

# Sisukord

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**Ta strona nie jest jeszcze kompletnie przetłumaczona. Pomoc mile widziana.**

*(po skompletowaniu usuń ten komentarz)*

# 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:

Generate certificate, archive files (create ZIP file) and sent to [info@directo.pl](mailto:info@directo.pl)

 Menu

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 Faktury

 Historia sesji

 Uprawnienia

 Tokeny

 Certyfikaty

 Wnioskuj o certyfikat

 Lista certyfikatów

**Valid till 2026-12-01:** 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

Dodaj administratora

Nadaj uprawnienie

Zarządzaj uprawnieniami

Moje uprawnienia

Tokeny

Generuj token

Lista tokenów

Certyfikaty

Osoba uprawniająca: PESEL

65051303175

Rodzaj uprawnień

Rodzaj uprawnienia\*

Osobie fizycznej do pracy w KSeF

Dane osoby fizycznej

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

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Certyfikaty

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.

Menu

Krajowy System e-Faktur - Aplikacja testowa

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Certyfikaty

Generowanie tokena

✓ Zakończono pomyślnie

Twój token został pomyślnie wygenerowany.

Wygenerowany token został dodany do listy tokenów.

Uwaga! Token wyświetlany jest tylko raz. Zapisz go przed opuszczeniem strony.

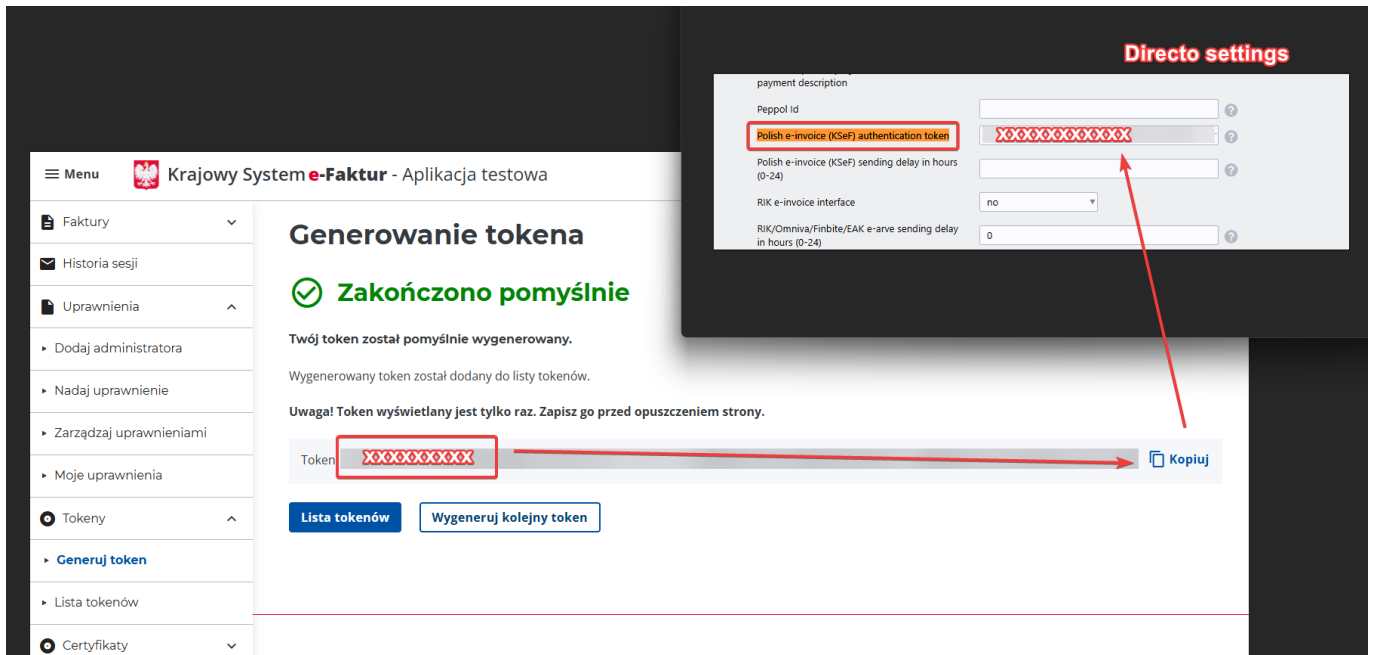
TokenXXXXXXXXXX

Kopiuuj

Lista tokenów

Wygeneruj kolejny token

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



- 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  Mandatory if **VAT%** is **0**

- **Customer card:**

- **MANDATORY: Name**
- **MANDATORY: Street**
- **MANDATORY: Country**
- **City** (can be empty)
- **Postal code** (can be empty)
- **Email** (can be empty)

- **Phone** (can be empty)
- **Vat reg no** - without country code, otherwise **BRAK** (can be empty) (  must be without country code)
- Only if customer country is not PL (example: GR (Greece)), but VAT code is PL, correct country should be filled this way:
  - **Country** - GR (Greece) - customer country
  - **VAT country** - PL (Poland) - as the VAT code is PL
- **KSeF role** - choose only in those customer cards that customer is **2 (Recipient)** and the customer card will be added in sales invoices field **Orderer**

