

# Sisukord

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# KSEF

## 1. Settings


- **Master Settings**

- **MANDATORY** Master Settings→Sale settings→e-invoice sending is choosable on invoice - **yes**
- **MANDATORY** Master Settings→Common settings→Transport parameter types to printout append the transport parameter type **SAFT\_JPK**
- **MANDATORY** Master Settings→Common settings
  - Company legal address
  - Company legal name
  - Company VAT no
- Master Settings→Transport→Polish e-invoice (KSeF) sending delay in hours (0-24) - the interval of sending information to KSEF after invoice confirmation is:
  - if **0** or empty → 0-15 minutes (**by default**)
  - otherwise → hour in setting + (0 – 15) minutes (the value is specified without minutes)
  - if the setting Invoice datafield for external invoice number is used - the time is calculated from the latest confirmed invoice, where the value of the data field matches.
- **MANDATORY** Master Settings→Transport→Polish e-invoice (KSeF) authentication token - generated token number from KSEF for integration
  - In KSEF **Select the role to which the token is assigned** added rights:
    - access invoices
    - issue invoices



KSEF page information: To check the status of shipping a token, go to the **List of tokens** tab.

**Attention!** The token number is displayed only once. Please save it before leaving the page.

Menu  National System e-Invoices - Test application

Issue invoice  
Invoice list  
Session history  
Attorney power  
Tokens  
**Generate token**  
Token list  
Subsidiary units

# Token generation

The generated token should be used for the API in order to establish a connection.


**Custom token name \***

DIRECTO

The maximum number of characters is 256.

**Select the role to which the token is assigned \***

- access invoices
- issue invoices
- view permissions
- managing permissions

Menu  National System e-Invoices - Test application

# Token generation

Successfully completed

Your token has been successfully generated.

To check the status of shipping a token, go to the "List of tokens" tab.  
Attention! The token number is displayed only once. Please save it before leaving the page.

Token number: XXXXXXXXXXXXXXXXX

**Copy** | Token list | Generate another token

Master Settings > Transport

Search results "authentication token":

Menu (38)

- Stockmovements (REP)
- Stockmovements
- Stock Takings List (REP)
- Stock Takings
- Stock Receipts List (REP)
- Stock receipts
- Stock orders (REP)
- Stock Orders
- ...

System settings (1)


TRANSPORT

Polish e-invoice (KSeF) authentication token: XXXXXXXXXXXXXXXXX

Save

- Master Settings→Receipt settings→Invoice datafield for external invoice number - if invoice No. must be taken from sales invoice datafield - choose correct datafield with the invoice No. **By default** it is empty and document No. is from sales invoice header field **Invoice**
- **Common settings**
  - Sales invoice dates in tags P\_1 and P\_6 are according to settings: SETTINGS → COMMON

## SETTINGS → TRANSPORT PARAMETERS:


- CODE - DataWystawienia
- TYPE - SAFT\_JPK
  - If PARAMETER 2 has value **2**, information should be:
    - **Date** → P\_6 (*Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi*)
    - **Sent** → P\_1 (*Description: Data wystawienia*)
  - Otherwise, if PARAMETER 2 has value **1** or the value is empty or the transport parameter does not exist, information should be:
    - **Date** → P\_1 (*Description: Data wystawienia*)
    - **Sent** → P\_6 (*Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi*)
- **Finance accounts**
  - **MANDATORY VAT code** (Setting→Finance Settings→VAT codes)
    - VAT% (**by default**)
    - datafield **KSEF Stawka podatku** (code: KSEF\_STAW\_PODAT) if needed
- **Customer card:**
  - **MANDATORY** Name
  - **MANDATORY** Street
  - **MANDATORY** Country
  - City (can be empty)
  - Postal code (can be empty)
  
  - Vat reg no - without country code, otherwise **BRAK** (can be empty) (  must be without country code)

## 2. Sending



In KSEF there is no checking of duplicates.

### 2.1. Sending of the invoice

IF sales invoice should be sent to KSEF before confirming, checkbox in sales invoice document **e-sending** should be marked.  It will be marked automatically.

