

# 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

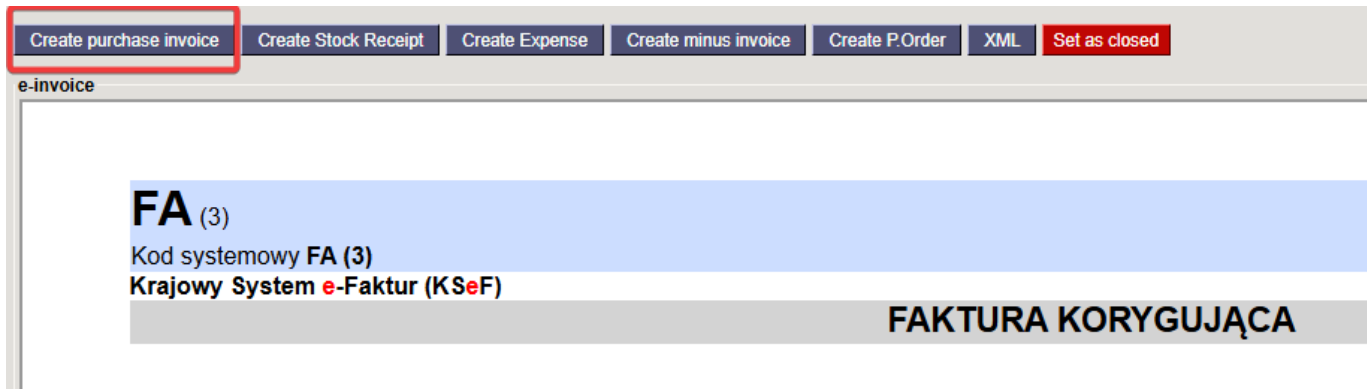
NUMBER	TYPE	COMPANY	INBOUND DOC. NO	DOC. DATE	DUE DATE	FROM / TO	SUM	CAME IN	PROCESSED	PROCESSED	STATUS	DOCUMENT	DOC NO	CLOSED	COMMENT
231	ksef	AAAAAAA	9542381960-20260227-583E2-583E20800000-B6	27.02.2026 13:33:00	27.02.2026	AAAAAAA	35 000.00	27.02.2026 15:38:53						No	CWAR/000150/26

## Column values:

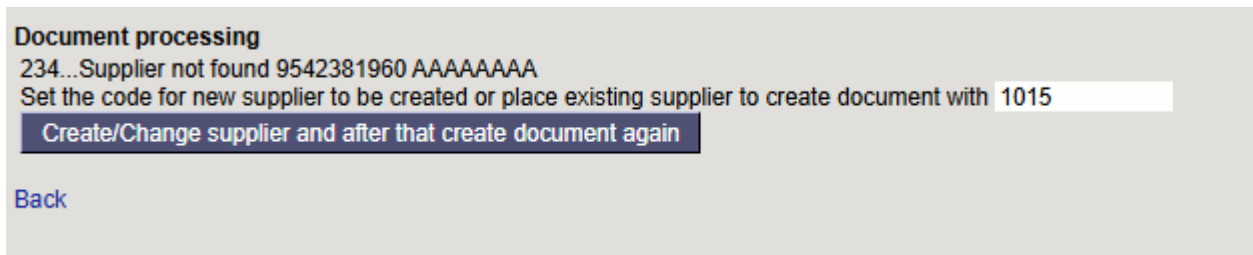
- **NUMBER** - Directo transport document number
- **TYPE** - how Directo received this document, e.g. ksef, invoice\_earve, Fitek, meil-earve
- **COMPANY** - Supplier name
- **INBOUND DOC. NO** - KSEF number
- **DOC. DATE** - Date of sale (Data sprzedaży)
- **DUE DATE** - Date of issue (Data wystawienia)
- **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.



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



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 documents you can find: [Transport dokumentów](#)

## 2. Stock receipt documents

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

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[https://wiki.directo.ee/pl/ksef\\_purchase?rev=1772441122](https://wiki.directo.ee/pl/ksef_purchase?rev=1772441122)

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