

# 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.

Menu **Krajowy System e-Faktur**

Uprawnienia **Osoba uprawnniająca: PESEL**  
65051303175

**Rodzaj uprawnień**

Rodzaj uprawnienia\*  
Osobie fizycznej do pracy w KSeF

**Dane osoby fizycznej** — Zwiń

Rodzaj podmiotu uprawnianego\*  
 Osoba fizyczna posługująca się Profilem Zaufanym lub certyfikatem zawierającym identyfikator NIP lub PESEL  
 Osoba fizyczna posługująca się certyfikatem niezawierającym identyfikatora NIP ani PESEL

Identyfikator\*  
 NIP  PESEL

Wpisz NIP

Imię\*  
Wpisz imię

Nazwisko\*  
Wpisz nazwisko

Menu **Krajowy System e-Faktur**

Uprawnienia

**Nadaj uprawnienie**

Imię\*  
Nazwisko\*

**Zakres uprawnień**

Osoba będzie uprawniona do:\*  
Zaznaczenie co najmniej jednego uprawnienia jest obowiązkowe.

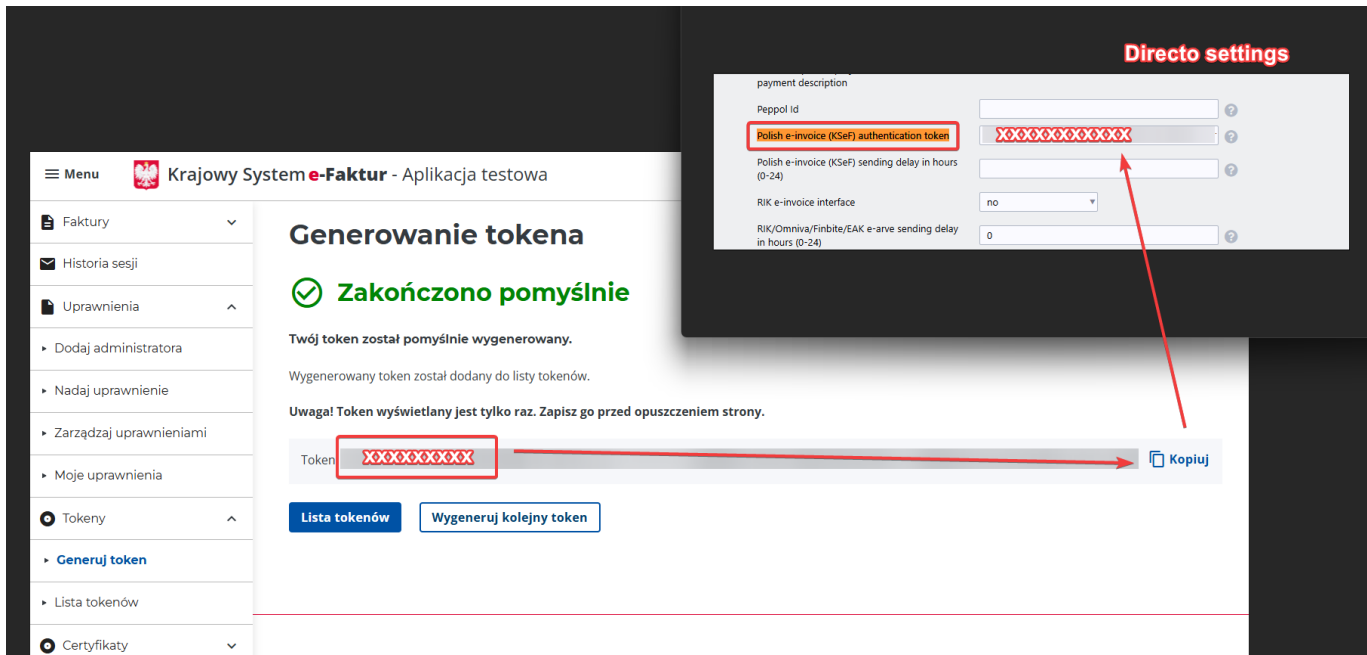
- wystawiania faktur
- przeglądania faktur
- przeglądania uprawnień
- przeglądania historii sesji (generowania UPO)
- zarządzania jednostkami podrzędnymi

**Nadaj uprawnienia** **Zrezygnuj**

*Pierwsze dwie opcje są niezbędne, inne do Waszej dyspozycji./The first two options are essential; the others are up to you.*

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.





- 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 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.

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

Close New Copy Save Mail Print Preview Sign test\_parasas Sign test2

Receipt CashIn Event Bulk Insert... Add Stock Level

Invoice 2300083

Customer KSEF KSEF test

Ordered by

Date 22.11.2023 13:52:49 Cust rep St

Pay term 0 Our ref Directo HELP Ob

Due date 22.11.2023 Salesman META Pro

Trans date 22.11.2023 13:52:49 In charge Order

Cust order Quotation Credited inv

Sent 22.11.2023 13:52:49 Type Sta

Comm.

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

Currency: EUR Total weight: 1108.2528 VAT: 55.82 Subtotal: 2713.00

Invoice 2300092

Customer KSEF KSEF test Asset

Ordered by Survey

Date 24.11.2023 11:24:54 Cust rep Stock PAG

Pay term 10 Our ref Directo HELP Object BUH

Due date 04.12.2023 Salesman META Project PAJ

Trans date 24.11.2023 11:24:54 In charge Order no.

Cust order Quotation Credited invoice

Sent 24.11.2023 11:24:54 Type Status (cho

Comm.

