

Sisukord

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KSEF - Purchase invoices

After the invoices are downloaded from KSEF, Directo creates a document **Document transport** with the tipe **ksef** (Main menu→Common→Documents→Document transport).

From **Document transport** you can create two types of documents:

- **Purchase invoices** - use for purchase and credit purchase invoices
- **Stock Receipt** - use for stock receipt documents

NUMBER	TYPE	COMPANY	INBOUND DOC. NO	DOC. DATE	DUE DATE	FROM / TO	SUM	CAME IN	PROCESSED	PROCESSED	STATUS	DOCUMENT	DOC NO	CLOSED	COMMENT
231	ksef	AAAAAAA	9542381960-20260227-583E2-583E20800000-B6	27.02.2026 13:33:00	27.02.2026	AAAAAAA	35 000.00	27.02.2026 15:38:53						No	CWAR/000150/26

Column values:

- **NUMBER** - Directo transport document number
- **TYPE** - how Directo received this document, e.g. ksef, invoice_earve, Fitek, meil-earve
- **COMPANY** - Supplier name
- **INBOUND DOC. NO** - KSEF number
- **DOC. DATE** - Date of sale (Data sprzedaży)
- **DUE DATE** - Date of issue (Data wystawienia)
- **FROM / TO** - Supplier name
- **SUM** - Document sum with VAT
- **CAME IN** - The time when the document was received in the Directo system
- **PROCESSED:**
 - Yes - The related document was created
 - No - The related document was not created
- **PROCESSED** - time when related document was created
- **STATUS** - additional information, for example, if the document already was created in Directo you will get the message: Purchase invoice already present with supplier invoice number TEST270201
- **DOCUMENT** - The type of the document that was created from transport document
- **DOC NO** - Documen number that was created from transport document
- **CLOSED** -
 - **no** - When the button **Set as closed** was not clicked in the document
 - **yes** - When the button **Set as closed** was clicked in the document
- **COMMENT** - Supplier invoice number

1. Purchase invoices documents

To create purchase or credit purchase invoices document press on column **Number** document number to open document and use bottom **Create purchase invoice** in both cases.

Buttons: **Create purchase invoice** | Create Stock Receipt | Create Expense | Create minus invoice | Create P.Order | XML | Set as closed

e-invoice

FA (3)
Kod systemowy **FA (3)**
Krajowy System e-Faktur (KSeF)

FAKTURA KORYGUJĄCA

If in Directo there is no supplier card, you will get a message where Directo is asking if it should be created supplier card:

Document processing
234...Supplier not found 9542381960 AAAAAAAA
Set the code for new supplier to be created or place existing supplier to create document with 1015

Create/Change supplier and after that create document again

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The code will be suggested automatically or you can change it. Then press the button **Create/Change supplier and after that create document again** - Directo will create supplier card and purchase invoice document. You have to check if all data you need where added to supplier card - if no, fill it manually.

After creating purchase invoice document preview of document PDF will be added as attachment to the document.

More information about transport documentes you can find: [Transport dokumentów](#)

2. Stock receipt documents

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<https://wiki.directo.ee/> - Directo Help

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