Close New Refresh Confirm Save Status: Changed

Bulk Insert...

Invoice 2023

Customer Asset Budget

Ordered by Survey

Date 27.11.2023 8:10:17 Cust rep Stock PAGRINDINIS

Pay term Our ref Directo HELP Object BUH

Due date Salesman META Project PAJAM\_SUTARTIS

Trans date 27.11.2023 8:10:17 In charge Order no.

Cust order Quotation Credited invoice

Sent 27.11.2023 8:10:17 Type Status (choose status)

Comm.

Update stock

e-sending

After confirm the invoice there will be mark: **Waiting for electronic dispatching : KSEF-E-INVOICE 24.11.2023 11:25:14** and checkbox **e-sending** will not be marked.

When the invoice will be send to KSEF, mark will have KSEF document No: **Electronically dispatched : KSEF-E-INVOICE 111111111-20231127-0ACC7EDA1280-69 27.11.2023 8:12:01**

KSEF No. 111111111-20231127-0ACC7EDA1280-69

<p>Close New Copy Save Mail Print Preview Sign test_parasas Sign test2</p> <p>Receipt CashIn Event Bulk Insert... Add Stock Level</p> <p>Invoice 2300083</p> <p>Customer KSEF KSEF test</p> <p>Ordered by</p> <p>Date 22.11.2023 13:52:49 Cust rep St</p> <p>Pay term 0 Our ref Directo HELP Ob</p> <p>Due date 22.11.2023 Salesman META Pro</p> <p>Trans date 22.11.2023 13:52:49 In charge Order</p> <p>Cust order Quotation Credited inve</p> <p>Sent 22.11.2023 13:52:49 Type Sta</p> <p>Comm.</p> <p>Receipts: - Credit invoices: 2300084</p> <p>Last changed by: META 27.11.2023 8:18:58 Last printed 27.11.2023 8:18:58</p> <p>Waiting for electronic dispatching : KSEF-E-INVOICE 27.11.2023 8:18:58</p> <p>Currency: EUR Total weight: 1108.2528 VAT: 55.82 Subtotal: 2713.00</p>	<p>Close New Copy Save Mail Print Preview Sign test_parasas Sign test2</p> <p>Receipt CashIn Event Bulk Insert... Add Stock Level</p> <p>Invoice 2300092</p> <p>Customer KSEF KSEF test Asset</p> <p>Ordered by Survey</p> <p>Date 24.11.2023 11:24:54 Cust rep Stock PAG</p> <p>Pay term 10 Our ref Directo HELP Object BUH</p> <p>Due date 04.12.2023 Salesman META Project PAJAM_SUTARTIS</p> <p>Trans date 24.11.2023 11:24:54 In charge Order no.</p> <p>Cust order Quotation Credited invoice</p> <p>Sent 24.11.2023 11:24:54 Type Status (cho</p> <p>Comm.</p> <p>Receipts: -</p> <p>Last changed by: META 24.11.2023 11:25:14 Last printed 24.11.2023 11:25:14</p> <p>Electronically dispatched : KSEF-E-INVOICE 111111111-20231127-0ACC7EDA1280-69 27.11.2023 8:12:01</p> <p>Currency: PLN Total weight: 711.4626 VAT: 138.67 Subtotal: 1606.45</p>
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## 2.2. Errors

While confirming of the invoice, Directo checks if the settings are filled correctly. If there is something incorrect - there is no possibility to confirm the invoice with checkbox **e-sending**. You may confirm invoice with out the checkbox **e-sending** - it will not be send to KSEF.

For example, in the picture we see error message.

