

Questions and answers regarding the solution and IT service for the launch of the KSF100 application to connect the Infor M3 / Movex system with the National e-Invoicing System (KSeF) in order to enable automatic issuing and receiving of structured invoices directly from and to the Infor M3 / Movex system.

The list below contains answers to the most frequently asked questions about the KSeF and the KSF100 application. If your question is not answered here, please contact your iPCC account manager directly.

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Questions and Answers.

What is the National e-Invoicing System (KSeF)?

1. What is the National e-Invoicing System (KSeF)?

The National e-Invoicing System is a platform created by the Ministry of Finance, which is used to issue and receive invoices by electronic means. Introducing the obligation to use the KSeF will force a key change. From that moment on, each taxpayer established in Poland, conducting business that requires an invoice in this territory in accordance with Polish VAT regulations, will have to use a new type of documents, the so-called structured invoices (e-Invoices) and issuing electronic invoices via the KSeF.

The e-Invoice, as defined in the amended VAT Act, is an invoice issued using the National System of e-Invoices, with a unique number identifying it in the system and defined logical structure. [Back to table of contents.](#)

2. From when will it be obligatory to use the KSeF?

Authorization of Poland to derogate from Articles 218 and 232 of the VAT Directive of EU of June 17th, 2022 allows the introduction of a mandatory KSeF in Poland for a trial period from January 1, 2024 to December 31, 2026 at the earliest, with the possibility of prolongation after the trial period permanently. There are currently no known legal acts specifying the date of the mandatory entry into force of the KSeF. [Back to table of contents.](#)

3. What is the KSeF test environment?

The KSeF test environment is designed for:

- installation and configuration of the KSF100 application,
- connection of the KSF100 application with the M3 / Movex system,
- testing the correctness of the installation of the KSF100 application
- technical verification of the operation of the KSF100 application with the M3 system and the KSeF platform.

The KSeF test environment is:

- a) M3 / Movex system test environment;
- b) the KSeF platform test environment available at <https://ksef-test.mf.gov.pl/>.

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4. What is the KSeF pre-production environment?

The KSeF pre-production environment is intended for:

- testing the correct operation of the entire solution in real conditions,

- learn how the KSeF platform works,
- checking the correctness of credentials and access to the KSeF platform (e.g. encrypted connection),
- verification of the company's internal business processes in terms of the correct handling of incoming and outgoing invoices from the KSeF platform.

The KSeF pre-production environment is:

- a) test environment or an anonymized production environment of M3 / Movex. The anonymization can be performed by the KSF100 application;
- b) the KSeF platform pre-production environment available at <https://ksef-demo.mf.gov.pl/>.

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5. What is the KSeF pre-production environment?

The production environment of KSeF is the proper working environment of the M3 / Movex system with the KSeF platform. In this environment, actual sales documents (i.e. technical invoices) are issued and invoices are downloaded from the KSEF.

The production environment of KSeF is:

- a) M3 / Movex production environment;
- b) KSeF platform production environment available at <https://ksef.mf.gov.pl/>.

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6. What is the KSeF invoice?

The KSeF invoice is a structured file in XML format. A detailed description of the file structure and data stored in the file is provided on the website: <https://www.podatki.gov.pl/ksef/pliki-do-pobrania-ksef/>.

During the mandatory use of the KSeF platform, the KSeF invoice will be the only legal form of invoice in Poland. All taxpayers established in the territory of Poland, obliged to issue VAT invoices, will be required to issue invoices by the KSEF. Foreign taxpayers who are registered for VAT purposes in Poland but are not established in its territory will probably not be required to issue invoices from the KSEF.

All issued sales invoices, also for foreign contractors, must be issued as KSEF invoices and sent to the KSeF platform. In the case of foreign contractors, it will be necessary to issue a traditional invoice and send such an invoice in the usual way to the foreign contractor.