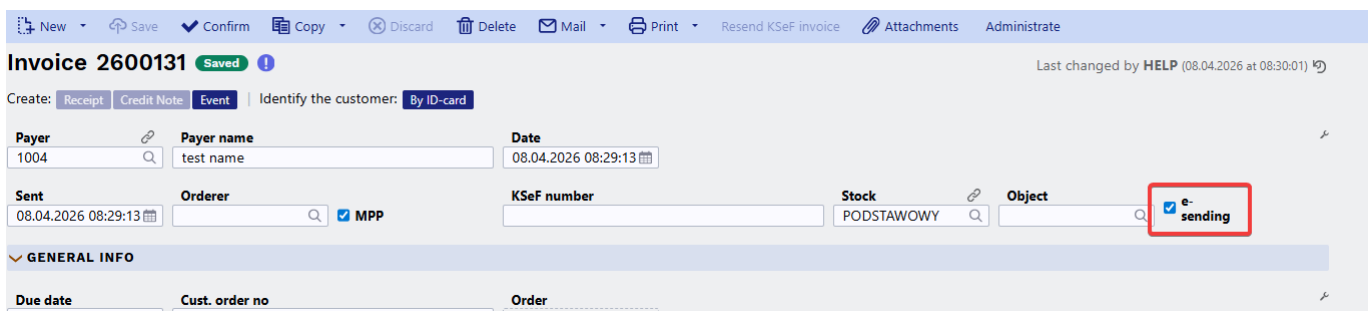
## 2. Sending



In KSEF there is no checking of duplicates.

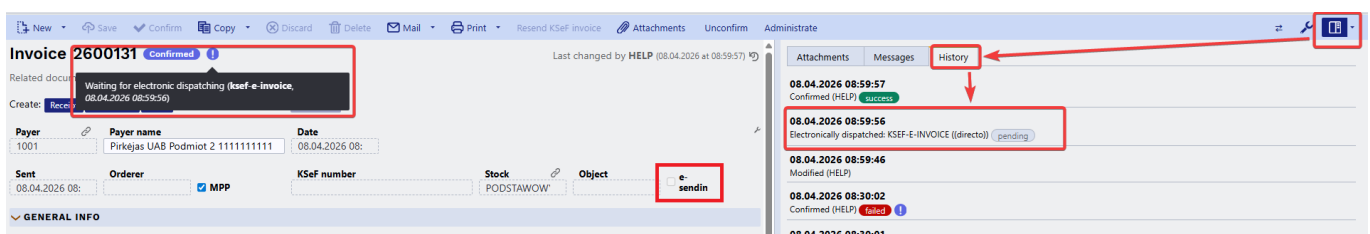
### 2.1. Sending of the invoice

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.



The screenshot shows the 'Invoice 2600131' form. The 'e-sending' checkbox is checked and highlighted with a red box. The form includes fields for Payer, Payer name, Date, Orderer, KSeF number, Stock, and Object. The 'GENERAL INFO' section is also visible.

After confirm the invoice there will be mark: **Waiting for electronic dispatching (ksef-e-invoice 08.04.2025 08:59:56)** and checkbox **e-sending** will not be marked.



The screenshot shows the 'Invoice 2600131' form after confirmation. The 'e-sending' checkbox is now unchecked and highlighted with a red box. The 'History' tab is active, showing a log of events. A red box highlights the event 'Electronically dispatched: KSEF-E-INVOICE ([direct])' with a status of 'pending'.

When the invoice will be send to KSEF, invoice will have KSEF document No in field **KSeF number**

Invoice 2600134

Confirmed

Electronically dispatched (ksef-e-invoice, 08.04.2026 10:54:45)

Related document

Created: Receipt

Payer 1001

Payer name Pirkejas UAB Podmiot 2 1111111111

Date 08.04.2026 10:52

Sent 08.04.2026 10:52

Orderer 1001

☐ MPP

KSeF number 999999999-20260408-4582E6000000-6E

Stock PODSTAWOWY

Object

e-sending

GENERAL INFO

Attachments

Messages

History

08.04.2026 10:54:45  
Electronically dispatched: KSEF-E-INVOICE (directo) success

08.04.2026 10:53:04  
Confirmed (HELP) success

08.04.2026 10:52:45  
Created from order (Order: 2600012) (HELP)

