E-Invoice e-Way Bill System Track Application Status

Returns Dashboard View Filed Returns  
Track Return Status Transition Forms  
ITC Forms Annual Return  
TDS and TCS credit received Tax liabilities and ITC comparison  
Opt-in for Quarterly Return Rule-86B Compliance  
Return Compliance Application for increasing credit limit  
**Invoice Management System (IMS) Dashboard**

2. **Invoice Management System (IMS)** dashboard will be displayed on the screen. There are two sections :

**2.1.Inward Supplies:** Dashboard to view and act on inward supplies reported by your supplier in GSTR-1/IFF/GSTR-1A.

**2.2.Outward Supplies:** Dashboard to view status of outward supplies reported based on action taken by your recipient which shall be made available shortly.

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Dashboard Returns IMS Dashboard English

**Invoice Management System (IMS) Dashboard**

**Inward Supplies**  
VIEW

**Outward Supplies**  
VIEW

**Note:**

**Inward Supplies:**  
Dashboard to view and act on Imports and inward supplies reported by your supplier in IFF/GSTR-1/1A/5/6.

**Outward Supplies:**  
Dashboard to view status of outward supplies reported based on action taken by your recipient.

## Inward Supplies

2.1.1. To view and act on inward supplies reported by your supplier in GSTR-1/IFF/GSTR-1A click on **VIEW** button on **Inward Supplies** tile on the dashboard.

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Dashboard Returns IMS Dashboard English

### Invoice Management System (IMS) Dashboard

#### Inward Supplies

**VIEW**

#### Outward Supplies

**VIEW**

**Note:**

**Inward Supplies:**  
Dashboard to view and act on Imports and inward supplies reported by your supplier in IFF/GSTR-1/1A/5/6.

**Outward Supplies:**  
Dashboard to view status of outward supplies reported based on action taken by your recipient.

2.1.2. On clicking of **VIEW** button an information message will be displayed on the screen that the invoices on which no action shall be taken by the taxpayer shall be treated as accepted invoices. Click **OKAY** button to proceed further.

**Information**

Records, where no action is taken by taxpayer, will be considered as Deemed accepted for GSTR 2B generation.

**OKAY**

2.1.3. On clicking **OKAY** button, summary page of Inward Supplies will be displayed on the screen.

**All other ITC** tab would be selected in the default mode. Taxpayer can click on **VIEW ADVISORY** tab to view advisory and can click on **HELP** button for clarifications and for any help.

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice News and Updates

Dashboard > Returns > IMS Dashboard > Inward Supplies English

### Invoice Management System (IMS) Dashboard - Inward Supplies

VIEW ADVISORY HELP

GSTIN - 32UATPY9011N1ZD Legal Name - UATPCO Trade Name - GSTN

All other ITC Inward Supplies from ISD Import of Goods

All other ITC - Total 111 Records

S.No.	Heading	Number of Records			
		No Action	Accepted	Rejected	Pending
I	<a href="#">B2B - Invoices</a>	2	5	5	4
II	<a href="#">B2B - Invoices (Amendments)</a>	1	0	3	7
III	<a href="#">B2B - Debit Notes</a>	4	8	4	0
IV	<a href="#">B2B - Debit Notes (Amendments)</a>	6	0	4	1
V	<a href="#">B2B - Credit Notes</a>	4	0	16	0
VI	<a href="#">B2B - Credit Notes (Amendments)</a>	1	4	4	0
VII	<a href="#">Eco [9(5)] Invoices</a>	4	4	4	4
VIII	<a href="#">Eco [9(5)] Invoices (Amendments)</a>	2	3	3	4

BACK TO DASHBOARD DOWNLOAD IMS DETAILS (EXCEL) COMPUTE GSTR-2B (DEC 2023)

2.1.4. As seen from the screenshot above, the invoices saved or filed in GSTR-1/1A or IFF by the supplier and received in IMS are categorized in different sections. These sections are hyperlinks and the Taxpayer can click on any hyperlink of a respective section under Heading column to view the saved/filed records in GSTR1/IFF/GSTR-1A under respective section. Further, the number of invoices where any action of accepted/rejected/pending or no action has been taken is shown in the right-side columns. The summary numbers are also hyperlinks and taxpayer can click on them to view the respective records. Taxpayer can view and take any action on the number of records under No Action, Accepted, Rejected, Pending columns/categories. By default, all saved/filed records in GSTR1/IFF/GSTR-1A comes under No action column.

