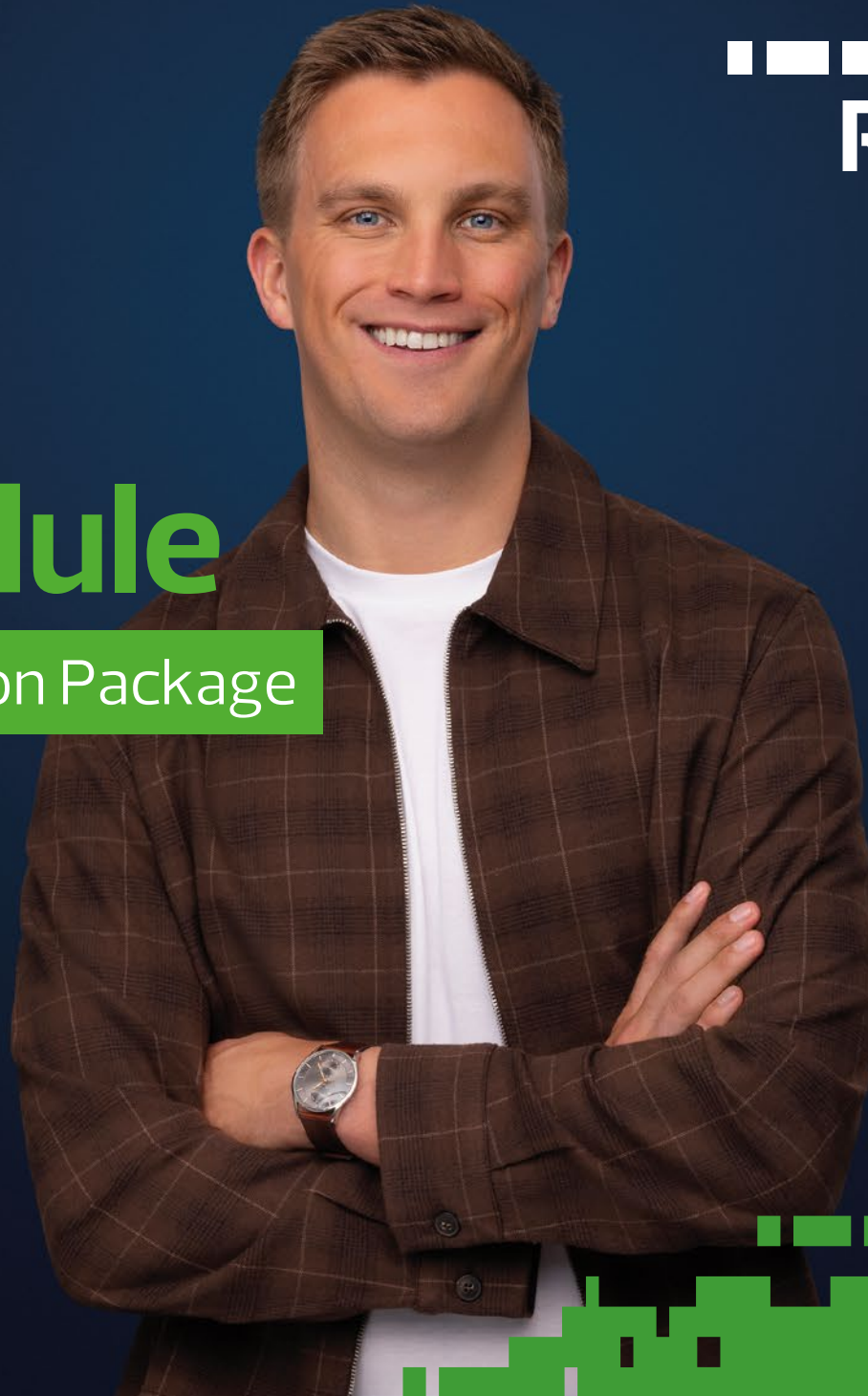




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KSeF module

in the Polish Localization Package
of Oracle NetSuite



KSeF module

in the Polish Localization Package



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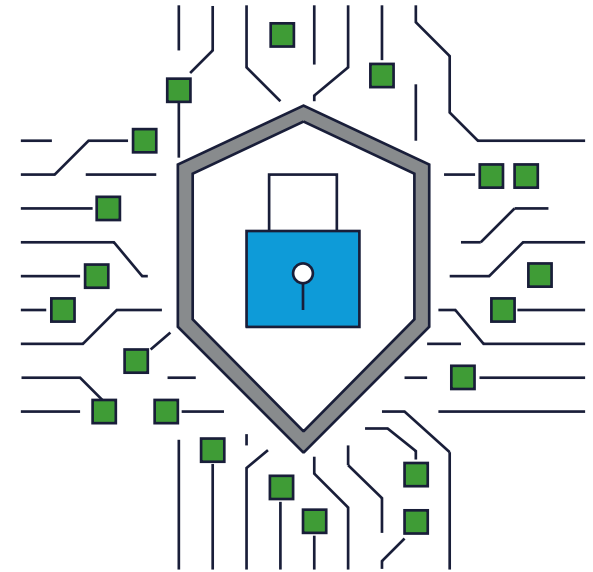
The National e-Invoice System (Pol. KSeF) is a platform for issuing and receiving invoices electronically in a structured form. The use of this nationwide platform for exchanging VAT invoices in trade will become mandatory from 1 February 2026 for entrepreneurs whose sales value (including the amount of tax) exceeded PLN 200 million in 2024, and from 1 April 2026 for other entrepreneurs. However, the system itself has already been implemented and made available by the Ministry of Finance as one of the possible ways of communication between the parties to the transaction.

