

# Sisukord

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# KSEF - Purchase invoices

After the invoices are downloaded from KSEF, Directo creates a document **Document transport** with the type **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



In transport document XML and preview of the invoice will be possible only within 60 days. After this period, it is not possible to create documents or see the preview from the transport document.

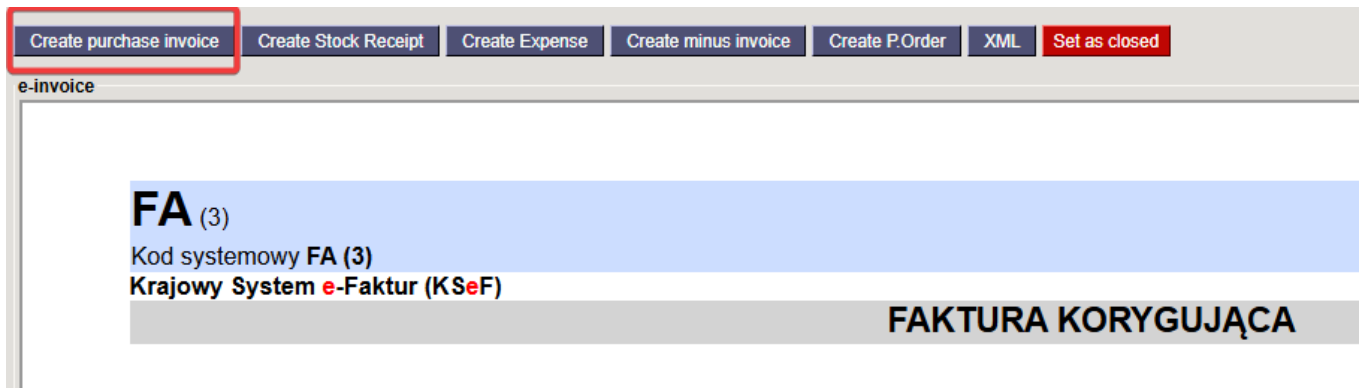
NUMBER	TYPE	COMPANY	INBOUND DOC. NO	DOC. DATE	DUE DATE	FROM / TO	SUM	CAME IN	PROCESSED	PROCESSED	STATUS	DOCUMENT	DOC NO	CLOSED	COMMENT
231	ksef	AAAAAAA	9542381960-20260227-583E2-583E20800000-B6	27.02.2026 13:33:00	27.02.2026	AAAAAAA	35 000.00	27.02.2026 15:38:53						No	CWAR/000150/26

## Column values:

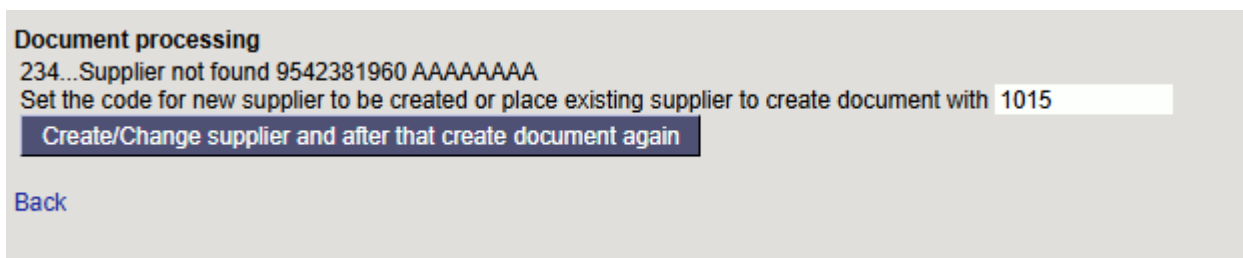
- **NUMBER** - Directo transport document number
- **TYPE** - how Directo received this document, e.g. ksef, invoice\_earve, Fitek, meil-earve
- **COMPANY** - Supplier name
- **INBOUND DOC. NO** - KSEF number
- **DOC. DATE** - Date of sale (Data sprzedaży)
- **DUE DATE** - Date of issue (Data wystawienia)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

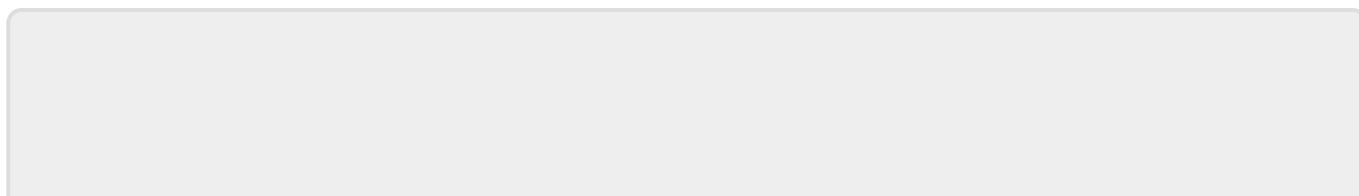
After creating purchase invoice document preview of document PDF will be added as attachment to the document.



When the document is created you have to open the document, check all information and confirm the document. **More information about transport documents you can find: [Transport dokumentów](#) ===== 2. Stock receipt documents ===== To create stock receipt documents press on column Number document number to open document and use bottom**



**Create Stock Receipt. Before that, make sure that supplier card is created in Directo with the correct information incustomer card field Vat reg no\*\***



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