Purchase invoices (received) from Polish business entities will be available only on the KSeF platform. Each invoice will have its own unique KSeF number. Invoices from foreign contractors and probably from tax residences in Poland will be delivered in the same way as before.

The KSeF invoice cannot contain attachments. The logical structure of the invoice only provides space for providing information about the attachment and where such an attachment is located. Typically, this is a web address where the attachment can be read or downloaded.

The KSeF invoice cannot be canceled, withdrawn, etc. The only allowed form of invoice amendment, including invoice reset, the so-called zero value correcting invoice (eg due to incorrect issuance), is a correcting invoice.

During the non-obligatory period of the KSEF, if the buyer (contractor) is not accepted to receive invoices through the KSEF, the issuer of the invoice shall deliver the invoice to the buyer in the usual way so that the invoice delivered to the buyer outside of the KSEF has the data consistent with the data provided to the KSEF.

During the mandatory period of the KSeF, the contractor's consent to issue an invoice from the KSeF will not be needed. [Back to table of contents.](#)

7. What is the KSeF number?

The KSeF number is a unique number assigned by the KSeF platform for all invoices issued and accepted by the KSeF. The date and time of assigning the KSeF number determines the date of delivery of the invoice to the contractor.

The KSeF platform does not send notifications about the assignment of the KSeF number, communication takes place only in the mode of query to KSeF.

The invoice sent to the KSeF by the issuer and correctly verified by the KSeF will receive its own, unique KSeF number. This number is additionally required when issuing corrective invoices. Without reference to the KSeF number, a valid corrective invoice cannot be issued.

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8. What is UPO KSeF?

UPO, i.e. official confirmation of receipt, is information for the issuer of invoices that the invoice or package of invoices has been sent to the KSeF. The UPO will contain information about:

- KSeF numer,
- the date on which the invoice was sent to the KSeF.

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9. When an invoice is considered as issued?

An invoice issued in the M3 system is considered issued at the time of sending to the KSeF platform. The invoice is considered to be sent when the KSeF platform accepts the sent invoice without errors. This moment determines the date of invoice issue. If the KSeF platform finds semantic errors resulting from inconsistencies with the logical structure of the XML file with the invoice, the invoice will not be sent. [Back to table of contents.](#)

10. How can I withdraw an invoice from the KSeF?

KSeF invoices cannot be withdrawn. An invoice issued once, sent to the KSeF and accepted by the KSeF may only be corrected. In such a case, it will be possible to issue only a correcting invoice, also resetting with reference to the KSeF number of the corrected invoice.

For example, in the case of an invoice containing an incorrect tax identification number or other incorrect data identifying the recipient, payer or factor(s), the correct operation is issuing a correcting zero value invoice and issuing an invoice with the correct tax identification number and / or other correct data identifying the recipient, payer or factor(s).

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11. Will I be able to amend the invoice if the invoice is rejected by the KSeF??

Yes, because the invoice rejected by the KSeF is only a technical invoice and not a VAT invoice. It will be possible to amend the invoice in the M3 system and resend such a technical invoice to the KSeF. [Back to table of contents.](#)

12. Will the invoice received from the KSeF be able to have an attachment(s)?

KSeF invoices cannot have attachment(s). Logical structure has a place for information about the attachment(s) to the invoice. This attachment(s) must be placed on any medium other than KSeF and requires the indication of the address of this medium (e.g. FTP server address, sharepoint, etc.), or it may be delivered to the contractor in another way.

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What is the KSF100 application?

13. What is the KSF100 application?

The KSF100 application is a tool whose elements related to communication with KSeF operate in the Windows Service mode, developed by a team of experts and iOCC programmers, used to connect the M3 / Movex system with the KSeF platform. The KSF100 application supports the sending and downloading of invoices to and from the KSeF platform in accordance with the requirements for KSeF invoices and provides tools to facilitate (e.g. viewing invoices with the KSeF number, sending a PDF image of invoices to the indicated counterparty's address, etc.) handling of KSeF invoices in the M3 / Movex system. [Back to table of contents.](#)

How the KSeF application works?

