# Sisukord

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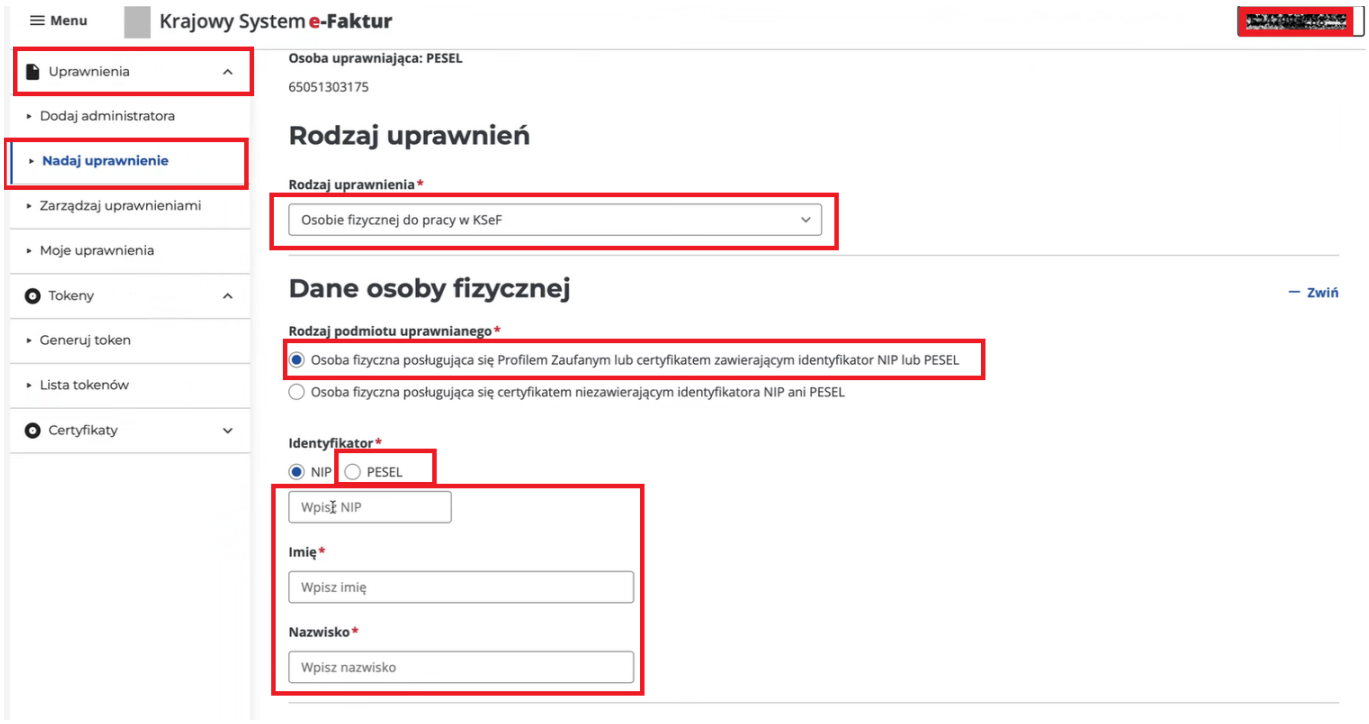
# KSEF 2026