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

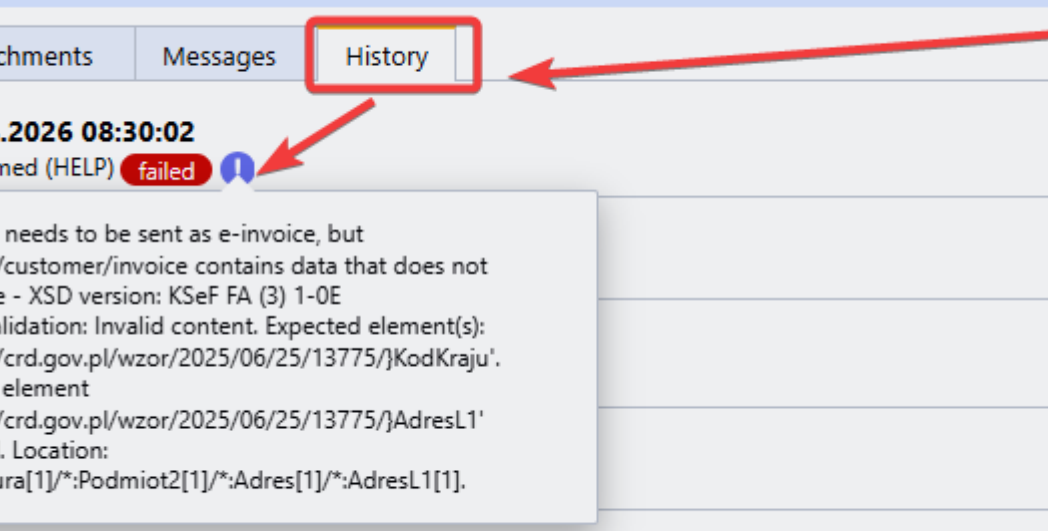


In wiki part **3. Sales invoices tags** you have to find AdresL1 field and check



the setting according to the description:

| Name          | Description                                                                                                                   | Directo                                                                                                                                                                             |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Podmiot1      | Information about the seller                                                                                                  |                                                                                                                                                                                     |
| Adres/AdresL1 | Adres podatnika - linia pierwsza<br>Maksymalna ilość znaków: 512 Przykład<br>wypełnienia: ul. Błękitna 14, 11-111<br>Warszawa | Setting→Master Settings→Company<br>legal address<br><br>Setting→Master Settings→Company<br>legal address 2<br>Setting→Master Settings→Company<br>legal address 3 Separated by space |
| Podmiot2      | Information about the buyer                                                                                                   |                                                                                                                                                                                     |
| Adres/AdresL1 | Adres nabywcy - linia pierwsza<br>Maksymalna ilość znaków: 512 Przykład<br>wypełnienia: ul. Błękitna 14, 11-111<br>Warszawa   | Customer card fields: <b>Street, City,</b><br><b>Postal code</b> Separated by space.                                                                                                |



Attachments Messages History

**08.04.2026 08:30:02**  
Confirmed (HELP) **failed** ⓘ

Invoice needs to be sent as e-invoice, but sender/customer/invoice contains data that does not validate - XSD version: KSeF FA (3) 1-0E  
XML Validation: Invalid content. Expected element(s):  
'{http://crd.gov.pl/wzor/2025/06/25/13775/}KodKraju'.  
Found: element  
'{http://crd.gov.pl/wzor/2025/06/25/13775/}AdresL1'  
instead. Location:  
/\*:Faktura[1]/\*:Podmiot2[1]/\*:Adres[1]/\*:AdresL1[1].

**08.04.2026 08:29:29**  
Modified (HELP)

Invoice 2600131

Confirming sends e-invoice (kSeF-e-invoice)

Attachments

Messages

History

08.04.2026 08:30:02

Confirmed (HELP) Failed

Invoice needs to be sent as e-invoice, but sender/customer/invoice contains data that does not validate - XSD version: KSeF FA (3) 1-0E XML Validation: Invalid content. Expected element(s): 'http://crd.gov.pl/wzor/2025/06/25/13775/KodKraju'. Found: element 'http://crd.gov.pl/wzor/2025/06/25/13775/Adres1' instead. Location: /"Faktura1"/"Podmiot2"/"Adres1"/"Adres1.1"

|                     |            |                     |
|---------------------|------------|---------------------|
| Payer               | Payer name | Date                |
| 1004                | test name  | 08.04.2026 08:29:38 |
| Sent                | Orderer    | KSeF number         |
| 08.04.2026 08:29:38 | MPP        |                     |
| Stock               | Object     | e-sending           |
| PODSTAWOWY          |            |                     |

GENERAL INFO

Due date

18.04.2026

Cust\_order no

Order

Pay term

10

Email

Salesman

HELP

Salesperson name

Directo Pomoc PL

Phone

Contact

Comment

### 3. Resending

After confirmation, if there will be some issues while sending invoice to KSEF you can read error messages, fix the errors and resend the invoice by using the button in sales invoice document

### Resend KSeF invoice

New

Save

Confirm

Copy

Discard

Delete

Mail

Print

Resend KSeF invoice

Attachments

Unconfirm

Administrate

Invoice 2600059

Confirmed

Last changed by SUPER (13.03.2026 at 16:32:15)

Related documents: credit invoices: 2600061 | transaction

Create: Receipt | Credit Note | Event | Identify the customer: By ID card

| Payer                       | Payer name             | Date                                    | KSeF number | Stock | Object | e-sending |
|-----------------------------|------------------------|-----------------------------------------|-------------|-------|--------|-----------|
| 1001                        | Pirkegas UAB Podmiot 2 | 13.03.2026 08:59:19                     |             |       |        |           |
| Sent<br>13.03.2026 08:59:19 | Orderer                | <input checked="" type="checkbox"/> MPP |             |       |        |           |