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice News and Updates

Dashboard Returns IMS Dashboard Inward Supplies English

### Invoice Management System (IMS) Dashboard - Inward Supplies

GSTIN - 32UATPY9011N1ZD Legal Name - UATPCO Trade Name - GSTN

All other ITC Inward Supplies from ISD Import of Goods

All other ITC - Total 111 Records

S.No.	Heading	Number of Records			
		No Action	Accepted	Rejected	Pending
I	<a href="#">B2B - Invoices</a>	2	5	5	4
II	<a href="#">B2B - Invoices (Amendments)</a>	1	0	3	7
III	<a href="#">B2B - Debit Notes</a>	4	8	4	0
IV	<a href="#">B2B - Debit Notes (Amendments)</a>	6	0	4	1
V	<a href="#">B2B - Credit Notes</a>	4	0	16	0
VI	<a href="#">B2B - Credit Notes (Amendments)</a>	1	4	4	0
VII	<a href="#">Eco [9(5)] Invoices</a>	4	4	4	4
VIII	<a href="#">Eco [9(5)] Invoices (Amendments)</a>	2	3	3	4

BACK TO DASHBOARD DOWNLOAD IMS DETAILS (EXCEL) COMPUTE GSTR-2B (DEC 2023)

#### Note:

**No Action:** All the invoices that are saved/filed by the supplier taxpayer in their form GSTR1/IFF/GSTR-1A and on which no action has been taken by recipient taxpayer.

**Accepted:** Number of invoices that are accepted by recipient taxpayer.

**Rejected:** Number of invoices that are rejected by recipient taxpayer.

**Pending:** Number of invoices that are marked pending by recipient taxpayer.

The invoices can be kept pending in the system subject to the limit prescribed under law.

2.1.5. On clicking of **B2B-Invoices** hyperlink all the records will be displayed on the screen.

As seen from the screenshot below a **'search'** facility is also provided where the taxpayer can enter keywords in the Search field to identify the invoice or any other relevant field where an action is required to be taken.

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice News and Updates

Dashboard > Returns > IMS Dashboard > Inward Supplies English

### IMS Dashboard (Inward Supplies) - B2B Invoices (with all status)

VIEW ADVISORY HELP

GSTIN - 32UATPY9011N1ZD Legal Name - UATPCO Trade Name - GSTN

Records Per Page: 10 Display/Hide Columns: Q Search Filter

<input type="checkbox"/>	S.No.	GSTIN of Supplier ^	Trade/ Legal Name ^	Invoice Number ^	Invoice Type ^	Accept	Reject	Pending	Status
<input type="checkbox"/>	1	32UATPY9011M1ZF	GSTN	M1b1	Regular	A	R	P	Accepte
<input type="checkbox"/>	2	32UATPY9011M1ZF	GSTN	M1b2	Regular	A	R	P	Accepte
<input type="checkbox"/>	3	32UATPY9011M1ZF	GSTN	M1b3	Regular	A	R	P	Accepte
<input type="checkbox"/>	4	32UATPY9011M1ZF	GSTN	M1b4	Regular	A	R	P	Rejecte
<input type="checkbox"/>	5	32UATPY9011M1ZF	GSTN	M2b1	Deemed Export	A	R	P	Rejecte
<input type="checkbox"/>	6	32UATPY9011M1ZF	GSTN	M2b2	Regular	A	R	P	Accepte
<input type="checkbox"/>	7	32UATPY9011M1ZF	GSTN	M2b3	Regular	A	R	P	Pending
<input type="checkbox"/>	8	32UATPY9011M1ZF	GSTN	M2b4	Deemed Export	A	R	P	Rejecte
<input type="checkbox"/>	9	32UATPY9011M1ZF	GSTN	M3b1	Regular	A	R	P	Pending
<input type="checkbox"/>	10	32UATPY9011M1ZF	GSTN	M3b2	Deemed Export	A	R	P	Accepte

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BACK TO SUMMARY DOWNLOAD EXCEL RESET SAVE

## Filtering of Records

As seen in the screenshot below, simple and intuitive filters have been provided in the functionality wherein a taxpayer can filter out the records on the basis of GSTIN, invoice type being regular SEZ, etc., invoices supplied between particular dates, source returns et al., and take the desired action on the invoices.

