

# 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.

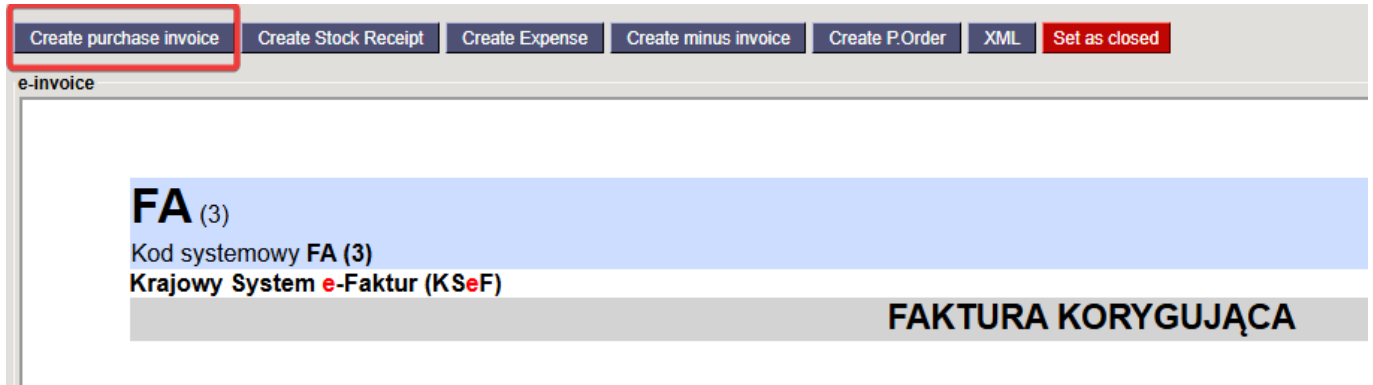
NUMBER	TYPE	COMPANY	INBOUND DOC. NO	DOC. DATE	DUE DATE	FROM / TO	SUM	CAME IN	PROCESSED	PROCESSED	STATUS	DOCUMENT	DOC NO	CLOSED	COMMENT
231	ksef	AAAAAAA	9542381960-20260227-583E2-583E20800000-B6	27.02.2026 13:33:00	27.02.2026	AAAAAAA	35 000.00	27.02.2026 15:38:53						No	CWAR/000150/26

## Column values:

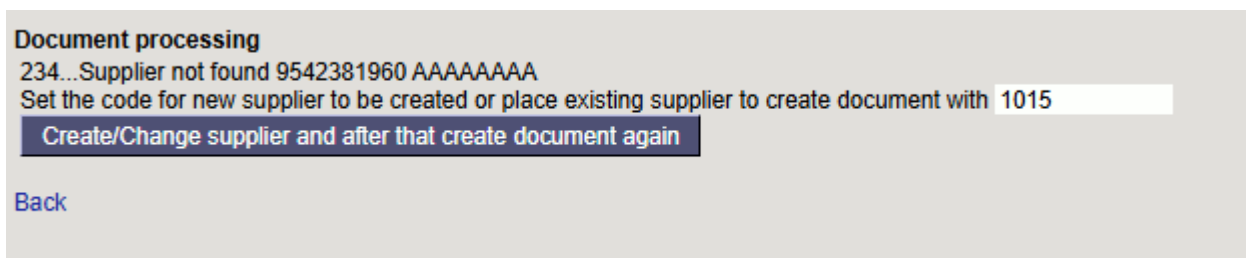
- **NUMBER** - Directo transport document number
- **TYPE** - how Directo received this document, e.g. ksef, invoice\_earve, Fitek, meil-earve
- **COMPANY** - Supplier name
- **INBOUND DOC. NO** - KSEF number
- **DOC. DATE** - Date of sale (Data sprzedaży)
- **DUE DATE** - Date of issue (Data wystawienia)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

When the document will be created you will get message from where you will be able to open the

related document:

**Document processing**  
 233...OK 2600012, attachment number: 47  
**Done**  
 Back

If Directo didn't find item code you will see text in item code field: **(transport)** and an error message:

To stock	From supplier	Currency	Rate	Qty	
177340.8	42000	EUR	4.2224	1	<b>Item (transport) not found</b>

No.	Item	Description	Qty	Price	Total	Stock ID	%
1	(transport)	JS7016-00001 Spedycja	1	42000	42000		
2							
3							
4							
5							
6							

If the supplier item code was added to item card field **Sup item** - while creating stock recipe document Directo will add correct Directo item code to the rows.

To stock	From supplier	Currency	Rate
177340.8	42000	EUR	

No.	Item	Description
1	TEST102	Spedycja
2		
3		
4		
5		
6		

W/O VAT AND DISCOUNT PRICES	
PURCHASE	
Purch price 0	Average 0
Penalty 0	NP% 100.00
Supplier	Sup item US7016-00001
CN Qty	CNA Code
Customs code	Default Del Time
Last 0	Added cost 0
NP% 100.00	Intrastat price
Purchase currency	From receipt No
Area Code	Producer
Ret. time	Loss item
Ret. time	First purchase
VAT AND DISCOUNT PRICES AND COMMENTS	
VAT price 98.4	Cena1 0
Cena3 0	Add % 1
NP%	NP%
Explanation	

After creating stock receipt 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 add changes if it is needed and confirm the document.**

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