The error is in field AdresL1

In wiki part **3. Sales invoices tags** you have to find AdresL1 field and check the setting according to the description:

Name	Description
<b>Podmiot1</b>	Information about the seller
Adres/AdresL1	Setting→Master Settings→Company legal address
<b>Podmiot2</b>	Information about the buyer

Name	Description
Adres/AdresL1	Customer fields: <b>Street, City, Postal code</b>

Confirming check.  
 Invoice needs to be sent as e-invoice, but sender/customer/invoice contains data that does not validate - XSD version: KSeF\_FA2  
 XML Validation: Invalid simple type value: ". Location: /\*:Faktura[1]/\*:Podmiot2[1]/\*:Adres[1]/\*:AdresL1[1]  
 Invoice is not confirmed!  
[Back](#)

If you are using datafield for invoice No. - some errors may be seen in document after confirmation:

Close New Copy Save Mail Print Preview Sign test\_parasas Sign test2 Transaction F Unconfirm << >> Status

Receipt Cash In Event Bulk Insert... Add Stock Level

Invoice 2300110

Customer KSEF KSEF test Asset Budget Credit rating

Ordered by Survey

Date 29.11.2023 8:21:17 Cust rep Stock PAGRINDINIS  Update stock

Pay term KR Our ref Directo HELP Object BUH  e-sending

Due date 29.11.2023 Salesman META Project PAJAM\_SUTARTIS

Trans date 29.11.2023 8:21:17 In charge Order no.

Cust order Quotation Credited invoice 2300106

Sent 29.11.2023 8:21:17 Type Status (choose status)

Comm.

Receipts: -

Last changed by: META 29.11.2023 9:00:16 Last printed 29.11.2023 9:00:17 Refresh rows

! Waiting for electronic dispatching : KSEF-E-INVOICE 29.11.2023 9:00:17  
 Another invoice with same external invoice number already sent.

Currency EUR	Total weight	-27.572	VAI	20	Subtotal	-27.00	Prepayment	0.00	Used amount of prepayment invoices
Rate 1	Qty	-6	Base	-27.00	Total	-30.20	Balance	0.00	Netted invoice

### 3. KSeF report

KSeF report is in Main menu→Finance→REPORTS→KSeF report

In report are only sales invoices documents that:

- Are confirmed
- Are marked **e-sending**

Filters:

- **From** and **Until** - invoice date according invoice field **Date**
- **Number** - invoice No. (if datafield is used - datafield invoice No.)
- **Customer** - customer code
- **Has external ID?::**
  - **Yes** - invoices that has KSeF No.
  - **No** - invoices that has not KSeF No. Invoices may have some errors or are in sending progress




### Report information:


Invoice number	Customer	KSeF number	Verification link	acquisitionTimestamp
Directo invoice No	Customer code	KSeF number	Is the same as QR code informatio - opens GOV page <b>Access to invoices→Invoice information</b> Example: <a href="https://ksef-test.mf.gov.pl/web/verify/1111111111-20231220-CFD9D7DC1724-5F/mlwHL9kQOqrT82nK7IVw5Xvuhxtn7KAhz7vxYISOXY4%3D">https://ksef-test.mf.gov.pl/web/verify/1111111111-20231220-CFD9D7DC1724-5F/mlwHL9kQOqrT82nK7IVw5Xvuhxtn7KAhz7vxYISOXY4%3D</a>	Date and time when the KSEF No. was receive


## 4. Sales invoices tags






Name	Description
<b>Naglowek</b>	
KodFormularza	<b>FA (2)</b>
WariantFormularza	<b>1-OE</b>
DataWytworzeniaFa	Current date at time of sending
SystemInfo	<b>Directo</b>

Name	Description
<b>Podmiot1</b>	<i>Information about the seller</i>
DaneIdentyfikacyjne/NIP	Setting→Master Settings→Common settings→Company VAT no
DaneIdentyfikacyjne/Nazwa	Setting→Master Settings→Common settings→Company legal name
Adres/KodKraju	Setting→Master Settings→Special→Country
Adres/AdresL1	Setting→Master Settings→Company legal address