GENERAL INFO

|                        |                                          |                   |
|------------------------|------------------------------------------|-------------------|
| Due date<br>13.03.2026 | Cust. order no                           | Order             |
| Pay term<br>0          | Email                                    | Salesman<br>SUPER |
|                        | Salesperson name<br>Directo Kasutajatugi | Phone             |

Attachments | Messages | History

24.03.2026 16:49:41

Created credit invoice (Invoice: 2600061) (HELP)

17.03.2026 11:10:55

Electronically dispatched: KSEF-E-INVOICE (directly)

Failed

["code":450,"description":"B\u00d442u0105d weryfikacji zsumowanych dokument\u00f3w", "details":{"The u0007http://crd.gov.pl/wzor/2025/06/25/13775::P\_12/u0007 element is invalid - The value \u000730u0007 is invalid according to its datatype u0007http://crd.gov.pl/wzor/2025/06/25/13775::T-StawaPodatkuu0007. The enumeration constraint failed."}], "extensions":null}

16.03.2026 11:28:21

Printed (SUPER)

#### 4. Examples of situations with the sales invoices

## 4.1. Credit sales invoice

### 4.1.1. FIXME - Item / services - credit sales invoice



### 4.1.2. Bonus credit sales invoice

- Create separate item with the item code **RABAT** and item class code **RABAT**

Item class should have VAT code with 0 VAT %  This item code will be used only for invoices connections. Do not use this item code in any other cases or sums.

- In sales invoices add additional columns in the row: **Constant4** and **Text4**
  - **Constant4** - write Directo invoice number for which invoices bonus is
  - **Text4** - in one of the rows add reason / explanation of the bonus

#### How to fill correctly row of the sales invoices?:

- In first row add the bonus item that you use with the correct VAT and income account. In this row add correct quantity and unit price.
- In second row choose item with the code **RABAT**  **do not add a sum for the row.** You should add as many row with the item code **RABAT** as many invoices you have that, the bonus is for. To send correct information to the KSEF at least one row with the item code **RABAT** should be.
- **Constant4** - write Directo invoice number for which invoices bonus is (one row = one invoice number)  **MANDATORY**
- **Text4** - in one of the rows add reason / explanation of the bonus  **MANDATORY**

| No. | Item     | Qty      | Unit price | Total    | VAT Code | Constant4 | Text4             | Description |
|-----|----------|----------|------------|----------|----------|-----------|-------------------|-------------|
|     | > Search | > Search | > Search   | > Search | > Search | Search    | Search            | > Search    |
| 1   | 159635   | -1       | 150        | -150     | 4        |           |                   |             |
| 2   | RABAT    | 1        | 0          | 0        | 0        | 2600141   | Za okres: 2026-03 |             |
| 3   | RABAT    | 1        | 0          | 0        | 0        | 2600140   |                   |             |

### 4.1.3. FIXME - Company name - credit sales invoice



### 4.1.4. FIXME - Customer address - credit sales invoice



#### 4.1.5. FIXME - Customer VAT code - credit sales invoice



#### 4.2. Customer not PL, VAT code - PL

If customer is foreigner, but has a Polish VAT code, you must correctly fill in country and VAT details on the customer card:

- **Country** - company registration country
- **VAT country** - choose: **PL (Polska)**
- **Vat reg no** - Polish VAT code (only numbers)

|        |       |            |                    |        |      |      |       |  |   |    |    |              |     |
|--------|-------|------------|--------------------|--------|------|------|-------|--|---|----|----|--------------|-----|
| Close  | New   | Copy       | Refresh            | Delete | Save | Mail | PRINT |  | F | << | >> | Status: View | (c) |
| Survey | Event | Events (0) | Get Regon API data |        |      |      |       |  |   |    |    |              |     |

|                                               |                                |                               |                               |                                  |                               |                                 |                               |
|-----------------------------------------------|--------------------------------|-------------------------------|-------------------------------|----------------------------------|-------------------------------|---------------------------------|-------------------------------|
| <input checked="" type="radio"/> General info | <input type="radio"/> Contacts | <input type="radio"/> Classes | <input type="radio"/> Actions | <input type="radio"/> Amendments | <input type="radio"/> Changes | <input type="radio"/> Transport | <input type="radio"/> Surveys |
|-----------------------------------------------|--------------------------------|-------------------------------|-------------------------------|----------------------------------|-------------------------------|---------------------------------|-------------------------------|

