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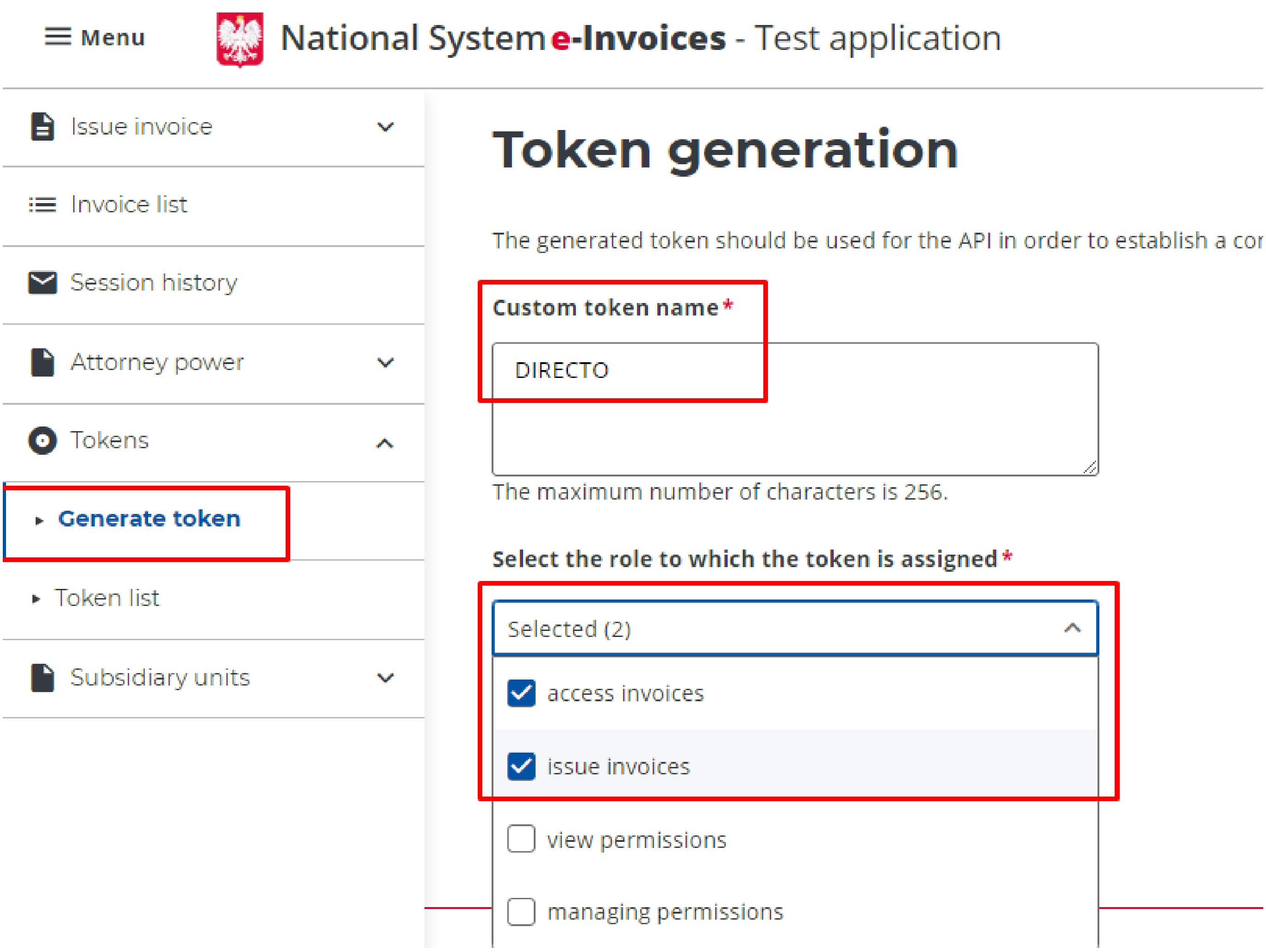
KSEF 2026

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 (only numbers)
  - `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 cor