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice News and Updates

Dashboard > Returns > IMS Dashboard > Inward Supplies English

### IMS Dashboard (Inward Supplies) - B2B Invoices (with all status)

VIEW ADVISORY HELP

GSTIN - 32UATPY9011N1ZD Legal Name - UATPCO Trade Name - GSTN

Records Per Page: 10 Display/Hide Columns: Q Search Filter

<input type="checkbox"/>	S.No.	GSTIN of Supplier ^	Trade/ Legal Name ^	Invoice Number ^	Invoice Type ^	Accept			
<input type="checkbox"/>	1	32UATPY9011M1ZF	GSTN	M1b1	Regular	<span style="color: green;">A</span>			
<input type="checkbox"/>	2	32UATPY9011M1ZF	GSTN	M1b2	Regular	<span style="color: green;">A</span>			
<input type="checkbox"/>	3	32UATPY9011M1ZF	GSTN	M1b3	Regular	<span style="color: green;">A</span>			
<input type="checkbox"/>	4	32UATPY9011M1ZF	GSTN	M1b4	Regular	<span style="color: green;">A</span>			
<input type="checkbox"/>	5	32UATPY9011M1ZF	GSTN	M2b1	Deemed Export	<span style="color: green;">A</span>	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">R</span>	<span style="color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px;">P</span>	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">Rejecte</span>
<input type="checkbox"/>	6	32UATPY9011M1ZF	GSTN	M2b2	Regular	<span style="color: green;">A</span>	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">R</span>	<span style="color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px;">P</span>	<span style="color: green; border: 1px solid green; border-radius: 50%; padding: 2px;">Accepte</span>
<input type="checkbox"/>	7	32UATPY9011M1ZF	GSTN	M2b3	Regular	<span style="color: green;">A</span>	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">R</span>	<span style="color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px;">P</span>	<span style="color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px;">Pendin</span>
<input type="checkbox"/>	8	32UATPY9011M1ZF	GSTN	M2b4	Deemed Export	<span style="color: green;">A</span>	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">R</span>	<span style="color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px;">P</span>	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">Rejecte</span>
<input type="checkbox"/>	9	32UATPY9011M1ZF	GSTN	M3b1	Regular	<span style="color: green;">A</span>	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">R</span>	<span style="color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px;">P</span>	<span style="color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px;">Pendin</span>
<input type="checkbox"/>	10	32UATPY9011M1ZF	GSTN	M3b2	Deemed Export	<span style="color: green;">A</span>	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">R</span>	<span style="color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px;">P</span>	<span style="color: green; border: 1px solid green; border-radius: 50%; padding: 2px;">Accepte</span>

**GSTIN of Supplier**

**Invoice Type**

**Status**

**Source**

CLOSE RESET APPLY

<< 1 2 >>

BACK TO SUMMARY DOWNLOAD EXCEL RESET SAVE

2.1.6. Please refer the screenshot below. The taxpayer can take an action on a record by directly clicking on **A**, **R**, **P** buttons which stands for A – accepted, R – Rejected and P – Pending. Alternatively, the taxpayer can select the specified records by clicking on check box for the respective record. After selection, taxpayer can either accept, reject or keep the said records pending by selecting the action from the header. The taxpayers need to click on **SAVE** button to save the action taken on a record.

IMS Dashboard (Inward Supplies) - B2B Invoices (with all status)

VIEW ADVISORY

HELP

GSTIN - 32UATPY9011N1ZD

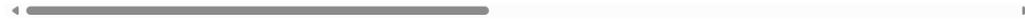
Legal Name - UATPCO

Trade Name - GSTN

Records Per Page: 10 Display/Hide Columns: Q Search Filter

<input type="checkbox"/>	S.No.	GSTIN of Supplier ^	Trade/ Legal Name ^	Invoice Number ^	Invoice Type ^	Accept	Reject	Pending	Status
<input type="checkbox"/>	1	32UATPY9011M1ZF	GSTN	M1b1	Regular	A	R	P	Accepted
<input type="checkbox"/>	2	32UATPY9011M1ZF	GSTN	M1b2	Regular	A	R	P	Accepted
<input type="checkbox"/>	3	32UATPY9011M1ZF	GSTN	M1b3	Regular	A	R	P	Accepted
<input type="checkbox"/>	4	32UATPY9011M1ZF	GSTN	M1b4	Regular	A	R	P	Rejected
<input type="checkbox"/>	5	32UATPY9011M1ZF	GSTN	M2b1	Deemed Export	A	R	P	Rejected
<input type="checkbox"/>	6	32UATPY9011M1ZF	GSTN	M2b2	Regular	A	R	P	Accepted
<input type="checkbox"/>	7	32UATPY9011M1ZF	GSTN	M2b3	Regular	A	R	P	Pending
<input type="checkbox"/>	8	32UATPY9011M1ZF	GSTN	M2b4	Deemed Export	A	R	P	Rejected
<input type="checkbox"/>	9	32UATPY9011M1ZF	GSTN	M3b1	Regular	A	R	P	Pending
<input type="checkbox"/>	10	32UATPY9011M1ZF	GSTN	M3b2	Deemed Export	A	R	P	Accepted