Name	Description
<b>Podmiot2</b>	<i>Information about the buyer</i>
<b>DaneIdentyfikacyjne</b>	<b>Buyer identification details</b>
NIP	If in customer field <b>Country</b> code is <b>PL</b> and field <b>Vat reg no</b> is not empty or filed with value <b>BRAK</b> - customer field <b>Vat reg no</b> , otherwise - tag is not displayed (  must be without country code)
KodUE	If in customer field <b>Country</b> code is not <b>PL</b> and field <b>Vat reg no</b> is not empty or filed with value <b>BRAK</b> - customer field <b>Country</b> code, otherwise - tag is not displayed
NrVatUE	If tag DaneIdentyfikacyjne/KodUE is displayed, customer field <b>Vat reg no</b> , otherwise - tag is not displayed (  must be without country code)
BrakID	If customer field <b>Vat reg no</b> is empty or filed with value <b>BRAK</b> - <b>1</b> , otherwise - tag is not displayed
Nazwa	Customer field <b>Name</b>
<b>Adres</b>	<b>Address details</b>
KodKraju	Customer field <b>Country</b>
AdresL1	Customer fields: <b>Street, City, Postal code</b>
JST	 <b>Fix Me!</b> Possible values: 1 or 2. Znacznik jednostki podrzędnej JST. Wartość „1” oznacza, że faktura dotyczy jednostki podrzędnej JST. W takim przypadku, aby udostępnić fakturę jednostce podrzędnej JST, należy wypełnić sekcję Podmiot3, w szczególności podać NIP lub ID-Wew i określić rolę jako 8. Wartość „2” oznacza, że faktura nie dotyczy jednostki podrzędnej JST

Name	Description
GV	 Possible values: 1 or 2. Znacznik członka grupy VAT. Wartość „1” oznacza, że faktura dotyczy członka grupy VAT. W takim przypadku, aby udostępnić fakturę członkowi grupy VAT, należy wypełnić sekcję Podmiot3, w szczególności podać NIP lub ID-Wew i określić rolę jako 10. Wartość „2” oznacza, że faktura nie dotyczy członka grupy VAT
Name	Description
<b>Fa</b>	
KodWaluty	Invoice header field <b>Currency</b>
P_1	According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS: , CODE - <b>DataWystawienia</b> <i>Description: Data wystawienia, z zastrzeżeniem art. 106na ust. 1 ustawy</i>
P_2	According mastersettings Master Settings→Receipt settings→Invoice datafield for external invoice number selected datafield, if not selected from invoice header field <b>Invoice</b>
P_6	According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS: , CODE - <b>DataWystawienia</b> <i>Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi lub data otrzymania zapłaty, o której mowa w art. 106b ust. 1 pkt 4 ustawy, o ile taka data jest określona i różni się od daty wystawienia faktury. Pole wypełnia się w przypadku, gdy dla wszystkich pozycji faktury data jest wspólna</i>
P_13_1	Sum of invoice row fields <b>Total</b> where VAT code VAT% is 23% or 22%
P_14_1	Sum of invoice row differences of fields <b>RS VAT - Total</b> where VAT code VAT% is 23% or 22%
P_14_1W	If invoice header field <b>Currency</b> is not <b>PLN</b> = <b>P_14_1</b> value * invoice header field <b>Rate</b> , otherwise - tag is not displayed
P_13_2	Sum of invoice row fields <b>Total</b> where VAT code VAT% is 8% or 7%
P_14_2	Sum of invoice row differences of fields <b>RS VAT - Total</b> where VAT code VAT% is 8% or 7%
P_14_2W	If invoice header field <b>Currency</b> is not <b>PLN</b> = <b>P_14_2</b> value * invoice header field <b>Rate</b> , otherwise - tag is not displayed
P_13_3	Sum of invoice row fields <b>Total</b> where VAT code VAT% is 5%
P_14_3	Sum of invoice row differences of fields <b>RS VAT - Total</b> where VAT code VAT% is 5%
P_14_3W	If invoice header field <b>Currency</b> is not <b>PLN</b> = <b>P_14_2</b> value * invoice header field <b>Rate</b> , otherwise - tag is not displayed
P_13_4	Sum of invoice row fields <b>Total</b> where VAT code VAT% is 4% or 3%
P_14_4	Sum of invoice row differences of fields <b>RS VAT - Total</b> where VAT code VAT% is 4% or 3%
P_14_4W	If invoice header field <b>Currency</b> is not <b>PLN</b> = <b>P_14_4</b> value * invoice header field <b>Rate</b> , otherwise - tag is not displayed
P_13_6_1	Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_KRAJOWE</b>
P_13_6_2	Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_WDT</b>
P_13_6_3	Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_EKSPORT</b>