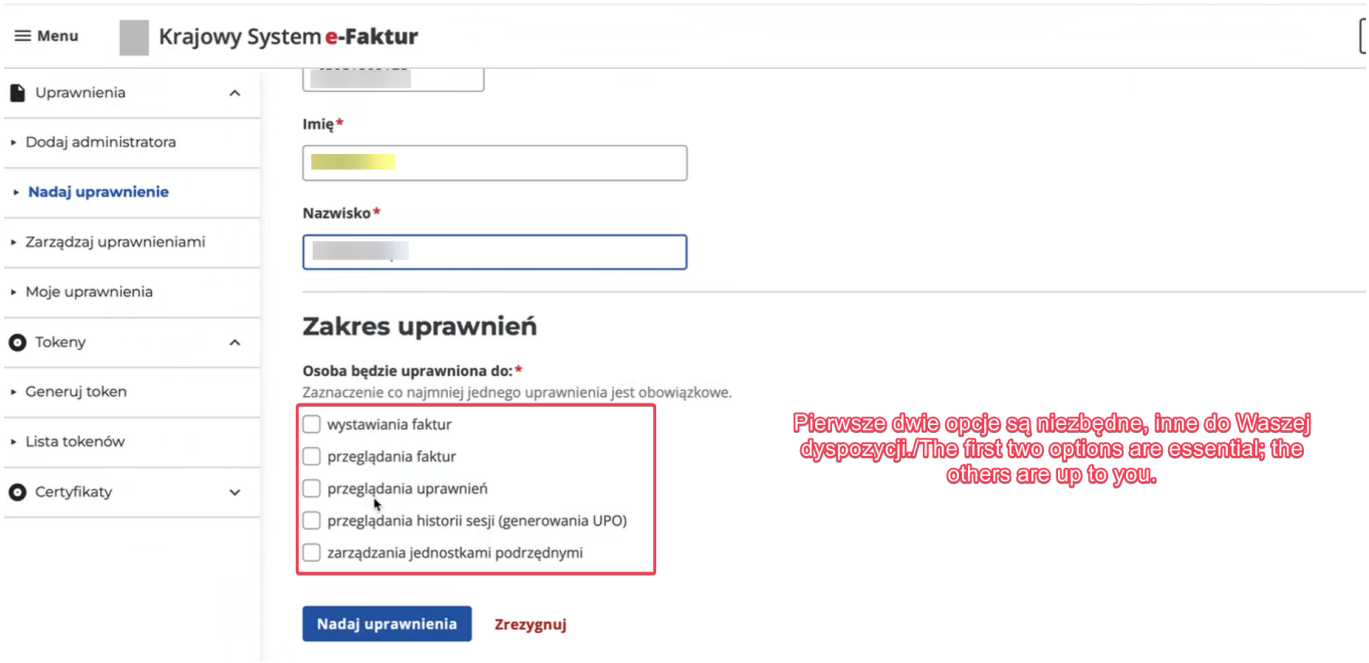
## 1. Settings

- **Master Settings**
  - **MANDATORY** `Master Settings→Sale settings→e-invoice sending is selectable 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

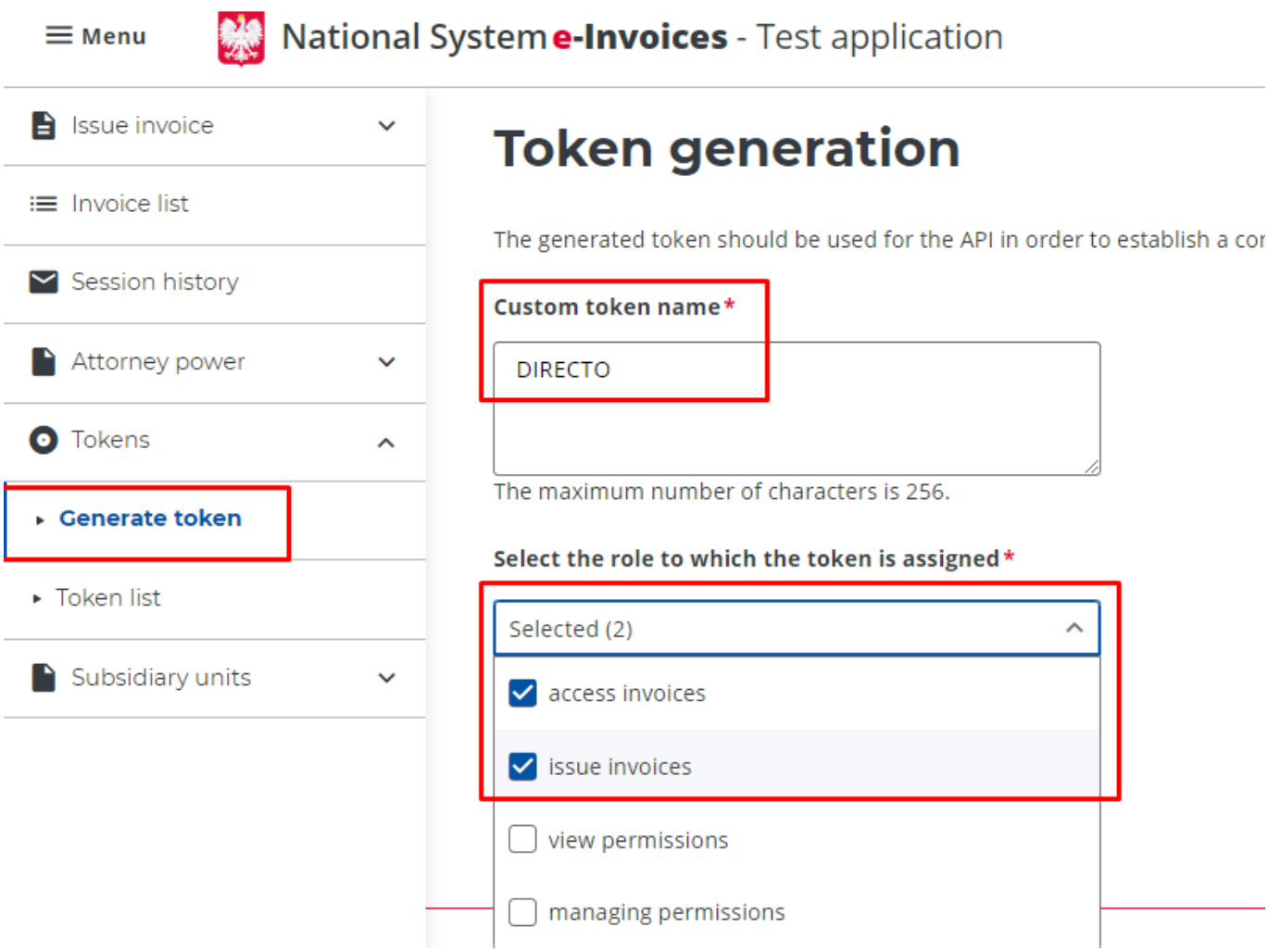
KSEF page information:

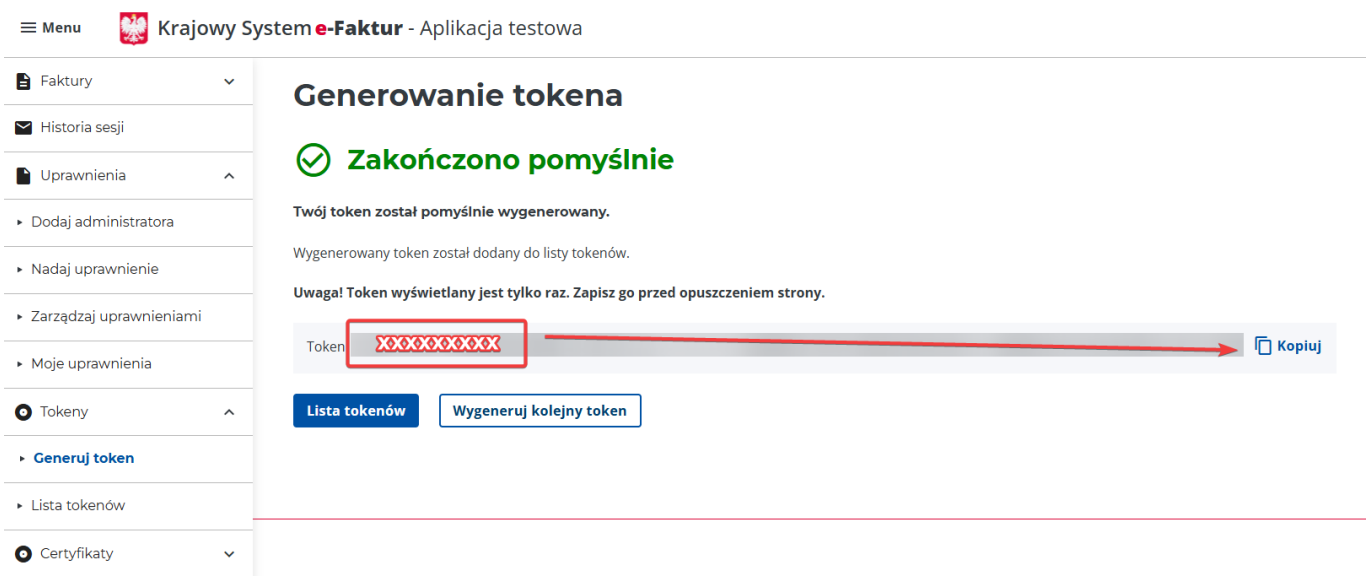
First, grant permissions to send and view invoices, and then generate a token. Below you will find instructions on how to assign permissions in the KSeF system.