< 1 2 >



BACK TO SUMMARY DOWNLOAD EXCEL RESET SAVE

Dashboard > Returns > IMS Dashboard > Inward Supplies English

**IMS Dashboard (Inward Supplies) - No Action (B2B)** VIEW ADVISORY HELP

GSTIN - 27REDDY1012D1Z4      Legal Name - NAGACO      Trade Name - GSTN

Records Per Page: 10      Display/Hide Columns:      Search      Filter

<input type="checkbox"/>	S.No.	GSTIN of Supplier ^	Trade/ Legal Name ^	Invoice Number ^	Invoice Type ^	Accept 2 Records	Reject 2 Records	Pending 2 Records	Statu
<input checked="" type="checkbox"/>	1	27REDDY1012E1Z2	GSTN	INV1	Regular	A	R	P	No Acti
<input checked="" type="checkbox"/>	2	27REDDY1012E1Z2	GSTN	INV2	Regular	A	R	P	No Acti
<input type="checkbox"/>	3	27REDDY1012E1Z2	GSTN	INV3	Regular	A	R	P	No Acti
<input type="checkbox"/>	4	27REDDY1012E1Z2	GSTN	INV4	Regular	A	R	P	No Acti
<input type="checkbox"/>	5	27REDDY1012E1Z2	GSTN	INV5	Regular	A	R	P	No Acti
<input type="checkbox"/>	6	27REDDY1012E1Z2	GSTN	INV6	Regular	A	R	P	No Acti
<input type="checkbox"/>	7	27REDDY1012E1Z2	GSTN	INV7	Regular	A	R	P	No Acti
<input type="checkbox"/>	8	27REDDY1012E1Z2	GSTN	INV8	Regular	A	R	P	No Acti
<input type="checkbox"/>	9	27REDDY1012E1Z2	GSTN	INV9	Regular	A	R	P	No Acti

**Note:**

**A:** Accept the record

**R:** Reject the record

**P:** Marked pending for future action.

**2.1.7. Bulk Selection**

Please refer to the screenshot below. For selecting of more than one record, select the check box provided in the header. A popup will be displayed on the screen. Click on **Select all records of current page** if you want to select current page records or click on **Select all records of all pages** radio button if you want to select all the available records on all pages. Click on **PROCEED** button to proceed.

Goods and Service Tax  
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Dashboard Services GST Law Inward Supplies e-Invoice News and Updates

Dashboard Returns IMS Dashboard Inward Supplies e-Invoice News and Updates English

IMS Dashboard (Inward Supplies) - B2B Invoices (with all status) VIEW ADVISORY HELP

GSTIN - 32UATPY9011N1ZD Legal Name - UATPCO Trade Name - GSTN

Records Per Page: 10 Display/Hide Columns: Q Search Filter

<input checked="" type="checkbox"/>	S.No.	GSTIN of Supplier ^	Trade/ Legal Name ^	Invoice Number ^	Invoice Type ^	Accept 1 Records	Reject 1 Records	Pending 1 Records	Status
<input checked="" type="checkbox"/>	1	32UATPY9011M1ZF	GSTN	M1b1	Regular	A	R	P	Accepted
<input type="checkbox"/>	2	32UATPY9011M1ZF	GSTN	M1b2	Regular	A	R	P	Accepted
<input type="checkbox"/>	3	32UATPY9011M1ZF	GSTN	M1b3	Regular	A	R	P	Accepted
<input type="checkbox"/>	4	32UATPY9011M1ZF	GSTN	M1b4	Regular	A	R	P	Rejected
<input type="checkbox"/>	5	32UATPY9011M1ZF	GSTN	M2b1	Deemed Export	A	R	P	Rejected
<input type="checkbox"/>	6	32UATPY9011M1ZF	GSTN	M2b2	Regular	A	R	P	Accepted
<input type="checkbox"/>	7	32UATPY9011M1ZF	GSTN	M2b3	Regular	A	R	P	Pending
<input type="checkbox"/>	8	32UATPY9011M1ZF	GSTN	M2b4	Deemed Export	A	R	P	Rejected
<input type="checkbox"/>	9	32UATPY9011M1ZF	GSTN	M3b1	Regular	A	R	P	Pending
<input type="checkbox"/>	10	32UATPY9011M1ZF	GSTN	M3b2	Deemed Export	A	R	P	Accepted

< 1 2 >

BACK TO SUMMARY DOWNLOAD EXCEL RESET SAVE

2.1.8. After selection, taxpayer can either accept, reject or keep the said records pending by selecting the action from the header and click on **SAVE** button.

### Download available in Excel Format

The details mentioned in the section wise tables can also be downloaded in a simple excel format by clicking on **DOWNLOAD EXCEL** button provided at the bottom. The entire table is provided

in a very lucid and simple format in the excel so that the taxpayer can check and verify all the records offline for taking any kind of action.