Name	Description
P_13_7	Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>ZWOLNIENIE_Z_OPODATK</b>
P_13_8	Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>NP_WYLACZ_ART100UST1PKT4</b>
P_13_9	Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>NP_NA_ART100UST1PKT4</b>
P_13_10	Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>ODWROTNE_OBCIAZ</b>
P_13_11	Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>MARZA</b>
P_15	Invoice header field <b>Total</b>
<b>Adnotacje</b>	<b>Other notes on the invoice</b>
P_16	If document is POS invoices - <b>1</b> , otherwise - <b>2</b>
P_17	Always <b>2</b> <i>Description: W przypadku faktur, o których mowa w art. 106d ust. 1 ustawy - wyraz „samofakturowanie” - 1; w przeciwnym przypadku - wartość 2</i>
P_18	If at least in one row, the VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is value <b>ODWROTNE_OBCIAZ - 1</b> , otherwise - <b>2</b> <i>Description: W przypadku dostawy towarów lub wykonania usługi, dla których obowiązującym do rozliczenia podatku od wartości dodanej lub podatku o podobnym charakterze jest nabywca towaru lub usługi - wyrazy „odwrotne obciążenie”, należy podać wartość „1”, w przeciwnym przypadku - wartość „2”</i>
P_18A	If header field <b>Total</b> (with VAT) * header field <b>Rate</b> is more than 15 000 PLN - <b>1</b> , otherwise - <b>2</b>
Zwolnienie /P_19N	Always <b>1</b> <i>Description: Znacznik braku dostawy towarów lub świadczenia usług zwolnionych od podatku na podstawie art. 43 ust. 1, art. 113 ust. 1 i 9 ustawy albo przepisów wydanych na podstawie art. 82 ust. 3 ustawy lub na podstawie innych przepisów</i>
NoweSrodkiTransportu /P_22N	Always <b>1</b> <i>Description: Znacznik braku wewnątrzspółnotowej dostawy nowych środków transportu</i>
P_23	Always <b>2</b> W przypadku faktur wystawianych w procedurze uproszczonej przez drugiego w kolejności podatnika, o którym mowa w art. 135 ust. 1 pkt 4 lit. b i c oraz ust. 2, zawierającej adnotację, o której mowa w art. 136 ust. 1 pkt 1 i stwierdzenie, o którym mowa w art. 136 ust. 1 pkt 2 ustawy, należy podać wartość „1”, w przeciwnym przypadku - wartość „2”
PMarzy /P_PMarzyn	Always <b>1</b> <i>Description: Znacznik braku wystąpienia procedur marży, o których mowa w art. 119 lub art. 120 ustawy</i>
RodzajFaktury	<b>KOR</b> - if in sales invoice header field <b>Total</b> is negative and in header field <b>Credited invoice</b> is invoice No. Otherwise - <b>VAT</b>
<b>DaneFaKorygowanej</b>	 <b>Tags are displayed if in tag RodzajFaktury value is KOR, otherwise - tags are not displayed</b>

Name	Description
DataWystFaKorygowanej	Header field <b>Credited invoice</b> document field <b>Date</b>  Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>
NrFaKorygowanej	According mastersettings Master Settings→Receipt settings→Invoice datafield for external invoice number selected datafield from credited invoice, if not selected from header field <b>Credited invoice</b>  Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>
NrKSeF	<b>1</b> if header field <b>Credited invoice</b> has KSEF No., otherwise - tag is not displayed  Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>
NrKSeFFaKorygowanej	If tag NrKSeF is displayed - header field <b>Credited invoice</b> invoice KSEF No.  Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>
NrKSeFN	<b>1</b> if header field <b>Credited invoice</b> does not have KSEF No., otherwise - tag is not displayed  Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>
<b>FaWiersz</b>	<b>Information about items/services</b>
NrWierszaFa	Invoice row No.
P_7	Invoice row field <b>Description</b>
P_8A	Invoice row field <b>Unit</b>
P_8B	Invoice row field <b>Qty</b>
P_9A	Invoice row field <b>Net price</b>
P_11	Invoice row field <b>Total</b>
P_12	

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