14. How will I issue an invoice in the M3 system when the KSeF will be mandatory?

Issuing an invoice in the M3 / Movex system will not change after switching to the KSeF production environment. It should be remembered that you can switch to the KSeF production environment voluntarily, but then the invoicing procedure will be different than in the case of mandatory use of the KSeF platform.

In the case of mandatory use of the KSeF platform, the invoice issued in the M3 / Movex system is only a technical document (technical invoice) and is not an invoice in accordance with the law (including the VAT Act).

The invoice issued in the M3 / Movex system will be checked (semantic correctness for compliance with the required scheme) and then sent to the KSeF platform. After the invoice is accepted by the KSeF platform (the invoice on the platform undergoes the same semantic validation, this time official), the issued technical invoice becomes a VAT invoice. It is assumed that the moment of sending (acceptance by the KSeF) of the technical invoice is the date of issuing the invoice, while the moment of assigning it a unique KSeF number is the delivery date of invoice to the recipient. [Back to table of contents.](#)

15. Do I have to send the invoice issued in the M3/Movex system to the KSeF myself?

No. The KSF100 application, after verifying the semantic correctness of the issued invoice, will automatically send it to the KSeF and after confirming that the invoice has been accepted by KSeF, it will send to the M3 / Movex system the date and time of sending and information about the status of the invoice issued in the M3 / Movex system.

If the sent invoice is rejected by the KSeF, the KSF100 application will send to the M3 / Movex system information about the status of the issued invoice, the content of the message from the KSeF and will mark the invoice as not issued, requiring verification and possible correction by the issuer. [Back to table of contents.](#)

16. How do I download an invoice from the KSeF to the M3/Movex system?

The KSF100 application automatically checks on the KSeF platform whether a VAT invoice has appeared for me. If so, the application will download the KSeF invoice along with the unique KSeF number assigned to this invoice, save it in its own database and then notify the M3 / Movex system of the invoice received.

If the APS450 function is launching and running and the service of this function is configured in the KSF100 application, the invoice will be uploaded to the M3 / Movex system, where it will be subjected to the entire process for incoming invoices.

If there is no APS450 function launching and running in the M3 / Movex system, the automatic loading of invoices to the M3 / Movex system requires proper integration, and a separate offer require.

It is also possible to integrate the KSF100 application with the document workflow system. This integration is also require a separate offer. [Back to table of contents.](#)

17. Do I have to download the invoice from the KSeF to the M3/Movex system myself?

Not. The KSF100 application automatically checks if invoices are available to me in the KSEF. If there is an invoice issued to me in the KSeF, the KSF100 application will download the invoice automatically. [Back to table of contents.](#)

18. What will happen if I do not provide any data on the invoice issued in the M3 / Movex system?

Invoices with semantic errors, most often with missing data, are rejected by the KSeF platform and require verification and possibly correction, and then re-issuing and sending. This type of situation is particularly burdensome when issuing and sending a package of invoices (e.g. issued in batch processing), but it can also be inconvenient when issuing individual invoices in the M3 / Movex system in real time.

Before sending the invoice issued in the M3 / Movex system, the KSF100 application verifies the semantic correctness of the invoice, i.e. checks whether the logical structure of the created XML file, ready to be sent to the KSeF, complies with the applicable logical structure for KSeF invoices.