### Reset of Records

The taxpayers are also provided with a RESET button for resetting all the actions taken and saved by them. The selected records can be reset by clicking on **RESET** button. When one or more record is selected for action **RESET** button is enabled.

Click on **BACK TO SUMMARY** button to go back to summary page.

The screenshot displays the 'IMS Dashboard (Inward Supplies) - B2B Invoices (with all status)' interface. The header includes navigation tabs like Dashboard, Services, GST Law, Downloads, Search Taxpayer, Help and Taxpayer Facilities, e-Invoice, and News and Updates. The main content area shows the following details:

- Records Per Page:** 10
- Display/Hide Columns:** (Dropdown menu)
- Search:** (Input field)
- Filter:** (Dropdown menu)

<input type="checkbox"/>	S.No.	GSTIN of Supplier ^	Trade/ Legal Name ^	Invoice Number ^	Invoice Type ^	Accept	Reject	Pending	Status
<input type="checkbox"/>	1	32UATPY9011M1ZF	GSTN	M1b1	Regular	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">Accepte</span>
<input type="checkbox"/>	2	32UATPY9011M1ZF	GSTN	M1b2	Regular	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">Accepte</span>
<input type="checkbox"/>	3	32UATPY9011M1ZF	GSTN	M1b3	Regular	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">Accepte</span>
<input type="checkbox"/>	4	32UATPY9011M1ZF	GSTN	M1b4	Regular	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid red; border-radius: 5px; padding: 2px;">Rejecte</span>
<input type="checkbox"/>	5	32UATPY9011M1ZF	GSTN	M2b1	Deemed Export	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid red; border-radius: 5px; padding: 2px;">Rejecte</span>
<input type="checkbox"/>	6	32UATPY9011M1ZF	GSTN	M2b2	Regular	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">Accepte</span>
<input type="checkbox"/>	7	32UATPY9011M1ZF	GSTN	M2b3	Regular	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px;">PENDING</span>
<input type="checkbox"/>	8	32UATPY9011M1ZF	GSTN	M2b4	Deemed Export	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid red; border-radius: 5px; padding: 2px;">Rejecte</span>
<input type="checkbox"/>	9	32UATPY9011M1ZF	GSTN	M3b1	Regular	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px;">PENDING</span>
<input type="checkbox"/>	10	32UATPY9011M1ZF	GSTN	M3b2	Deemed Export	<span style="color: green;">A</span>	<span style="color: red;">R</span>	<span style="color: orange;">P</span>	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">Accepte</span>

At the bottom of the interface, there are navigation buttons: **BACK TO SUMMARY** (highlighted with a red box), **DOWNLOAD EXCEL**, **RESET**, and **SAVE**.

2.1.9. Taxpayer can take actions in similar way as mentioned above for all other tables as well.

### 2.1.10. Download Entire IMS record in Excel Format

The taxpayer can download the entire IMS details by clicking on **DOWNLOAD IMS DETAILS (EXCEL)** button. The entire tables as can be seen from the screenshot below are provided in a simple excel format wherein the records mention in each table is provided in different sheets.

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice News and Updates

Dashboard Returns IMS Dashboard Inward Supplies English

### Invoice Management System (IMS) Dashboard - Inward Supplies

VIEW ADVISORY HELP

GSTIN - 32UATPY9011N1ZD Legal Name - UATPCO Trade Name - GSTN

All other ITC Inward Supplies from ISD Import of Goods

All other ITC - Total 111 Records

S.No.	Heading	Number of Records			
		No Action	Accepted	Rejected	Pending
I	<a href="#">B2B - Invoices</a>	2	5	5	4
II	<a href="#">B2B - Invoices (Amendments)</a>	1	0	3	7
III	<a href="#">B2B - Debit Notes</a>	4	8	4	0
IV	<a href="#">B2B - Debit Notes (Amendments)</a>	6	0	4	1
V	<a href="#">B2B - Credit Notes</a>	4	0	16	0
VI	<a href="#">B2B - Credit Notes (Amendments)</a>	1	4	4	0
VII	<a href="#">Eco [9(5)] Invoices</a>	4	4	4	4
VIII	<a href="#">Eco [9(5)] Invoices (Amendments)</a>	2	3	3	4

BACK TO DASHBOARD DOWNLOAD IMS DETAILS (EXCEL) COMPUTE GSTR-2B (DEC 2023)

Taxpayer can go back to IMS dashboard by clicking on **BACK TO DASHBORD** button.

### 2.1.11. Generation of GSTR 2B

GST system will automatically generate draft GSTR-2B on 14<sup>th</sup> of the subsequent period. This draft GSTR-2B can be treated as final GSTR-2B in case no action has been taken by the recipient taxpayer.