Custom token name*

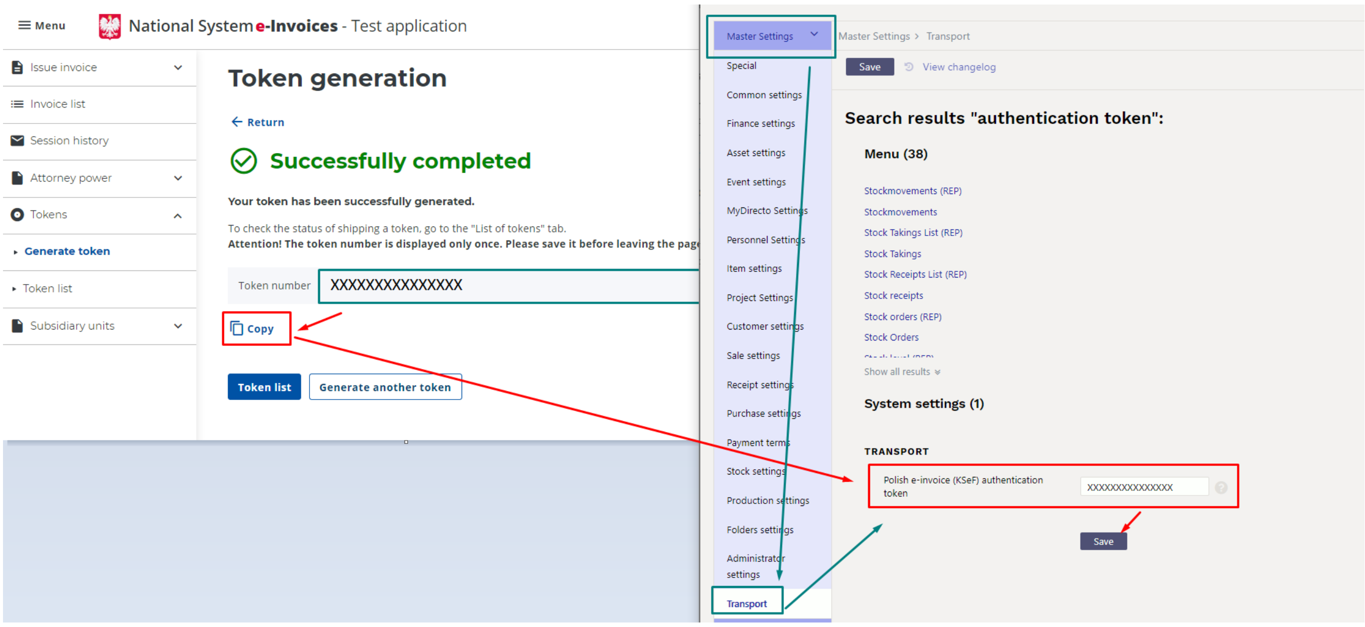
DIRECTO

The maximum number of characters is 256.

Select the role to which the token is assigned*

Selected (2)

- ☑ access invoices
- ☑ issue invoices
- ☐ view permissions
- ☐ managing permissions


Menu
National System e-Invoices - Test application
Issue invoice
Invoice list
Session history
Attorney power
Tokens
Generate token
Token list
Subsidiary units
Return
Copy
Token list
Generate another token
Master Settings
Special
Common settings
Finance settings
Asset settings
Event settings
MyDirecto Settings
Personnel Settings
Item settings
Project Settings
Customer settings
Sale settings
Receipt settings
Purchase settings
Payment terms
Stock settings
Production settings
Folders settings
Administrator settings
Transport
Master Settings > Transport
Save
View changelog
Save

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 pag

Token number: XXXXXXXXXXXXXXX

Search results "authentication token":

Menu (38)