In the event of detecting an error, usually missing data, the KSF100 application returns such an invoice to the issuer with an appropriate message for checking and possible correction. A similar validation is performed by the KSeF platform, but thanks to the KSF100 application, the invoices sent should be properly validated by the KSeF on the platform. It cannot be ruled out that for another reason (e.g. overload, unavailability of KSeF, etc.), the invoice sent will be rejected by the KSeF platform. [Back to table of contents.](#)

19. Where will the KSeF number assigned to the invoice be saved?

The KSeF number assigned to the invoice issued in the M3 system and sent and then accepted by the KSeF will be saved in the KSF100 application database and, for the newest versions of the M3 system, also in the M3 system. [Back to table of contents.](#)

20. Will the data on the status of the issued invoice be available in the M3 system?

Yes. The KSF100 application will confirm that the invoice sent to the KSeF has been accepted and will save this information in the M3 system. For older versions of the M3 / Movex system, this information will be available after logging into the KSF100 application. [Back to table of contents.](#)

21. Will the invoice issued in the M3 / Movex system be valid when the KSeF system becomes mandatory?

No. The invoice issued in the M3 / Movex system will be only a technical invoice, which in accordance with the VAT Act will not be an invoice. The invoice in line with the logical structure of the KSeF, sent and accepted by the KSeF, will be the correct invoice. Additionally, the KSeF number assigned to such an invoice will confirm that the invoice is available to the recipient. [Back to table of contents.](#)

22. Will I be able to manually send an invoice to KSeF?

Yes. The KSF100 application allows you to switch to manual sending of invoices to the KSeF. [Back to table of contents.](#)

23. Will the invoice downloaded from the KSeF be automatically loaded into the M3 system?

An invoice downloaded from the KSeF as an receiving invoice can be automatically loaded into the M3 system. The APS450 function is required in the M3 system. Then the KSF100 application will save the downloaded KSeF invoice in the directory from which the invoices are loaded into the M3 system by the APS450 function. In other cases, it will be possible to integrate the KSF100 application with another solution operating in the M3 / MOVEX system, which enables automatic loading of invoices to the system. Integration will be the subject of a separate offer. [Back to table of contents.](#)

24. Will I be able to manually download an invoice from the KSeF??

Yes. The KSF100 application allows you to manually download an invoice from KSeF and save this invoice in the M3 system. [Back to table of contents.](#)

25. How can I see what is on the KSeF invoice?

The KSF100 application allows you to view the receiving invoice with the assigned KSeF number in PDF and HTML formats. For outgoing invoices, the VIP version of the KSF100 application allows you to view the issued invoice with the assigned KSeF number (after it has been issued and downloaded from the KSeF platform) also in both PDF and HTML formats. In the case of outgoing invoices, it is also possible to view invoices that have not passed semantic verification and require correction in the same way. [Back to table of contents.](#)

26. Will I be able to stop sending invoices to the KSeF despite issuing these invoices in the M3/Movex system?

Yes. The VIP version of the application allows you to stop sending invoices issued in the M3 system to the KSeF. [Back to table of contents.](#)

27. How long will I be able to stop sending invoices to the KSeF despite issuing these invoices in the M3/Movex system for?

It will be possible to stop sending invoices issued in the M3 system to the KSeF for any period of time. It is possible in the KSF100 application in the VIP version. [Back to table of contents.](#)

28. Who will I be able to stop sending invoices to the KSeF despite issuing these invoices in the M3/Movex system for?

It will be possible to stop sending invoices issued in the M3 system to the KSeF to any selected contractors. This feature is available in the VIP version of the KSF100 application. [Back to table of contents.](#)

29. Will I be able to view the issued invoice in the M3 system along with the KSeF number assigned to this invoice?

Yes. The KSF100 application in the VIP version allows you to view the issued invoice along with the assigned KSeF number (after it has been issued). The image of the invoice will be saved in a PDF or HTML file. [Back to table of contents.](#)

30. Will I be able to send the issued invoice in the M3/Movex system along with the assigned KSeF number to the contractor to his e-mail address?

Yes. The KSF100 application in the VIP version allows you to send by e-mail the invoice images generated in the form of PDF or HTML files along with the assigned KSeF number to the indicated e-mail address of the contractor saved in the M3 / MOVEX system.