However, in case recipient takes any action after draft GSTR-2B, they will need to recompute their GSTR-2B before filing of GSTR-3B.

**COMPUTE GSTR-2B** button will get enabled after 14<sup>th</sup> of the subsequent month by system if the taxpayer takes/changes any action on the IMS dashboard. Taxpayer can click on **COMPUTE GSTR-2B** button to re-compute the GSTR-2B. Post this, taxpayer can navigate to GSTR-2B to view the latest ITC details and the updated ITC details will auto-populate in GSTR-3B on re-computation of GSTR-2B.

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Dashboard > Returns > IMS Dashboard > Inward Supplies English

### Invoice Management System (IMS) Dashboard - Inward Supplies

VIEW ADVISORY HELP

GSTIN - 32UATPY9011N1ZD Legal Name - UATPCO Trade Name - GSTN

All other ITC Inward Supplies from ISD Import of Goods

All other ITC - Total 111 Records

S.No.	Heading	Number of Records			
		No Action	Accepted	Rejected	Pending
I	<a href="#">B2B - Invoices</a>	2	5	5	4
II	<a href="#">B2B - Invoices (Amendments)</a>	1	0	3	7
III	<a href="#">B2B - Debit Notes</a>	4	8	4	0
IV	<a href="#">B2B - Debit Notes (Amendments)</a>	6	0	4	1
V	<a href="#">B2B - Credit Notes</a>	4	0	16	0
VI	<a href="#">B2B - Credit Notes (Amendments)</a>	1	4	4	0
VII	<a href="#">Eco [9(5)] Invoices</a>	4	4	4	4
VIII	<a href="#">Eco [9(5)] Invoices (Amendments)</a>	2	3	3	4

BACK TO DASHBOARD DOWNLOAD IMS DETAILS (EXCEL) COMPUTE GSTR-2B (DEC 2023)

On clicking of **COMPUTE GSTR-2B** button a popup will be displayed on the screen. Click on **AGREE AND CONTINUE** button to compute.



**Warning**

Any record on the IMS dashboard where taxpayer takes no action will be deemed as accepted by the taxpayer, and credit will accordingly flow to the respective GSTR 2B.