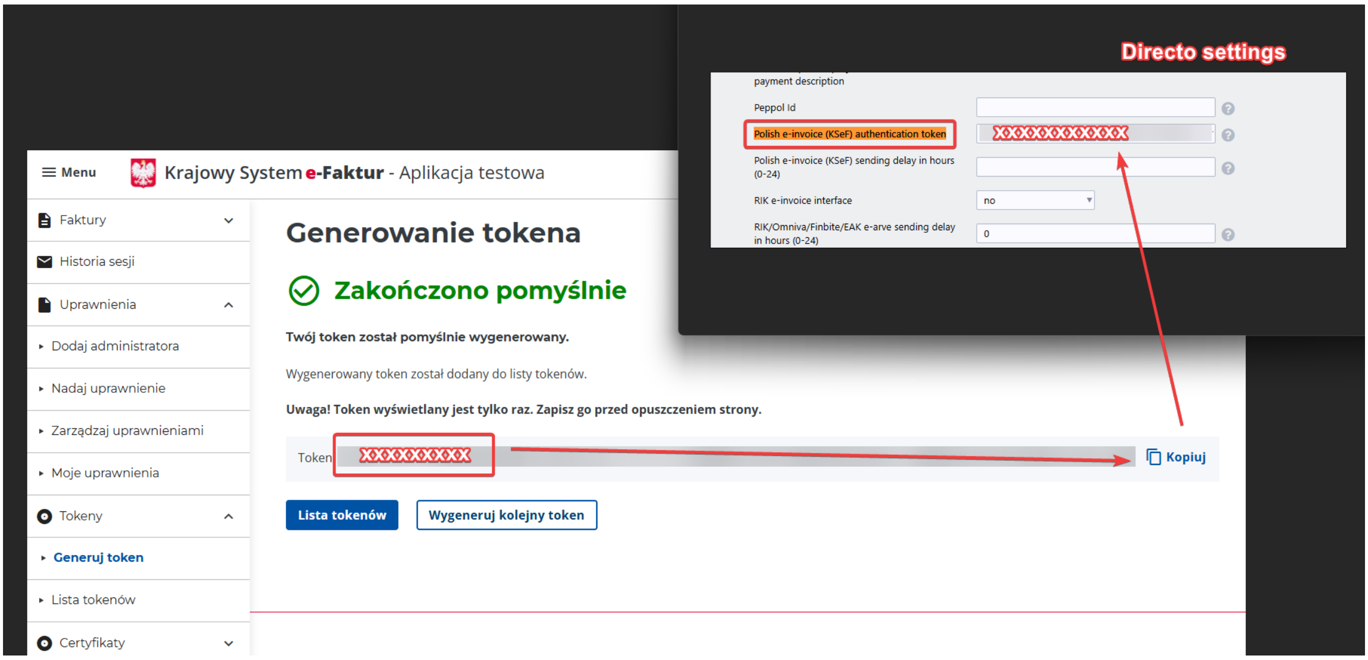
- Stockmovements (REP)
- Stockmovements
- Stock Takings List (REP)
- Stock Takings
- Stock Receipts List (REP)
- Stock receipts
- Stock orders (REP)
- Stock Orders

Show all results

System settings (1)

TRANSPORT

Polish e-invoice (KSeF) authentication token: XXXXXXXXXXXXXXX



Directo settings

payment description

Peppol Id

Polish e-invoice (KSeF) authentication token [redacted]

Polish e-invoice (KSeF) sending delay in hours (0-24)

RIK e-invoice interface: no

RIK/Omniva/Finbite/EAK e-arve sending delay in hours (0-24): 0

Menu
Krajowy System e-Faktur - Aplikacja testowa
Faktury
Historia sesji
Uprawnienia
Dodaj administratora
Nadaj uprawnienie
Zarządzaj uprawnieniami
Moje uprawnienia
Tokeny
Generuj token
Lista tokenów
Certyfikaty

Generowanie tokena

Zakończono pomyślnie

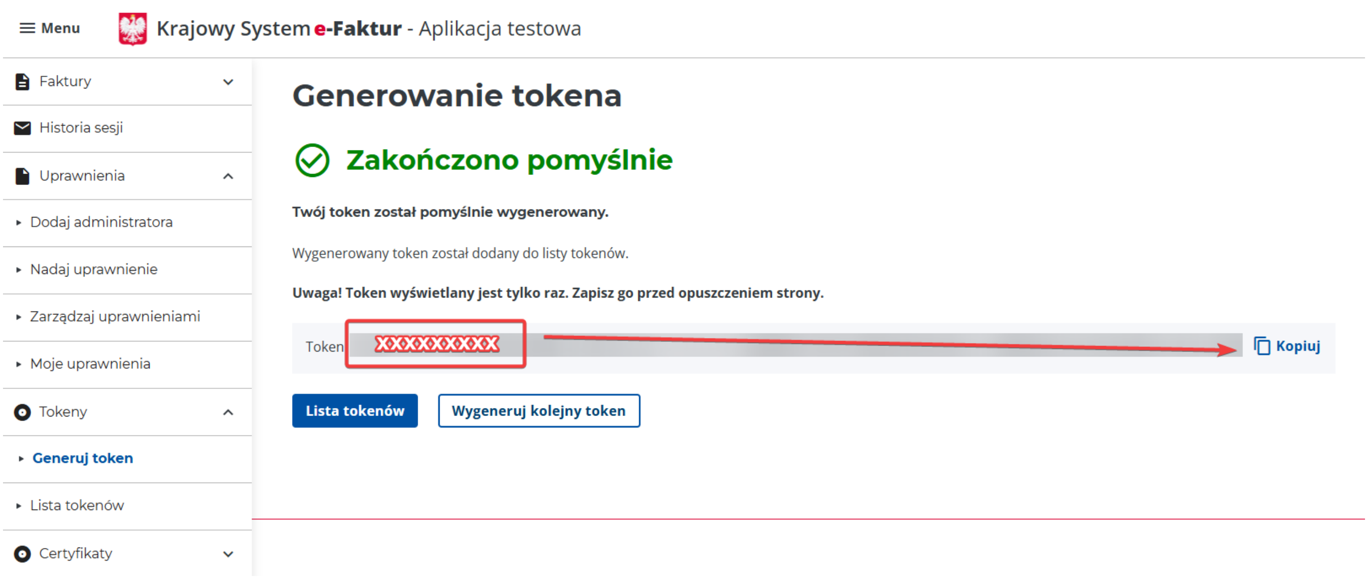
Twój token został pomyślnie wygenerowany.

