



# Trening - KSeF

2026-03-27

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Krajowy System  
**e-Faktur**

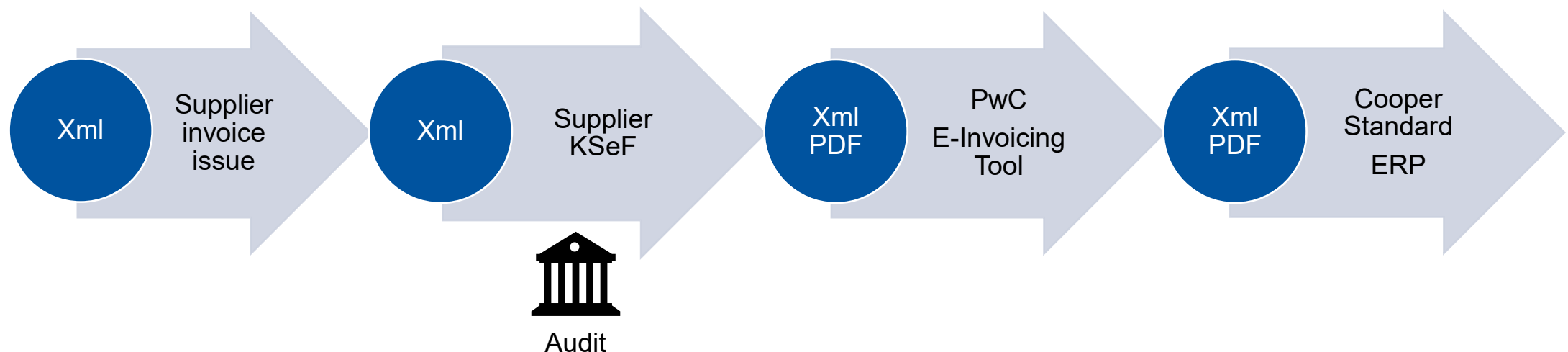
**KSeF**

# What is changing in the Polish Invoicing Process.

## E-Invoicing via KSeF

The „Krajowy System e-Faktur” (KSeF), or National System of e-Invoices, is a Polish system for issuing, receiving, and storing structured electronic invoices. It's becoming mandatory for businesses, with different implementation dates based on company size. The system aims to streamline invoice management and enhance tax control.

- Large taxpayers (turnover > PLN 200 million in 2024) face the mandate from February 1, 2026.
- All other businesses are obligated from April 1, 2026.
- Micro-entrepreneurs (monthly sales under PLN 10,000) will be required to use KSeF from January 1, 2027.



# What is System KSeF.

## E-Invoicing via KSeF



Krajowy System **e-Faktur** - Aplikacja Podatnika KSeF

### Strona główna Krajowego Systemu **e-Faktur**

Krajowy System **e-Faktur** umożliwia Ci wystawienie, wczytanie oraz wysłanie faktur online, a także nadanie lub odebranie uprawnień do korzystania z KSeF - bez wychodzenia z domu, na dowolnym urządzeniu 24/7 dni w tygodniu.

#### Logowanie

**Uwierzytelnij się w Krajowym Systemie **e-Faktur**** →

Możliwość zalogowania się do Krajowego Systemu **e-Faktur** przy użyciu [login.gov.pl](https://login.gov.pl) albo certyfikatu kwalifikowanego podpisu elektronicznego lub pieczęci elektronicznej.

Możliwość pobrania odcisku palca certyfikatu kwalifikowanego koniecznego w sytuacji, gdy posiadany certyfikat nie zawiera identyfikatora NIP ani PESEL.

#### Dostęp bez logowania

**Anonimowe wyszukiwanie faktury** →

Możliwość podglądu faktury bez konieczności logowania.

Wersja 2.1.8

- System KSeF is an IT solution provided by the Polish Ministry of Finance for:
  - sending
  - receiving
  - capturing
  - processing
  - storing electronic invoices
- KSeF is an E-Invoicing mandatory web portal for the public and private sector

Official documentation for KSeF provided by polish Tax Authorities can be downloaded from:

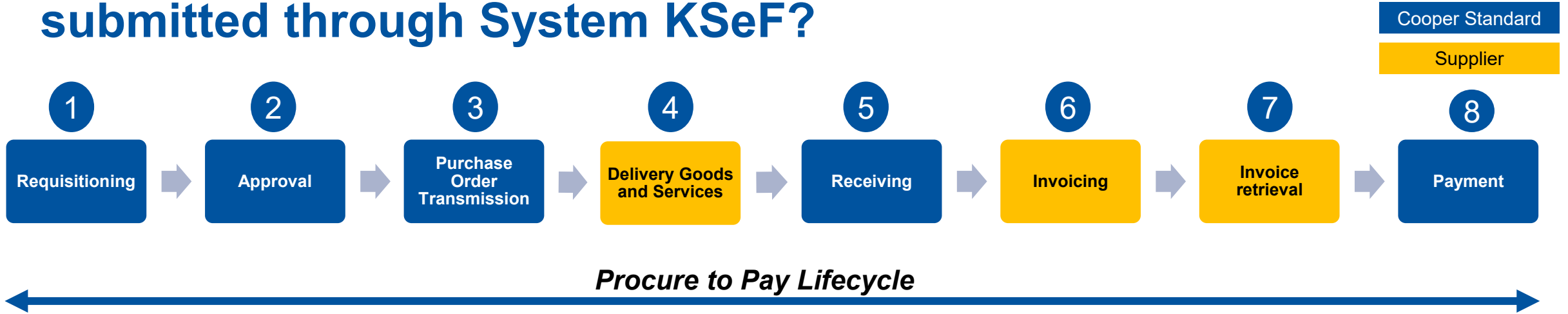
- [Pliki do pobrania KSeF 2.0 - KSeF \(Krajowy System e-Faktur\)](#)

# System KSeF –useful web links.

All the invoices must to be submitted to the E-Invoicing system in the XML format or issued directly in the KSeF system.

- [How to start using KSeF](#)
- [How to issue and receive invoice via KSeF.](#)
- [Additional functionalities.](#)
- [User Manual for KSeF application.](#)
- [More can be found here.](#)

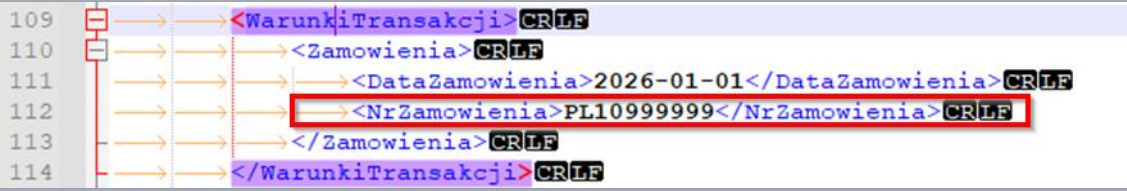
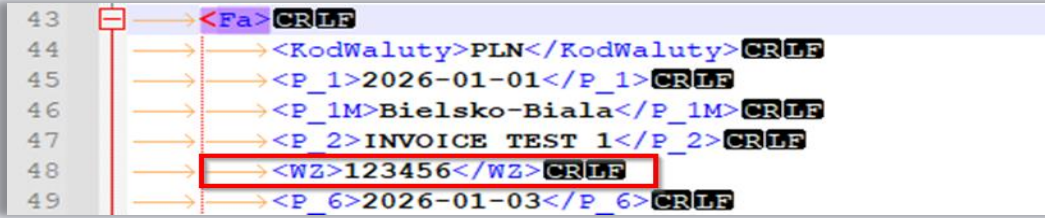
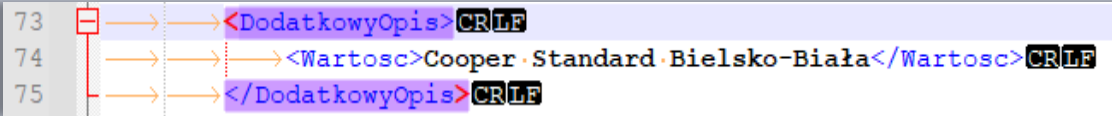
# How does Cooper Standard process and pay invoices submitted through System KSeF?



Step #	Description	Completed by
1	Your end customer (requester) at Cooper Standard will initiate requisition in Coupa/SAP system to request for your goods and services.	Cooper Standard
2	After the requisition is created, it will be reviewed by the requester's management chain and approved.	Cooper Standard
3	Upon approval of the requisition, a purchase order will be created and electronically communicated to you (the supplier).	Cooper Standard
4	After the purchase order is received by the supplier, the supplier will deliver goods and/or services to Cooper Standard.	Supplier
5	You and customer (requested) at Cooper Standard will confirm receipt in Coupa/SAP for the goods and services that have been delivered.	Cooper Standard
6	Upon completion of the requirements listed on the purchase order, the supplier will submit an electronic invoice in System KSeF.	Supplier
7	The invoice will be retrieved by Cooper Standard via API and booked in Coupa/SAP systems.	Cooper Standard
8	The supplier invoice will be paid based on payment terms.	Cooper Standard

# Invoice critical fields for Cooper Standard internal processing.

Below data entered correctly on the invoice will allow us to process it faster.

Field	XML location	Example	Comment
Order Number	<p>../Fa/WarunkiTransakcji/Zamowienia/NrZamowienia</p> 	PL10999999 or 4500099999	Please do not enter any additional info in this field – Order Number only.
Delivery Note Number	<p>../Fa/WZ</p> 	123456	Please do not enter any additional info in this field – Delivery Note Number only.
Cooper Standard branch name	<p>../Fa/DodatkowyOpis/Wartosc</p> 	Cooper Standard Bielsko-Biała	Please enter here correct branch name.