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31. Will I be able to stop the loading of invoices from the KSEF to the M3 system from selected contractors for a certain period of time?

Yes. The KSF100 application in the VIP version allows you to stop the loading of KSeF invoices to the M3 system from selected contractors at a selected time. [Back to table of contents.](#)

32. Will I be able to open an attachment to the invoice received from the KSeF?

Yes. The KSF100 application in the VIP version allows you to open an attachment to an invoice received from the KSeF, if the location of its storage was specified in the file structure with the received invoice. [Back to table of contents.](#)

33. Will I be able to upload invoices received from the KSeF into the document workflow system?

Yes. The KSF100 application in the VIP version will enable integration with the document flow system. Integration is subject to a separate offer. [Back to table of contents.](#)

What are the requirements for the correct operation of the KSF100 application?

34. Where will the KSF 100 application be installed?

The KSF100 application is best installed on a virtual machine with Windows operating system, at least version 7 (version 10 is recommended) or on a server with Windows operating system at least version 2012. [Back to table of contents.](#)

35. What are the requirements for the environment in which the KSF100 application will be installed?

The KSF100 application should be installed and run in the Windows environment with .net version 4.8 or higher installed. [Back to table of contents.](#)

36. Does the KSF100 application modify the M3 system?

No. The KSF100 application is an extension of the M3 system and does not modify this system. It is an external application, operating in part as Windows Service Application, which connects to the M3 system and KSeF through the appropriate API. [Back to table of contents.](#)

37. How does the KSF100 application connect to the M3 system?

The KSF100 application connects to the M3 system via API:

- ARS200MI Transaction: GetInvTotInfo
- ARS251MI Transaction: AddInfoCat, LstInvInfo

In case of unavailability of the indicated APIs (e.g. in older versions of M3 / Movex), the KSF100 application will be additionally adapted to connect to the M3 / Movex system.

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38. Does the KSF100 application have its own database?

Yes. The KSF100 application has its own database where it stores information about issued invoices, their statuses, assigned KSeF numbers, etc. [Back to table of contents.](#)

39. What database must the KSF100 application have?

The KSF100 application requires an MS SQL database. MS SQL 2019 Express (or better) is enough. [Back to table of contents.](#)

40. To which directories the KSF100 application must have access?

The KSF100 application requires access to the following directories:

- Catalog (or locations) with files with invoices generated in the M3 system in the form of a stream or files in XML format.
- A directory for storing files in XML format sent to the KSeF.
- A directory for storing files in XML format downloaded from the KSeF.
- Catalog with files in PDF/HTML format, which visualize invoices downloaded from the KSeF.
- Directory (or locations) of files loaded into the M3 system using the APS450 function.

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41. How can I administrate the KSF100 application?

Administration of the KSF100 application is carried out from the management panel of the KSF100 application, which should be installed in a Windows environment with at least .net version 4.8 installed. [Back to table of contents.](#)

42. What is the management panel of the KSF100 application for?

The management panel of the KSF100 application is used to set the parameters of its operation (e.g. location of files with invoices, etc.). [Back to table of contents.](#)

43. Do I need to run the .net environment for the KSF100 application to work?

Yes. The KSF100 application requires the .net environment version 4.8 or higher. [Back to table of contents.](#)

44. How the KSF100 application connects to KSeF?

The KSF100 application must connect directly to the KSeF. Therefore, the KSF100 application requires direct access to the following KSeF environments:

- test: <https://ksef-test.mf.gov.pl> .
- pre-production: <https://ksef-demo.mf.gov.pl> .
- production: <https://ksef.mf.gov.pl> .

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45. Is an encrypted connection with KSeF necessary?

Yes. An encrypted connection with KSeF is necessary for the correct and safe handling of sent and received KSeF invoices. [Back to table of contents.](#)

46. How will I be authenticated by the KSeF?

The KSF100 application requires a token to be generated in accordance with the credentials used by the Customer using:

- qualified signature / trusted profile of authorized persons or,
- qualified seal.