Wygenerowany token został dodany do listy tokenów.

Uwaga! Token wyświetlany jest tylko raz. Zapisz go przed opuszczeniem strony.

Token [redacted]

Kopiuj
Lista tokenów
Wygeneruj kolejny token



Menu
Krajowy System e-Faktur - Aplikacja testowa
Faktury
Historia sesji
Uprawnienia
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Generowanie tokena

Zakończono pomyślnie

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Uwaga! Token wyświetlany jest tylko raz. Zapisz go przed opuszczeniem strony.

Token [redacted]

Kopiuj
Lista tokenów
Wygeneruj kolejny token

- `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 exists, information should be:
        - **Date** → P_1 (*Description: Data wystawienia*)
        - **Sent** → P_6 (*Description: Data dokonania lub zakończenia dostawy*

towarów lub wykonania usługi)

- **Finance settings**
    - **MANDATORY VAT code** (`Setting→Finance Settings→VAT codes`)
        - VAT% (**by default**)
        - datafield **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) if needed

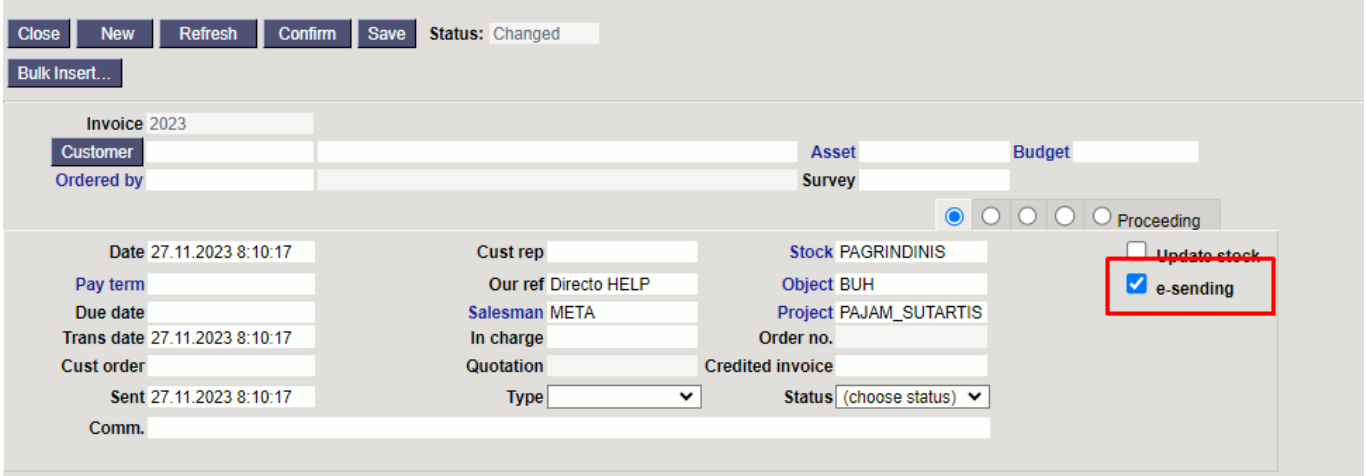
- **Customer card:**
    - **MANDATORY** Name
    - **MANDATORY** Street
    - **MANDATORY** Country
    - City (can be empty)
    - Postal code (can be empty)
    - Vat reg no - without country code, otherwise **BRAK** (can be empty) (⚠ must be without country code)

2. Sending

⚠ In KSEF there is no checking of duplicates.