CANCEL

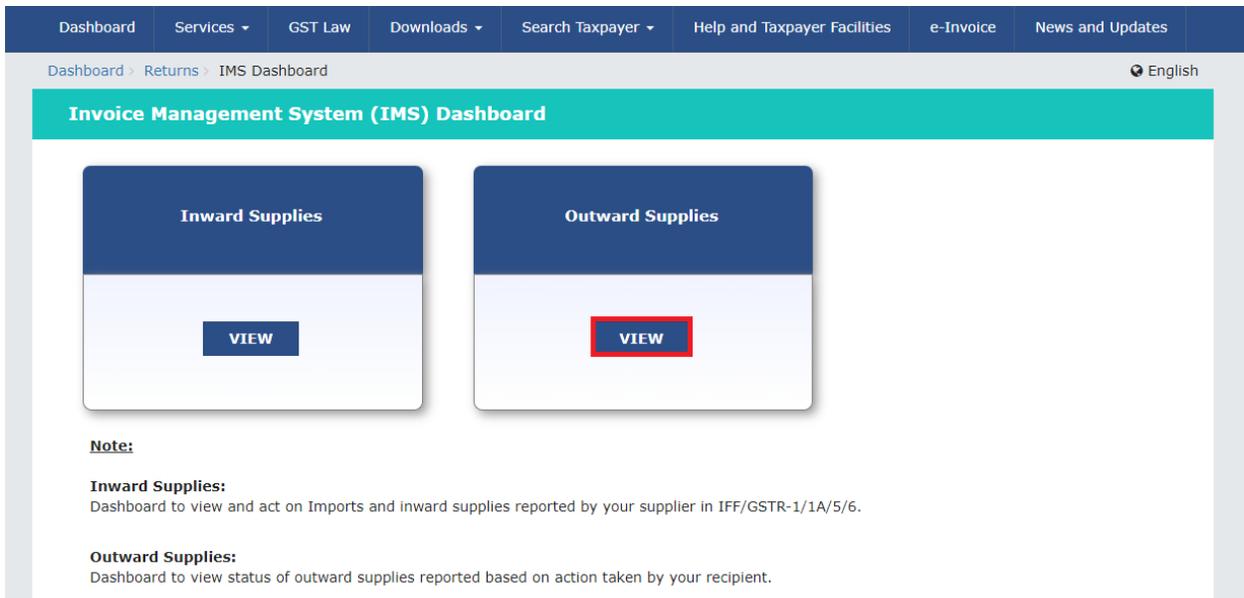
AGREE AND CONTINUE

**Note:**

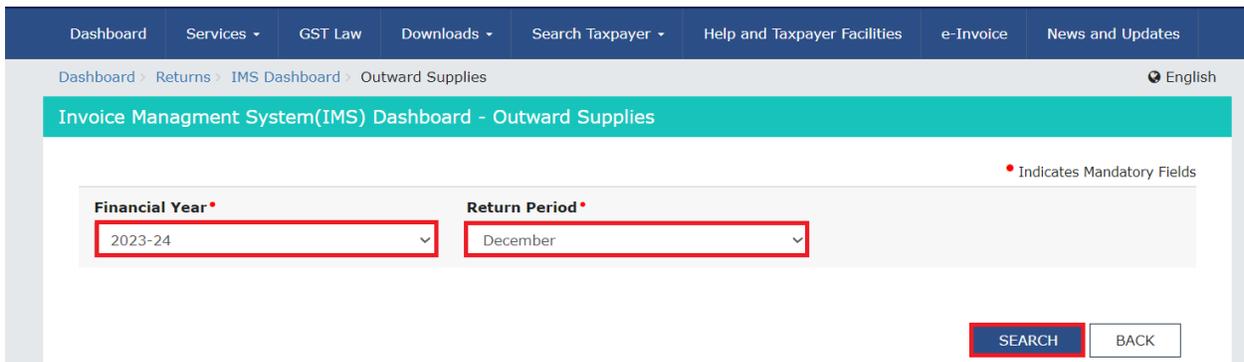
Taxpayer can check the status of recomputing request by clicking on this refresh button next to **HELP** button. By default, refresh will remain disabled, and it will enable only after clicking on ‘Recompute GSTR 2B’ button. This button will get disable again once success/ failure message of appear on screen.

**Outward Supplies**

**2.2.1.** Click on **VIEW** button on **Outward Supplies** tile to view status of outward supplies reported based on action taken by your recipient.



**2.2.2.** Outward Supplies page will be displayed on the screen. Select **Financial Year** and **Return Period** from the respective dropdown list. Click on **SEARCH** button to proceed further.



2.2.3. List of all B2B supplies reported in GSTR-1/IFF/GSTR-1A will be displayed on the screen in tabular manner. Taxpayer can view the advisory by clicking on **VIEW ADVISORY** button and can take help by clicking on **HELP** button.

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Dashboard > Returns > IMS Dashboard > Outward Supplies English

### Invoice Management System (IMS) Dashboard - Outward Supplies

[VIEW ADVISORY](#) [HELP](#)

GSTIN - 23VBVBV0123V1Z0      Legal Name - AF COMPUTERS6      Trade Name - GSTN  
 Financial Year - 2022-23      Return Period - December

[Universal view of B2B supplies reported in GSTR-1/1A/IFF](#)      [Rejected records \(where liability added back in GSTR 3B\)](#)

Sr.No.	Heading	Number of Records
1	<a href="#">4A, 4B, 6B, 6C - B2B, SEZ, DE Invoices</a>	17
2	<a href="#">9B - Credit / Debit Notes (Registered)</a>	18
3	<a href="#">15 - Supplies U/s 9(5)</a>	17
4	<a href="#">9A - Amended B2B Invoices</a>	0
5	<a href="#">9C - Amended Credit / Debit Notes (Registered)</a>	0
6	<a href="#">15A - Amended Supplies U/s 9(5)</a>	0

[DOWNLOAD IMS SUPPLIER VIEW \(EXCEL\)](#)      [BACK](#)

2.2.4. Taxpayers can view the different categories of B2B supplies reported in each table by clicking on the description provided in different rows which is a hyperlink of the table or by clicking the **Number of Records** in the different tables which is also a hyperlink. The Number hyperlink under **Number of Records** column represents the count of records added in the respective table.

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Dashboard > Returns > IMS Dashboard > Outward Supplies English

### Invoice Management System (IMS) Dashboard - Outward Supplies

[VIEW ADVISORY](#) [HELP](#)

GSTIN - 23VBVBV0123V1Z0      Legal Name - AF COMPUTERS6      Trade Name - GSTN  
 Financi Year -2022-23      Return Period -December

Universal view of B2B supplies reported in GSTR-1/1A/IFF      Rejected records (where liability added back in GSTR 3B)

Sr.No.	Heading	Number of Records
1	<a href="#">4A, 4B, 6B, 6C - B2B, SEZ, DE Invoices</a>	<a href="#">17</a>
2	<a href="#">9B - Credit / Debit Notes (Registered)</a>	<a href="#">18</a>
3	<a href="#">15 - Supplies U/s 9(5)</a>	<a href="#">17</a>
4	<a href="#">9A - Amended B2B Invoices</a>	<a href="#">0</a>
5	<a href="#">9C - Amended Credit / Debit Notes (Registered)</a>	<a href="#">0</a>
6	<a href="#">15A - Amended Supplies U/s 9(5)</a>	<a href="#">0</a>

[DOWNLOAD IMS SUPPLIER VIEW \(EXCEL\)](#)      [BACK](#)

2.2.5. On clicking of hyperlink all the invoices reported in the table will be displayed on the screen. Taxpayer can filter the list by clicking on **Filter** field or by entering keywords in **Search** field. Taxpayer can download the details in excel format by clicking on **DOWNLOAD EXCEL** button and can navigate to summary page by clicking on **BACK TO SUMMARY** button.