|                                               |                |                                      |                |             |             |                                   |                      |
|-----------------------------------------------|----------------|--------------------------------------|----------------|-------------|-------------|-----------------------------------|----------------------|
| Code                                          | TEST_KSEF_UE   | Class                                |                | Object      |             | Status                            |                      |
| Sanctions                                     | Name           | TEST KSEF                            |                |             |             | Type                              | Con                  |
| Ulica                                         | adres1         |                                      |                |             |             |                                   | KSeF role            |
| Miasto                                        | adrs miasto    |                                      |                |             |             |                                   | Delivery name        |
| Kod pocztowy                                  | ko2222         |                                      |                |             |             |                                   | Adres dostawy        |
| Country                                       |                |                                      |                |             |             |                                   | Miasto dostawy       |
| Country                                       | GR (Grecja)    |                                      |                |             |             |                                   | Kod pocztowy dostawy |
| Representative                                |                |                                      |                |             | Phone       |                                   |                      |
|                                               |                |                                      |                |             | Skype       |                                   |                      |
| Email                                         |                |                                      |                |             |             |                                   |                      |
| Comment                                       |                |                                      |                |             |             |                                   |                      |
| Int comment                                   |                |                                      |                |             |             |                                   |                      |
| Discount %                                    |                | Factoring                            |                | Contract    |             | POS invoice quick selection items |                      |
| Customer Card                                 |                |                                      |                |             |             |                                   |                      |
| External code                                 | Kod zewnętrzny | Password for the emailed PDF invoice |                |             |             |                                   |                      |
| Credit rating                                 | Zły(37 days)   |                                      |                |             |             |                                   |                      |
| Bank                                          |                | Bank account/IBAN                    |                |             | Pay term    |                                   | Del term             |
| Salesman                                      | HELP           | Price formula                        |                |             | Reg #       |                                   | Currency             |
| VAT zone                                      | Inside EU      | VAT code                             |                |             | Vat reg no  | 11111111118                       | Frepayment%          |
| <input checked="" type="checkbox"/> Reminders |                | Delivery                             | Stock Delivery | VAT country | PL (Polska) |                                   |                      |
| Warns                                         |                | Auto print                           | No             | Destination |             |                                   |                      |

### 4.3. Customer and Recipient (Podmiot3→Odbiorca)

In sales invoice header there are two field:

- **Payer** - customer to whom the invoice will be issued and the debt will be accounted for
- **Orderer** - customer card from which the order was receive (Podmiot3→Odbiorca)

**Payer** no additional changes are required on the customer card.

**Orderer** - needed additional configurations:

- **KSeF role** - choose 2 (Recipient)
- **External code** - insert customer code generated in KSEF for **Podmiot3** part
- **Factoring** - choose customer card which customer will be **Payer** (optional, you will be able to choose it manually in sales invoices document field **Payer**)

The screenshot displays a software interface for creating a sales invoice. The 'General info' tab is selected. The 'Sanctions' section shows 'Name: TEST KSEF UE Podmiot 3 222222222'. The 'Customer Card' section shows 'External code: 222222222-124' and 'Factoring: 1001'. The 'Delivery' section shows 'KSeF role: 2 (Recipient)'. The 'Bank' section shows 'Bank account/IBAN' and 'Pay term'. The 'VAT' section shows 'VAT zone: Domestic' and 'VAT code'. The 'Reminders' section shows 'Reminders' checked. The 'WVarns' section shows 'WVarns' checked. The 'Destination' section shows 'Destination'.

In the Example there is no External code generated in KSEF but there are different company VAT cods. If the **Payer** and **Orderer** has the same VAT code, you have to have **External code** from KSEF.

In sales invoice choose **Orderer** and if in customer card **Factoring** was filled **Payer** will be added automatically, if not check/choose correct customer card in **Payer** field.

NewSaveConfirmCopyDiscardDeleteMailPrintResend KSeF invoiceAttachmentsUnconfirmAdm

Invoice 2600185Confirmed

Last changed by **HELP** (07.05.2026 at 15:51:35)

Related documents: transaction

Create: ReceiptCredit NoteEventIdentify the customer: By ID-card

Payer1001

Orderer1003

Object

Payer namePirkėjas UAB Podmiot 2 1111111111

Sent07.05.2026 15:47:46

☐ e-sending

Date07.05.2026 15:47:46

☒ MPP

KSeF number999999999-20260507-68D462000000

StockPODSTAWOWY

GENERAL INFO

DELIVERY

DATAFIELDS

PROCEEDING

TOTALS

Bulk Insert...Refresh rowsPaste Recipe...

No.

Item

Qty

Unit

Unit price

Total

VAT Code

Description

SN

Account

> Search

> Search

> Se

> Search

> Search

> Search

> Search

> Search

> Search

> Sea

11596353SZT.1504504TEST\_KSEF

2159635\_592SZT.1603205TEST\_KSEF 2

3SN\_TEST1SZT.1801804SN\_TEST itemPART\_100/4

Result in KSEF:

Numer Faktury:  
**PREFIX/dir2600185**  
Faktura podstawowa  
Numer KSEF:999999999-20260507-68D462000000-66

Sprzedawca

NIP: 9999999999  
Nazwa: DEMO UAB

Adres  
Adres UAB Dodatkowy adres prawny firmy 2 test Dodatkowy adres prawny firmy 3 test  
Polska

Dane kontaktowe  
E-mail: info@firma.pl  
Tel.: +48 Nr.Tel.