2.1. Sending of the invoice

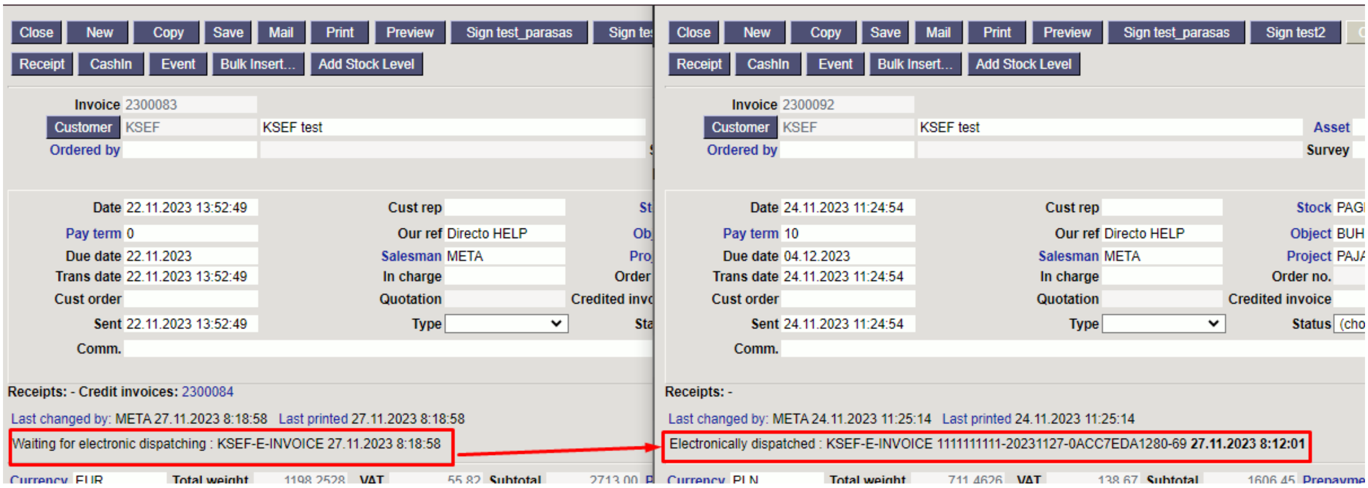
IF sales invoice should be sent to KSEF before confirming, checkbox in sales invoice document **e-sending** should be marked. ⚠ It will be marked automatically.


Close
New
Refresh
Confirm
Save
Bulk Insert...
Customer
Ordered by
Asset
Budget
Survey
Cust rep
Pay term
Due date
Cust order
In charge
Quotation
Order no.
Credited invoice
Type
Comm.

Status: Changed
Invoice 2023
● ○ ○ ○ ○ Proceeding
Date 27.11.2023 8:10:17
Our ref Directo HELP
Salesman META
Stock PAGRINDINIS
Object BUH
Project PAJAM_SUTARTIS
Trans date 27.11.2023 8:10:17
Sent 27.11.2023 8:10:17
Status (choose status)
☐ 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 1111111111-20231127-0ACC7EDA1280-69 27.11.2023 8:12:01**
KSEF No. `1111111111-20231127-0ACC7EDA1280-69`



Invoice 2300083
Customer KSEF KSEF test
Ordered by
Date 22.11.2023 13:52:49
Pay term 0
Due date 22.11.2023
Trans date 22.11.2023 13:52:49
Cust order
Sent 22.11.2023 13:52:49
Comm.
Cust rep
Our ref Directo HELP
Salesman META
In charge
Quotation
Type
Receipts: - Credit invoices: 2300084
Last changed by: META 27.11.2023 8:18:58 Last printed 27.11.2023 8:18:58
Waiting for electronic dispatching : KSEF-E-INVOICE 27.11.2023 8:18:58

Invoice 2300092
Customer KSEF KSEF test
Ordered by
Date 24.11.2023 11:24:54
Pay term 10
Due date 04.12.2023
Trans date 24.11.2023 11:24:54
Cust order
Sent 24.11.2023 11:24:54
Comm.
Cust rep
Our ref Directo HELP
Salesman META
In charge
Quotation
Type
Receipts: -
Last changed by: META 24.11.2023 11:25:14 Last printed 24.11.2023 11:25:14
Electronically dispatched : KSEF-E-INVOICE 1111111111-20231127-0ACC7EDA1280-69 **27.11.2023 8:12:01**