**Invoice Management System (IMS) Dashboard - Outward Supplies**

[VIEW ADVISORY](#) [HELP](#)

GSTIN - 23VBVBV0123V1Z0  
 Financial Year -2022-23

Legal Name - AF COMPUTERS6  
 Return Period -December

Trade Name - GSTN

**4A, 4B, 6B, 6C - B2B, SEZ, DE Invoices**

Records Per Page: 10

Filter

Search

Recipient GSTIN ^	Trade/Legal Name ^	Invoice Number ^	Invoice Date ^	Invoice Type ^	Total Invoice Value (₹) ^	Total Taxable Value (₹) ^	Integrated Tax (₹) ^
24VBVBV0124V1ZX	GSTN	In16	27/12/2022	Regular	45,000.43	4,569.00	68.54
24VBVBV0124V1ZX	GSTN	In17	16/12/2022	Regular	2,345.65	322.00	24.15
24VBVBV0124V1ZX	GSTN	In20	27/12/2022	Regular	54,875.00	3,233.00	96.99
24VBVBV0124V1ZX	GSTN	Inv1	31/12/2022	Regular	12,00,000.00	12,000.22	120.01
24VBVBV0124V1ZX	GSTN	Inv11	19/12/2022	Regular	23,000.54	23,000.00	345.00
24VBVBV0124V1ZX	GSTN	Inv12	21/12/2022	Regular	23,452.00	12,345.00	30.86
24VBVBV0124V1ZX	GSTN	Inv13	24/12/2022	Regular	5,678.00	3,459.00	8.65
24VBVBV0124V1ZX	GSTN	Inv14	19/12/2022	Regular	124.65	12.00	0.03
24VBVBV0124V1ZX	GSTN	Inv16	22/12/2022	Deemed Export	23,456.00	2,345.00	35.18
24VBVBV0124V1ZX	GSTN	Inv17	27/12/2022	Regular	2,345.00	234.00	3.51



[DOWNLOAD EXCEL](#)

[BACK TO SUMMARY](#)

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Dashboard > Returns > IMS Dashboard > Outward Supplies English

### Invoice Management System (IMS) Dashboard - Outward Supplies

[VIEW ADVISORY](#) [HELP](#)

GSTIN - 23VBBV0123V1Z0      Legal Name - AF COMPUTERS6      Trade Name - GSTN  
 Financi Year -2022-23      Return Period -December

#### 4A, 4B, 6B, 6C - B2B, SEZ, DE Invoices

Records Per Page: 10      Filter      Search

Total Taxable Value (₹) ^	Integrated Tax (₹) ^	Central Tax (₹) ^	State/UT Tax (₹) ^	Cess (₹) ^	Return Period ^	Reported in Form ^	Status ^	GSTR 3B of Recipient ^
4,569.00	68.54	0.00	0.00	54.70	December - 22	GSTR 1	No Action	Not Filed
322.00	24.15	0.00	0.00	43.40	December - 22	GSTR 1	No Action	Not Filed
3,233.00	96.99	0.00	0.00	23.40	December - 22	GSTR 1	Not eligible for IMS	Not Filed
12,000.22	120.01	0.00	0.00	1,306.67	December - 22	GSTR 1	No Action	Not Filed
23,000.00	345.00	0.00	0.00	34.54	December - 22	GSTR 1	No Action	Not Filed
12,345.00	30.86	0.00	0.00	43.65	December - 22	GSTR 1	No Action	Not Filed
3,459.00	8.65	0.00	0.00	78.00	December - 22	GSTR 1	No Action	Not Filed
12.00	0.03	0.00	0.00	42.00	December - 22	GSTR 1	No Action	Not Filed
2,345.00	35.18	0.00	0.00	34.50	December - 22	GSTR 1	No Action	Not Filed
234.00	3.51	0.00	0.00	34.30	December - 22	GSTR 1	No Action	Not Filed

[DOWNLOAD EXCEL](#)      [BACK TO SUMMARY](#)

2.2.6. Taxpayer can view and download the invoice details for all other tables as well as mentioned above.