Nabywca

NIP: 1111111111  
Nazwa: Pirkėjas UAB Podmiot 2 1111111111

Adres  
Pirkėjo gatvė kortelė Pirėkjo miestas kortelė LV-88888  
Polska

Faktura dotyczy jednostki podrzędnej JST: NIE  
Faktura dotyczy członka grupy GV: NIE

Podmiot inny 1

NIP: 2222222222  
Nazwa: Pirkėjas UAB Podmiot 2 1111111111  
Rola: Odbiorca - w przypadku, gdy na fakturze występują dane jednostek wewnętrznych, oddziałów, wyodrębnionych w ramach nabywcy, które same nie stanowią nabywcy w rozumieniu ustawy

Adres  
Ulica test Miasto test Kod pocztowy test  
Polska

4.4. Customer and Factoring (Podmiot3→Faktor)

If in the invoice is marked **Factoring** checkbox and filled bank account in field **BANK ACCOUNT/IBAN** invoice will be send with Podmiot3→Rola→„1” - Faktor1

#### 4.4.1. Factoring Bank settings

- Settings→Finance Settings→Banks - create bank card with bank information:
  - CODE** - bank code or bank code in Directo
  - NAME** - correct full bank name
  - ADDRESS** - correct full bank address
  - SWIFT** - bank SWIFT code
  - IBAN COUNTRY** - bank country
  - VAT REG NO** - bank VAT code
- Settings→Finance Settings→Bank accounts - create bank accounts
  - BANK ACCOUNT/IBAN** - bank account number
  - BANK** - choose bank where is this account



If in more then one bank account card the bank account number is the same, please use the same bank. To the KSEF bank information (if there is more then one bank account card with the same bank account number) will be displayed in random order. Part: Settings→Finance Settings→Bank accounts→BANK

#### 4.4.2. Factoring sales invoices information

Create sales invoices as usual.

Fill additional fields for factoring:

- Factoring** - mark checkbox
- Bank account/IBAN** - choose bank account for factoring (use DoubleClick)

If there is no **Factoring** and **Bank account/IBAN** numbers you can add them in part **GENERAL INFO**

The screenshot shows the 'Invoice 2600181' form in Directo. The 'GENERAL INFO' section is expanded, showing fields for 'Pay term', 'Due date', 'Email', 'Price formula', and 'Salesman'. The 'Bank account/IBAN' field is highlighted with a red box, and the 'Factoring' checkbox is checked. A 'Select fields' dialog is open on the right, showing a list of fields with 'Bank account/IBAN' and 'Factoring' checked. The 'BANK ACCOUNT/IBAN' table below shows two entries: one for 'PL2' and another for 'PL22222222222222222222'.

| BANK ACCOUNT/IBAN      | CUSTOMER | CURRENCY | DESCRIPTION | BANK | SWIFT       | NAME                         | ADDRESS                         | VAT REG NO |
|------------------------|----------|----------|-------------|------|-------------|------------------------------|---------------------------------|------------|
| PL2                    | 1001     | EUR      |             | 1140 | BREXPLPWMBK | mBank                        |                                 |            |
| PL22222222222222222222 |          |          |             | 2120 | WBKPPPLPP   | Santander Consumer Bank test | Bank address - Finance Settings | 3333333333 |

## 4.5. Sales invoice with RR

If in Directo sales invoices you are using **RR** in rows, to the KSEF information will be send according to these rules:

- **Quantity** - from the first row with the same **RR** number
- **Sum** - from all rows with the same **RR** number (field RR suma) calculated by formula: Qty \* Net price
- **VAT code configuration** - from the first row with the same **RR** number
- **Item information: name and code** - from the first row with the same **RR** number

**Invoice 2600184** Confirmed Last changed by LIDA2 (04.05.2026 at 16:28:38)

Related documents: [transaction](#)

Create: [Receipt](#) [Credit Note](#) [Event](#) | Identify the customer: [By ID-card](#)

Payer: 1001 Payer name: Pirkejas UAB Podmiot 2 Date: 04.05.2026 16:28: Object: Stock: PODSTAWOWY

**GENERAL INFO**

**DELIVERY**

**DATAFIELDS**

**PROCEEDING**

**TOTALS**

Sum: 155.12 VAT: 68.40 Total: 423.52 Balance: 423.52 GP %: 78.33

| No. | RR     | Item | Qt | Description        | Unit price | %  | Net price | Total | VAT |
|-----|--------|------|----|--------------------|------------|----|-----------|-------|-----|
| 1   | 159635 | 1    | 1  | TEST_KSEF - name 1 | 49.42      | 0  | 49.42     | 49.42 | 4   |
| 2   | 159635 | 2    | 1  | TEST_KSEF name 2   | 51         | 5  | 48.45     | 96.9  | 4   |
| 3   | 159635 | 1    | 10 | TEST_KSEF name 3   | 52         | 10 | 46.8      | 46.8  | 4   |
| 4   | 159635 | 1    | 1  | TEST_KSEF name 4   | 53         | 0  | 53        | 53    | 0   |
| 5   | 159635 | 1    | 1  | TEST_KSEF name 5   | 54         | 0  | 54        | 54    | 5   |
| 6   | 159635 | 1    | 1  | TEST_KSEF name 6   | 55         | 0  | 55        | 55    | 5   |

Attachments: Messages History

9999999999-20260504-6E19C4000000-6B.pdf (04.05.2026 16:42:49)

396a14cf-70b7-4cbd-9da8-...