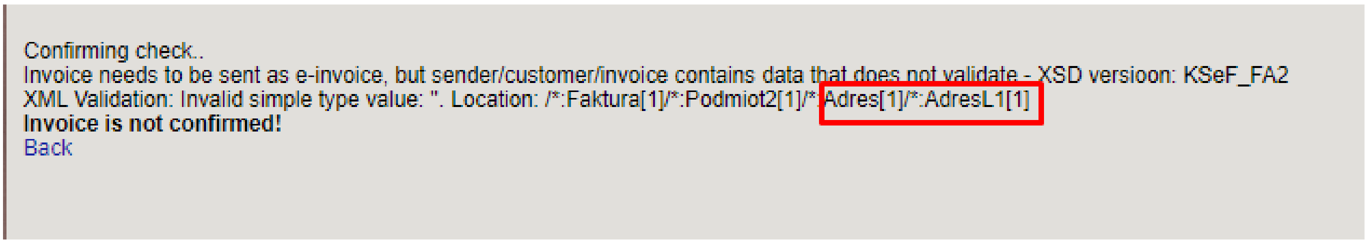
2.2. Errors

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`

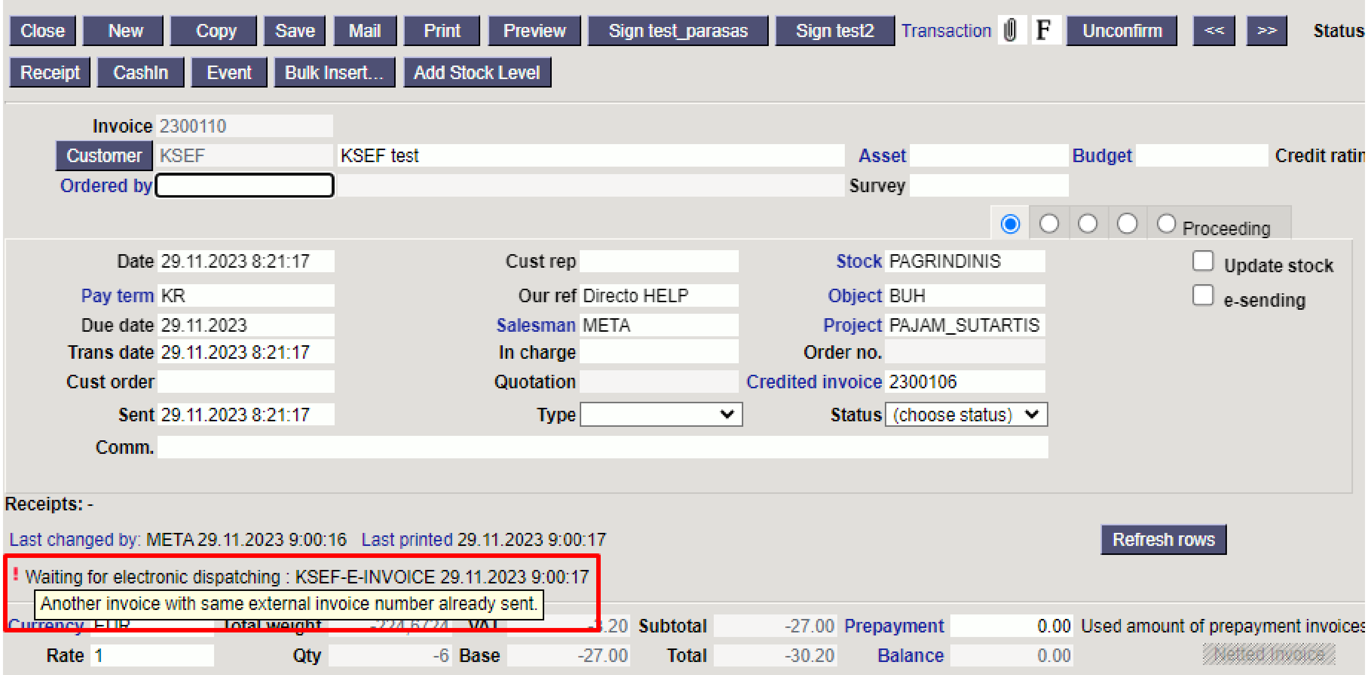
In wiki part **3. Sales invoices tags** you have to find `AdresL1` field and check the setting according to the description:

Name	Description
Podmiot1	Information about the seller
Adres/AdresL1	`Setting→Master Settings→Company legal address`
Podmiot2	Information about the buyer
Adres/AdresL1	Customer fields: **Street, City, Postal code**