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47. How the KSF100 application connects to the M3 system?

The KSF100 application connects to the M3 system via the appropriate API in order to save data such as the KSeF number assigned to the invoice or the status of the invoice sent to the KSeF. In order to read the data for the invoice, the KSF100 application can download an XML file in which the invoice issued in the M3 system is saved or it downloads data from the MOM stream (M3 system printing service, eg StreamServe). [Back to table of contents.](#)

48. With which M3 / Movex versions the KSF100 application will work?

The KSF100 application will work with all versions of the M3 system (5.2, 7.1, 10.1, 13.x, CS) and with Movex 12.x systems. For older versions of the M3 system and for the Movex system, additional parameterization of the KSF100 application will be required. In any case, an audit of the M3 / Movex system environment will be required to determine connection way the KSF100 application to the M3/Movex system. [Back to table of contents.](#)

What are the costs of launching and maintaining the solution to connect the M3 / Movex system with KSeF?

49. How can I settled the service of launching the KSF100 application to connect the M3 / Movex system with the KSeF system?

The service may be settled by an invoice and / or a package of prepaid hours under the Ongoing Operations Service contract. Detailed information, including prices and the lump-sum number of hours, are provided in the order form. [Back to table of contents.](#)

50. After connecting the KSF100 application to the production environment, will I have access to a consultant who will provide appropriate support in the event of problems with the operation of the application?

Yes. The service includes two hours of support / start-up assistance after connection to the KSeF production environment. [Back to table of contents.](#)

51. What is the cost of maintaining the KSF100 application?

The maintenance fee is not charged for the KSF100 application. Application errors will be removed free of charge for a period of 12 months from the production launch of the KSF100 application. A fee is charged for any errors that are not caused by a malfunctioning application. In the case of updating the KSF100 application resulting from legal changes in Poland, the cost of the update is valued separately. [Back to table of contents.](#)

52. How much does updating the KSF100 application cost?

Updating the KSF100 application is priced separately each time as no maintenance fees are paid. Usually the cost of updating is at the level of 25% to 30% of the application price and in special cases the cost of the consultant's work is added when the update is launched. [Back to table of contents.](#)

Offer and ordering of the KSF100 application.

53. Do I have to use production KSeF after when running the KSF100 application?

Not. Launching the KSF100 application before the mandatory use of the KSeF does not force to send via KSeF invoices to contractors. Earlier launching will enable the performance of tests and preparation for the mandatory use of the KSeF, as it may turn out that some internal processes in the enterprise will have to be modified due to the KSeF. [Back to table of contents.](#)

54. What is a pre-installation audit for?

The purpose of the pre-installation audit is:

- a) getting acquainted with the current environment of the M3/Movex system,
- b) checking the installation environment for the KSF100 application,
- c) confirmation of the M3/Movex system version,
- d) confirmation of necessary accesses for an iPCC consultant,
- e) checking the access to the required catalogs in the M3 system needed for the correct operation of the KSF100 application,
- f) verification of the methods of communication between the KSF100 application and the M3 / Movex system, especially for older versions of the system.

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55. How do I get the KSF100 application?

After receiving the order and confirmation by iPCC, the iPCC project manager will contact the person indicated by the customer, the customer's project manager, in order to arrange the details of making the KSF100 application available.

After confirming the necessary details, the iPCC project manager will make the selected version of the KSF100 application available (business or VIP) in the sharepoint environment along with the installation and user manual. [Back to table of contents.](#)

56. If there are several companies from one group of companies in Poland, is one installation of the KSF100 application sufficient (installation on one workstation)?

If each company from the group of companies is registered as a separate entity and has its own NIP (VAT Tax) number, I have to order separately for each company the launch of the connection of the M3 / Movex system with the KSeF. In order to receive a special offer for the second and next company in the group, please contact your sales representative at iPCC.

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