**Szczegóły**

Data wystawienia, z zastrzeżeniem art. 106a ust. 1 ustawy: 04.05.2026 Data dokonania lub zakończenia dostawy towarów lub wykonania usługi: 04.05.2026

Kod waluty: PLN

**Pozycje**

Faktura wystawiona w walucie PLN

| Lp. | Nazwa towaru lub usługi | Cena jedn. netto | Ilość | Wartość sprzedaży netto | GTN            | Indeks |
|-----|-------------------------|------------------|-------|-------------------------|----------------|--------|
| 1   | TEST_KSEF - name 1      | 146,32           | 1     | 146,32                  | Kod kreskowy 1 | 159635 |
| 2   | TEST_KSEF name 3        | 46,80            | 1     | 46,80                   | Kod kreskowy 1 | 159635 |
| 3   | TEST_KSEF name 4        | 53,00            | 1     | 53,00                   | Kod kreskowy 1 | 159635 |
| 4   | TEST_KSEF name 5        | 109,00           | 1     | 109,00                  | Kod kreskowy 1 | 159635 |

Kwota należności ogółem: 423,52 PLN

**Podsumowanie stawek podatku**

| Lp. | Stawka podatku                                                                                          | Kwota netto | Kwota podatku | Kwota brutto |
|-----|---------------------------------------------------------------------------------------------------------|-------------|---------------|--------------|
| 1   | 23% lub 22%                                                                                             | 302,12      | 68,40         | 370,52       |
| 2   | 0% w przypadku sprzedaży towarów i świadczenia usług na terytorium kraju (z wyłączeniem WDT i eksportu) | 53,00       | 0,00          | 53,00        |

Adnotacje

## 4.6. Payment information

### 4.6.1. Not paid invoice

If the invoice before issuing was not paid, to the KSEF will be sent information only about payment term:

**Invoice 2600327** Confirmed Last changed by HELP (08.10.2026 at 08:18:47)

Related documents: [transaction](#)

Create: [Receipt](#) [Credit Note](#) [Event](#) | Identify the customer: [By ID-card](#)

Payer: KSEF3 Payer name: KSEF3 Nazwa Date: 08.10.2026 08:18:19

Sent: 08.10.2026 08:18:19

Orderer: ☒ MPP KSeF number: 9999999999-20261008-3418E5800000-I

Stock: PODSTAWOWY Object: ☐ e-sending

**GENERAL INFO**

Due date: 18.10.2026 Cust. order no: Order

Pay term: 10 Email: Salesman: HELP Salesperson name: Directo Pomoc PL

Phone: Contact:

Comment:

Price formula: Debt Account: 201-03-01 ☐ Update stock Credited invoice

Bank account/IBAN:

**Dodatkowe informacje**

Dodatkowy opis

| Lp. | Rodzaj informacji         | Treść informacji |
|-----|---------------------------|------------------|
| 1   | Przedstawiciel sprzedawcy | Directo Pomoc PL |

**Płatność**

Termin płatności: 18.10.2026

**Numer rachunku bankowego**

|                       |                        |
|-----------------------|------------------------|
| Pełny numer rachunku  | PL11 1111 1111 1111 11 |
| Kod SWIFT             | SVRNUS33               |
| Rachunek własny banku |                        |
| Nazwa banku           | Bank                   |
| Opis rachunku         |                        |

4.6.2. Partially paid invoice

→



4.6.3. Fully paid invoice



4.6.4. Fully in pards paid invoice

If the invoice before issuing was paid in parts the payments should be added to the invoice before confirming.

Steps in Directo:

- Payments should be confirmed in document **Receipts** (Main meniu→Sales→Documents→Receipts)
- In sales invoice field **Prepayment** you have to add the sum of each payment that you want to use for the invoice

NewSaveConfirmCopyDiscardDeleteMailPrintResend KSeF invoiceAttachmentsAdministratere-zoomeditprint

Invoice 2600328SavedLast changed by HELP (08.10.2026 at 09:19:51)

Create: ReceiptCredit NoteEventIdentify the customer: By ID-card

PayerKSEF3Payer nameKSEF3 NazwaDate08.10.2026 08:18:56Sent08.10.2026 08:18:56

OrdererMPPKSeF number999999999-20261008-341968C00000-D8StockPODSTAWOWYObjecte-sending

GENERAL INFO

DELIVERY

DATAFIELDS

PROCEEDING

TOTALS

|                        |                 |            |            |          |                          |
|------------------------|-----------------|------------|------------|----------|--------------------------|
| Sum                    | VAT             | Total      | Balance    | GP %     | Base                     |
| 734.30                 | 168.89          | 903.19     | 0.00       | 100.00   |                          |
| Base balance           | Base prepayment | Base sum   | Base total | Base VAT | Cost                     |
| 0.00                   | 903.19          | 734.30     | 903.19     | 168.89   | 0.00                     |
| Currency               | Rate            | Prepayment | Qty        | Rounding | Total (without discount) |
| PLN                    | 1               | 903.19     | 9          | 0.00     | 903.19                   |
| VAT (without discount) | Use prepayment  |            |            |          |                          |
| 168.89                 |                 |            |            |          |                          |