Confirming check..
Invoice needs to be sent as e-invoice, but sender/customer/invoice contains data that does not validate - XSD versioon: 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:



Invoice 2300110
Customer KSEF KSEF test
Asset
Budget
Credit ratin
Ordered by
Survey
● ○ ○ ○ ○ Proceeding

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

! 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 -224.6724 VAT -3.20 Subtotal -27.00 Prepayment 0.00 Used amount of prepayment invoices
Rate 1 Qty -6 Base -27.00 Total -30.20 Balance 0.00

3. KSeF report

KSef report is in `Main meniu→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 **Access to invoices→Invoice information** Example: https://ksef-test.mf.gov.pl/web/verify/1111111111-20231220-CFD9D7DC1724-5F/mlwHL9kQOqrT82nK7lVw5Xvuhxtn7KAhz7vxYiSOXY4%3D	Date and time when the KSEF No. was receive

4. Sales invoices tags

Name	**Description**
Naglowek	
KodFormularza	**FA (3)**, kodSystemowy=„FA (3)“ wersjaSchemy=„1-0E“
WariantFormularza	**3**
DataWytworzeniaFa	Current date at time of sending

Name	**Description**
SystemInfo	**Directo**

Name	**Description**
Podmiot1	*Information about the seller*
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**
Podmiot2	*Information about the buyer*
DaneIdentyfikacyjne	**Buyer identification details**
NIP	If in customer field **Country** code is **PL** and field **Vat reg no** is not empty or filed with value **BRAK** - customer field **Vat reg no**, otherwise - tag is not displayed (! must be without country code)
KodUE	If in customer field **Country** code is not **PL** and field **Vat reg no** is not empty or filed with value **BRAK** - customer field **Country** code, otherwise - tag is not displayed
NrVatUE	If tag `DaneIdentyfikacyjne/KodUE` is displayed, customer field **Vat reg no**, otherwise - tag is not displayed (! must be without country code)
BrakID	If customer field **Vat reg no** is empty or filed with value **BRAK** - **1**, otherwise - tag is not displayed
Nazwa	Customer field **Name**
Adres	**Address details**
KodKraju	Customer field **Country**
AdresL1	Customer fields: **Street**, **City**, **Postal code**
JST	Fix Me! 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
GV	Fix Me! 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**
Podmiot3	Information about the third party - required when **JST** = 1 or **GV** = 1
DaneIdentyfikacyjne	**Identification details of the third party**
NIP	Fix Me!
IDWew	Fix Me!

Name	Description
KodUE	Fix Me!
NrVatUE	Fix Me!
KodKraju	Fix Me!
NrID	Fix Me!
BrakID	Fix Me!
Nazwa	Fix Me!
Rola	8 - when **JST** = 1 10 - when **GV** = 1

Name	Description
Fa	
KodWaluty	Invoice header field **Currency**
P_1	According settings: `SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:`, `CODE` - **DataWystawienia** *Description: Data wystawienia, z zastrzeżeniem art. 106na ust. 1 ustawy*
P_2	According mastersettings `Master Settings→Receipt settings→Invoice datafield for external invoice number` selected datafield, if not selected from innvoice header field **Invoice**
P_6	According settings: `SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:`, `CODE` - **DataWystawienia** *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*
P_13_1	Sum of invoice row fields **Total** where VAT code VAT% is 23% or 22%
P_14_1	Sum of invoice row differences of fields **RS VAT - Total** where VAT code VAT% is 23% or 22%
P_14_1W	If invoice header field **Currency** is not **PLN** = **P_14_1** value * invoice header field **Rate**, otherwise - tag is not displayed
P_13_2	Sum of invoice row fields **Total** where VAT code VAT% is 8% or 7%
P_14_2	Sum of invoice row differences of fields **RS VAT - Total** where VAT code VAT% is 8% or 7%
P_14_2W	If invoice header field **Currency** is not **PLN** = **P_14_2** value * invoice header field **Rate**, otherwise - tag is not displayed
P_13_3	Sum of invoice row fields **Total** where VAT code VAT% is 5%
P_14_3	Sum of invoice row differences of fields **RS VAT - Total** where VAT code VAT% is 5%
P_14_3W	If invoice header field **Currency** is not **PLN** = **P_14_2** value * invoice header field **Rate**, otherwise - tag is not displayed
P_13_4	Sum of invoice row fields **Total** where VAT code VAT% is 4% or 3%
P_14_4	Sum of invoice row differences of fields **RS VAT - Total** where VAT code VAT% is 4% or 3%