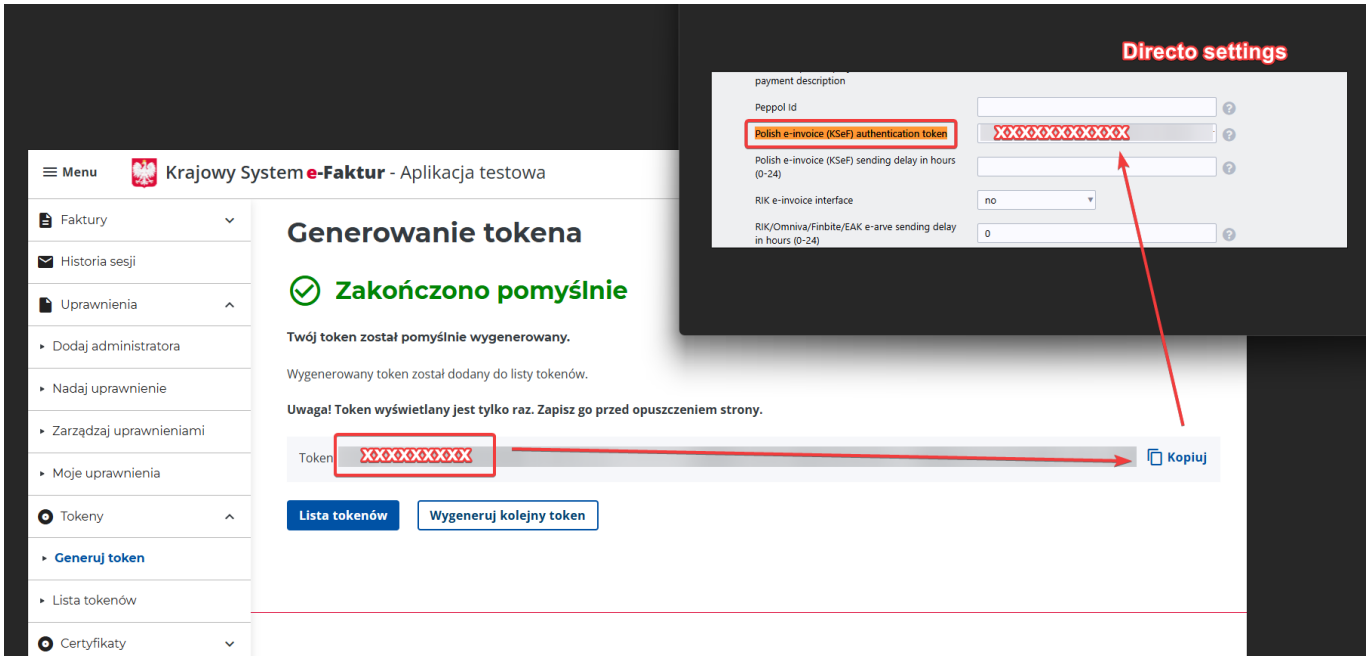



To check the status of shipping a token, go to the **List of tokens** tab.
**Attention!** The token number is displayed only once. Please save it before leaving the page.


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
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
XXXXXXXXX
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

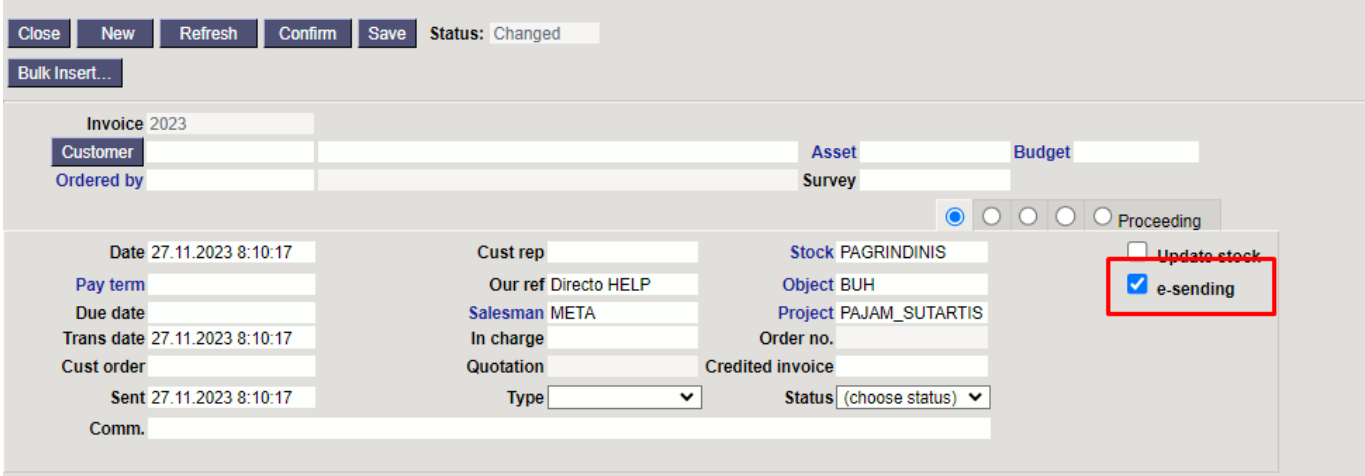
- **Customer card:**
  - **MANDATORY** Name
  - **MANDATORY** Street
  - **MANDATORY** Country
  - City (can be empty)
  - Postal code (can be empty)
  - Vat reg no - without country code, otherwise **BRAK** (can be empty) ( must be without country code)

# 2. Sending

In KSEF there is no checking of duplicates.