**Choose prepayment (KSEF3 Nazwa, KSEF3)**

|              |  |  |  | Sum with VAT | Used   | Balance with VAT | Selected sum |
|--------------|--|--|--|--------------|--------|------------------|--------------|
| <b>PreID</b> |  |  |  | 1818.73      | 570.10 | 1248.63          | 903.19       |

| Date       | Document  | Comment                                 | PreID | Sum with VAT | Used   | Balance with VAT | Select sum       |
|------------|-----------|-----------------------------------------|-------|--------------|--------|------------------|------------------|
| 05.10.2026 | L 2600023 | skirtingos datos eilutėje ir antraštėje | 22    | 200.00       | 184.50 | 15.50            | 0.00 <i>fx</i>   |
| 06.10.2026 | L 2600022 |                                         | 21    | 900.00       | 385.60 | 514.40           | 184.46 <i>fx</i> |
| 06.10.2026 | L 2600023 | skirtingos datos eilutėje ir antraštėje | 23    | 59.67        | 0.00   | 59.67            | 59.67 <i>fx</i>  |
| 07.10.2026 | L 2600023 | skirtingos datos eilutėje ir antraštėje | 25    | 59.06        | 0.00   | 59.06            | 59.06 <i>fx</i>  |
| 07.10.2026 | L 2600023 | skirtingos datos eilutėje ir antraštėje | 24    | 600.00       | 0.00   | 600.00           | 600.00 <i>fx</i> |

Open: Sales Ledger, Prepayments list | [Insert prepayment](#) [Cancel](#)

After confirming the invoice information about the payments will be send to the KSEF:

**Płatność**

Informacja o płatności: Zapłata częściowa  
Informacja o płatności (kontynuacja): Zapłacono całość w częściach

| Data zapłaty częściowej | Kwota zapłaty częściowej | Forma płatności |
|-------------------------|--------------------------|-----------------|
| 06.10.2026              | 184,46                   |                 |
| 06.10.2026              | 59,67                    |                 |
| 07.10.2026              | 600,00                   |                 |
| 07.10.2026              | 59,06                    |                 |

| Termin płatności |
|------------------|
| 18.10.2026       |

## 5. FIXME - Additional information in part "Dodatkowy opis"



## 6. Additional information in part "Stopka"

If you need to send the same additional information in all invoices, for example call center working time, discount codes...

Go to the setting and create **AutoText**. You can create more then one **AutoText**: Settings → Common Settings → AutoText, where:

- **USER** - KSEF
- **TYPE** - Informacje/StopkaFaktury
- **TEXT** - insert additional text

System settings >

Common Settings > AutoText

Common Settings ▾

Back

New

Copy

Delete

Save

Status: View

Action Plan

Activities

Addresses

AIM recipes

Attachment storage options

AutoText

Colours

Confirmation Prerequisite / Proceeding

Contract Classes

Contract statuses

Contract types

Counties

Datafield relations

Datafields

KSEF

TEXT

TEST Serdecznie dziękujemy za zakupy w naszej firmie.  
W dniach 10.12.2026 r. - 17.12.2026 r. z kodem „test” zamawiając towar w naszym sklepie internetowym, zapłacisz 30% mniej za wszystkie ozdoby choinkowe, opakowania prezentowe oraz zabawki!  
Chcesz zwrócić towar, złożyć reklamację, zgłosić opinię w zakresie jakości naszej obsługi lub uzyskać dodatkowe informacje dotyczące obowiązujących promocji? Skontaktuj się z naszą infolinią (tel. 111 111) – konsultanci pracują 5 dni w tygodniu w godzinach 8:00-18:00. Zapraszamy!

USER

KSEF

TYPE

Informacje/StopkaFaktury

FILTER

Result in KSEF:

## Pozostałe informacje

## Stopka faktury

TEST Serdecznie dziękujemy za zakupy w naszej firmie.

W dniach 10.12.2026 r. - 17.12.2026 r. z kodem „test” zamawiając

towar w naszym sklepie internetowym, zapłacisz 30% mniej za wszystkie ozdoby choinkowe, opakowania prezentowe oraz zabawki!

Chcesz zwrócić towar, złożyć reklamację, zgłosić opinię w zakresie jakości naszej obsługi lub uzyskać dodatkowe informacje dotyczące obowiązujących promocji? Skontaktuj się z naszą infolinią (tel. 111 111) – konsultanci pracują 5 dni w tygodniu w godzinach 8:00-18:00. Zapraszamy!

First AutoText

TEST Serdecznie dziękujemy za zakupy w naszej firmie.

Test test test

2 5 8

562

Chcesz zwrócić towar, złożyć reklamację, zgłosić opinię w zakresie jakości naszej obsługi

Second AutoText

2 z 3

## Stopka faktury

lub uzyskać dodatkowe informacje dotyczące obowiązujących promocji? Skontaktuj się z naszą infolinią (tel. 111 111) – konsultanci pracują 5 dni w tygodniu w godzinach 8:00-18:00. Zapraszamy! (COPY)

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