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

Currency: PLN Total weight: 711.4626 VAT: 138.67 Subtotal: 1606.45

## 2.2. Errors

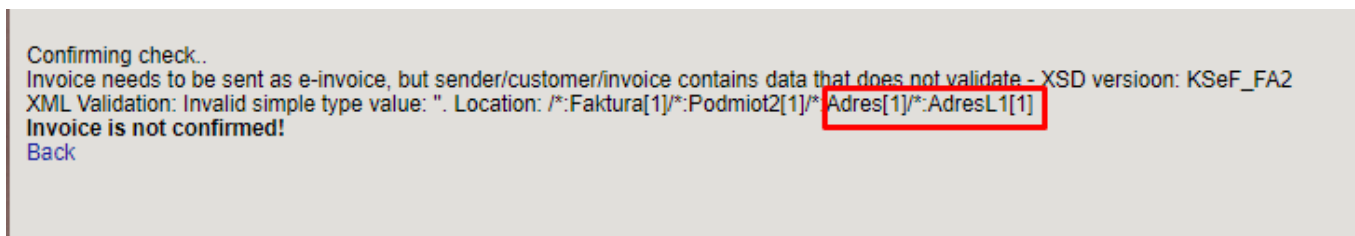
While confirming of the invoice, Directo checks if the settings are filled correctly. If there is something incorrect - there is no possibility to confirm the invoice with checkbox **e-sending**. You may confirm invoice with out the checkbox **e-sending** - it will not be send to KSEF.

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



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

Rate	Qty	Base	Total	Subtotal	Balance
1	-6	-27.00	-30.20	-27.00	0.00

## 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/111111111-20231220-CFD9D7DC1724-5F/mlwHL9kQOqrT82nK7IVw5Xvuhxtn7KAhz7vxYISOXY4%3D">https://ksef-test.mf.gov.pl/web/verify/111111111-20231220-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 (3)</b> , kodSystemowy=„FA (3)“ wersjaSchemy=„1-0E“
WariantFormularza	<b>3</b>
DataWytworzeniaFa	Current date at time of sending
SystemInfo	<b>Directo</b>

Name	Description
<b>Podmiot1</b>	<i>Information about the seller</i>
Daneldentyfikacyjne/NIP	Setting→Master Settings→Common settings→Company VAT no
Daneldentyfikacyjne/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>Daneldentyfikacyjne</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




Name	Description
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 - 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
GV	 <b>Fix Me!</b> 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>Podmiot3</b>	Information about the third party - required when <b>JST = 1</b> or <b>GV = 1</b>
<b>DaneIdentyfikacyjne</b>	<b>Identification details of the third party</b>
NIP	 <b>Fix Me!</b>
IDWew	 <b>Fix Me!</b>
KodUE	 <b>Fix Me!</b>
NrVatUE	 <b>Fix Me!</b>
KodKraju	 <b>Fix Me!</b>
NrID	 <b>Fix Me!</b>
BrakID	 <b>Fix Me!</b>
Nazwa	 <b>Fix Me!</b>
Rola	8 - when <b>JST = 1</b> 10 - when <b>GV = 1</b>

Name	Description
<b>Fa</b>	
KodWaluty	Invoice header field <b>Currency</b>

Name	Description
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>
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>

Name	Description
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” - <b>1</b>; w przeciwnym przypadku - wartość <b>2</b></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 then 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 wewnątrzwspólnotowej 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>
DataWystFaKorygowanej	Header field <b>Credited invoice</b> document field <b>Date</b>  Tag displayed if in tag RodzajFaktury 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 RodzajFaktury value is <b>KOR</b>

Name	Description
NrKSeF	<p><b>1</b> if header field <b>Credited invoice</b> has KSEF No., otherwise - tag is not displayed</p> <p> Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b></p>
NrKSeFFaKorygowanej	<p>If tag NrKSeF is displayed - header field <b>Credited invoice</b> invoice KSEF No.</p> <p> Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b></p>
NrKSeFN	<p><b>1</b> if header field <b>Credited invoice</b> does not have KSEF No., otherwise - tag is not displayed</p> <p> Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b></p>
<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	<p>If VAT code datafield <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_KRAJOWE</b>, then in KSEF is <b>0 KR</b>.</p> <p>If VAT code datafield <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_WDT</b>, then in KSEF is <b>0 WDT</b>.</p> <p>If VAT code datafield <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_EKSPORT</b>, then in KSEF is <b>0 EX</b>.</p> <p>If VAT code datafield <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>ZWOLNIENIE_Z_OPODATK</b>, then in KSEF is <b>zw</b>.</p> <p>If VAT code datafield <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>NP_WYLACZ_ART100UST1PKT4</b>, then in KSEF is <b>np I</b>.</p> <p>If VAT code datafield <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>NP_NA_ART100UST1PKT4</b>, then in KSEF is <b>np II</b>.</p> <p>If VAT code datafield <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>ODWROTNE_OBCIAZ</b>, then in KSEF is <b>oo</b>.</p> <p>If VAT code datafield <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is <b>empty</b>, then value from <b>VAT %</b> field.</p> <p>Invoice row field <b>VAT</b> code field <b>REVERSE VAT %</b> if it is empty - <b>VAT%</b> Possible values: 23, 22, 8, 7, 5, 4, 3, 0 KR, 0 WDT, 0 EX, zw, oo, np I, np II</p>
KursWaluty	If invoice header field <b>Currency</b> is not <b>PLN</b> - invoice header field <b>Rate</b> (format: 0.000000), otherwise - tag is not displayed
<b>Platnosc</b>	
TerminPlatnosci /Termin	Invoice header field <b>Due date</b>

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