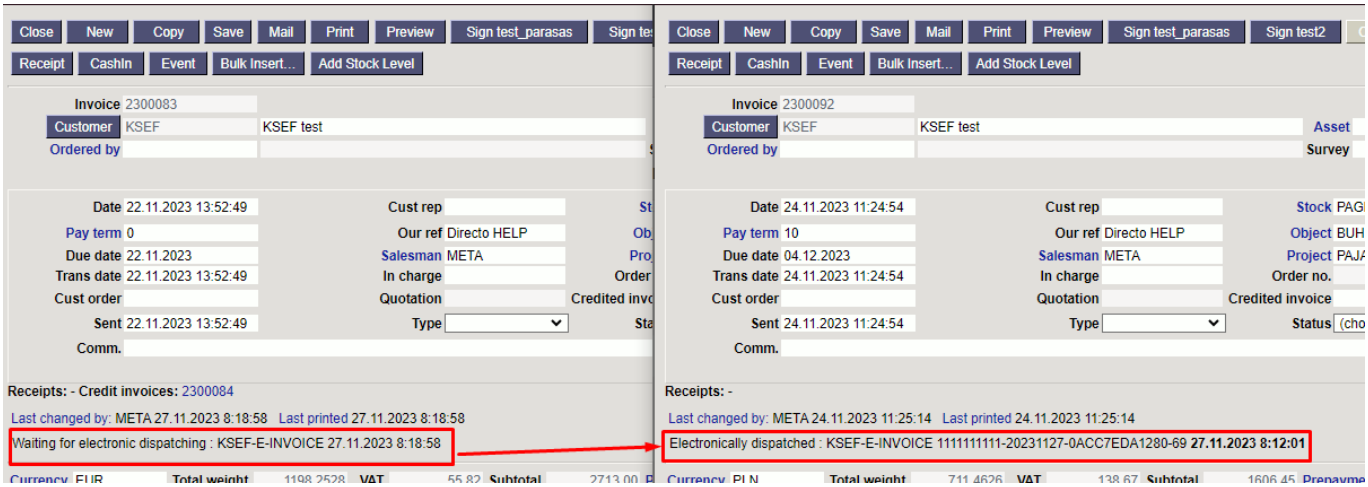
## 2.1. Sending of the invoice

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.




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`



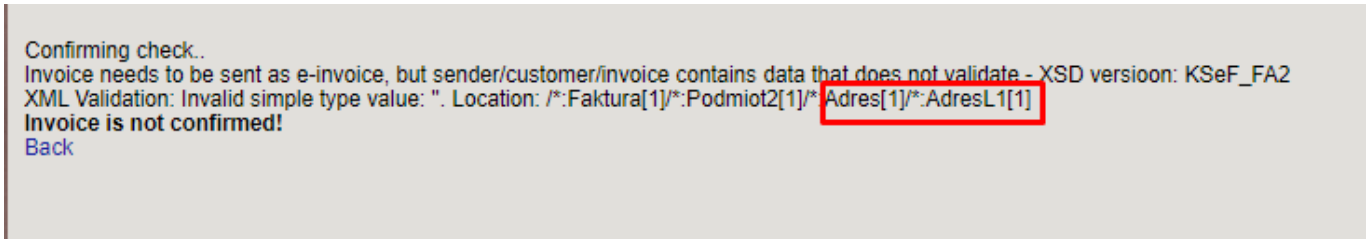
## 2.2. Errors

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.