Name	**Description**
P_14_4W	If invoice header field **Currency** is not **PLN** = **P_14_4** value * invoice header field **Rate**, otherwise - tag is not displayed
P_13_6_1	Sum of invoice row fields **Total** where VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is set to **0%_KRAJOWE**
P_13_6_2	Sum of invoice row fields **Total** where VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is set to **0%_WDT**
P_13_6_3	Sum of invoice row fields **Total** where VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is set to **0%_EKSPORT**
P_13_7	Sum of invoice row fields **Total** where VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is set to **ZWOLNIENIE_Z_OPODATK**
P_13_8	Sum of invoice row fields **Total** where VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is set to **NP_WYLACZ_ART100UST1PKT4**
P_13_9	Sum of invoice row fields **Total** where VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is set to **NP_NA_ART100UST1PKT4**
P_13_10	Sum of invoice row fields **Total** where VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is set to **ODWROTNE_OBCIAZ**
P_13_11	Sum of invoice row fields **Total** where VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is set to **MARZA**
P_15	Invoice header field **Total**
Adnotacje	**Other notes on the invoice**
P_16	If document is POS invoices - **1**, otherwise - **2**
P_17	Always **2** *Description: W przypadku faktur, o których mowa w art. 106d ust. 1 ustawy - wyraz „samofakturowanie“ - **1**; w przeciwnym przypadku - wartość **2***
P_18	If at least in one row, the VAT code data field **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) is value **ODWROTNE_OBCIAZ** - **1** , otherwise - **2** *Description: W przypadku dostawy towarów lub wykonania usługi, dla których obowiązanym 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“*
P_18A	If header field **Total** (with VAT) * header field **Rate** is more then 15 000 PLN - **1**, otherwise - **2**
Zwolnienie /P_19N	Always **1** *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*
NoweSrodkiTransportu /P_22N	Always **1** *Description: Znacznik braku wewnątrzwspólnotowej dostawy nowych środków transportu*
P_23	Always **2** 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“

Name	Description
PMarzy /P_PMarzyN	Always **1** *Description: Znacznik braku wystąpienia procedur marży, o których mowa w art. 119 lub art. 120 ustawy*
RodzajFaktury	**KOR** - if in sales invoice header field **Total** is negative and in header field **Credited invoice** is invoice No. Otherwise - **VAT**
DaneFaKorygowanej	❗ **Tags are displayed if in tag `RodzajFaktury` value is KOR, otherwise - tags are not displayed**
DataWystFaKorygowanej	Header field **Credited invoice** document field **Date** ❗ Tag displayed if in tag `RodzajFaktury` value is **KOR**
NrFaKorygowanej	According mastersettings `Master Settings→Receipt settings→Invoice datafield` for external invoice number selected datafield from credited invoice, if not selected from header field **Credited invoice** ❗ Tag displayed if in tag `RodzajFaktury` value is **KOR**
NrKSeF	**1** if header field **Credited invoice** has KSEF No., otherwise - tag is not displayed ❗ Tag displayed if in tag `RodzajFaktury` value is **KOR**
NrKSeFFaKorygowanej	If tag `NrKSeF` is displayed - header field **Credited invoice** invoice KSEF No. ❗ Tag displayed if in tag `RodzajFaktury` value is **KOR**
NrKSeFN	**1** if header field **Credited invoice** does not have KSEF No., otherwise - tag is not displayed ❗ Tag displayed if in tag `RodzajFaktury` value is **KOR**
FaWiersz	**Information about items/services**
NrWierszaFa	Invoice row No.
P_7	Invoice row field **Description**
P_8A	Invoice row field **Unit**
P_8B	Invoice row field **Qty**
P_9A	Invoice row field **Net price**
P_11	Invoice row field **Total**
P_12	Invoice row field **VAT** code field **REVERSE VAT %** if it is empty - **VAT%** 🔧 Fix Me! Possible values: 23, 22, 8, 7, 5, 4, 3, 0 KR, 0 WDT, 0 EX, zw, oo, np I, np II
KursWaluty	If invoice header field **Currency** is nor **PLN** - invoice header field **Rate** (format: 0.000000), otherwise - tag is not displayed
Platnosc	

Name	**Description**
TerminPlatnosci /Termin	Invoice header field **Due date**

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