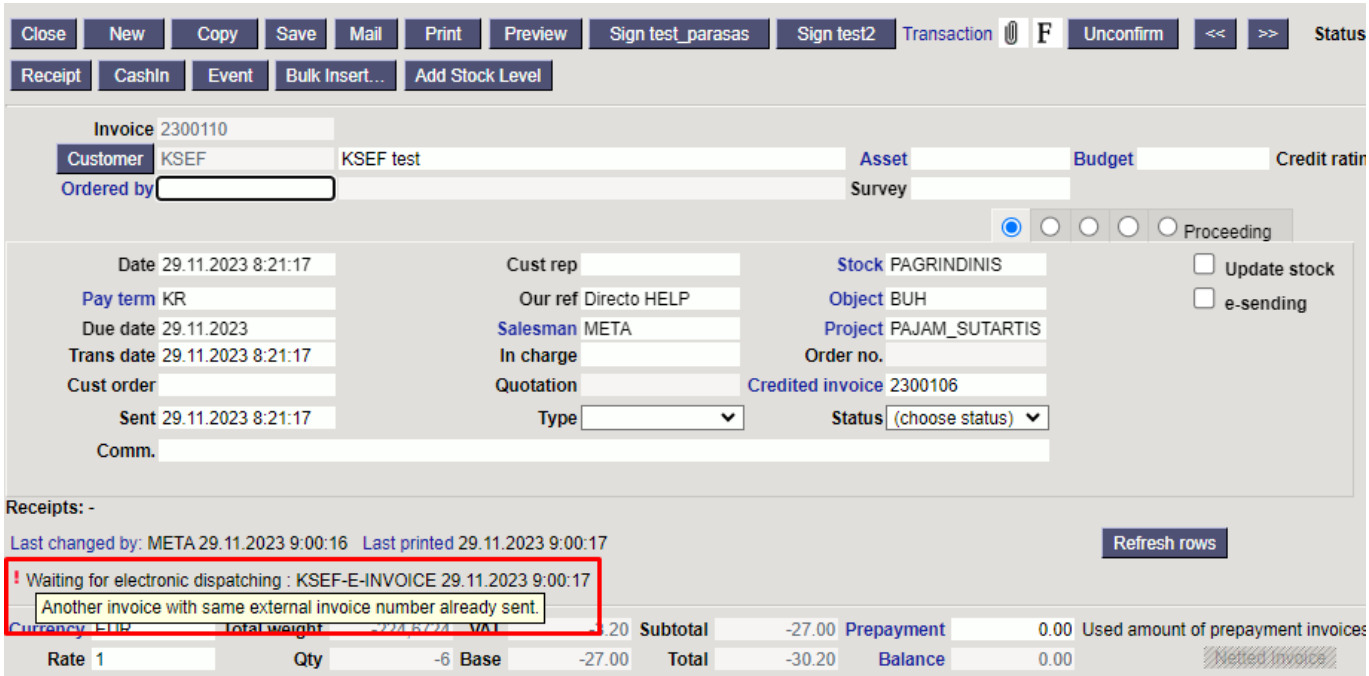
For example, in the picture we see error message.
The error is in field `AdresL1`

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** |




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




# 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 |
| 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 |

| Name | Description |
|---|---|
| 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.<br>Znacznik jednostki podrzędnej JST.<br>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.<br>Wartość „2“ oznacza, że faktura nie dotyczy jednostki podrzędnej JST |
| GV | Fix Me! Possible values: 1 or 2.<br>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! |
| KodUE | Fix Me! |
| NrVatUE | Fix Me! |
| KodKraju | Fix Me! |
| NrID | Fix Me! |
| BrakID | Fix Me! |
| Nazwa | Fix Me! |
| Rola | 8 - when **JST** = 1<br>10 - when **GV** = 1 |

| Name | Description |
|---|---|
| **Fa** | |
| KodWaluty | Invoice header field **Currency** |

| Name | Description |
|---|---|
| P_1 | According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:, CODE - **DataWystawienia**<br>*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**<br>*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% |
| 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** |

| **Name** | **Description** |
|---|---|
| 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**<br>*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**<br>*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**<br>*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**<br>*Description: Znacznik braku wewnątrzwspólnotowej dostawy nowych środków transportu* |
| P_23 | Always **2**<br>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 **1**<br>*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.<br>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**<br>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**<br>Tag displayed if in tag `RodzajFaktury` value is **KOR** |

| Name | Description |
|---|---|
| NrKSeF | **1** if header field **Credited invoice** has KSEF No., otherwise - tag is not displayed<br> Tag displayed if in tag RodzajFaktury value is **KOR** |
| NrKSeFFaKorygowanej | If tag NrKSeF is displayed - header field **Credited invoice** invoice KSEF No.<br> 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<br> 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%**<br> 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** | |
| TerminPlatnosci /Termin | Invoice header field **Due date** |

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