Structuring and available automation, thanks to which it is possible to significantly optimise processes on both sides of the transaction, mean that more and more companies are already deciding to choose this form of sending documents. This is initiated by both sellers and buyers who want to eliminate manual document handling processes.

The KSeF module in the Polish Localization Package of Oracle NetSuite is a ready, fully functional and comprehensive cloud solution for managing electronic documents. This solution enables efficient and secure connection with the Ministry of Finance platform.

Basic assumptions and information about the e-invoice system:

- the structure of the e-invoice file consists of over 300 fields and contains mostly information contained in the JPK_V7 and JPK_FA files, extending the scope with additional data;
- from the moment the obligation to use the e-invoice system is introduced, only an invoice with a number from the KSeF system will be recognised as a fully valid document;
- transactions with natural persons (B2C) are not subject to mandatory registration in the e-invoice system;
- for documents sent to KSeF, the date of obtaining the e-invoice ID number will be treated as the date of receipt of the document by the buyer;
- invoices will be stored in the KSeF system for 10 years.



Key functionalities of the KSeF Module in the Polish Localization Package of Oracle NetSuite

1. Authorisation and starting work with KSeF

Starting work in the NetSuite system with the KSeF register requires prior registration on the official KSeF platform in the scope of at least one of the available environments (TEST, DEV, PROD). Registration can be carried out electronically (via a trusted profile, a key associated with the company's tax ID number NIP) or by submitting a ZAF-FA notification to the appropriate Tax Office, which depends on the form of business activity and the method of authorisation.

Creating a profile allows for authorised access to the KSeF platform. Integration is carried out in accordance with the security requirements developed within this solution on the part of the Ministry of Finance and mapped in the NetSuite system itself, along with options regarding securing the token itself. For integration, it will be necessary to generate a token in the administration section of the KSeF platform and transfer it to NetSuite. At the moment, NetSuite supports two levels of authorisations regarding sending invoices to the platform and receiving purchase documents.

Registering an active token with the appropriate level of authorisations, together with the authorisations previously functioning within document handling, are sufficient to perform tasks related to sending and downloading documents. Authorisations on the user side are managed by standard options of the Netsuite system using authorisation by the generated token. This makes the token merely a plug-in to the operating authorisation system in the system itself.

2. Sending the PLP KSeF invoice

At the level of sales transactions (Invoice, Credit Memo), the PLP KSeF button has been made available, through which we can invoke operations related to the e-invoice system.

Invoice

INVPL10000129 RSM POLAND TECHNOLOGY SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ OPEN

EditBackAuthorize ReturnAccept PaymentCreditRenewScan DocumentPLP KSeFPLP PrintPLP Print duplicatePLP issue amendment notePLP Verify VATActions

Primary information

DATE
4.3.2024
INVOICE #
INVPL10000129
CUSTOMER
RSM POLAND TECHNOLOGY SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ
TERMS
Net 30

DUE DATE
3.4.2024
PROJECT
DEPARTMENT
START DATE
END DATE

Summary

DISCOUNT ITEM
TAX TOTAL230,00
SHIPPING COST0,00
HANDLING COST

Credit Memo

MEM04122135 RSM POLAND TECHNOLOGY SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ FULLY APPLIED

EditBackScan DocumentPLP KSeFPLP PrintPLP Print duplicatePLP issue amendment notePLP Verify VATActions

DELIVERY TERMS
NATURE OF TRANSACTION CODE
REFERENCE NO. OF ORIGINAL INVOICE
CREDIT #
MEM04122135
CUSTOMER
RSM POLAND TECHNOLOGY SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ

DATE
7.3.2024
MEMO
POSTING PERIOD
Mar 2024
CREATED FROM
Invoice #INVPL10000129
SALES REP

Summary

DISCOUNT
TAX TOTAL46,00
SHIPPING COST0,00
HANDLING COST

The selection of operations related to the e-invoice system after pressing the PLP KSeF button varies depending on the current invoice sending status.

PLP KSeF

What would you like to do?

Create Validate Download Send
Logout Cancel

before sending the transaction
to the KSeF system

PLP KSeF

ⓘ This invoice has been sent to KSeF, but it is not issued yet. Please periodically check the operation status. If the XML file will not be rejected by KSeF, then in order to amend any information on this invoice, you will need to issue new Credit Memo/Correction Invoice

What would you like to do?

Validate Download Check Clear
Logout Cancel

after the transaction has been sent
and successfully authorized
in the KSeF system

PLP KSeF

✓ This invoice has been successfully issued in KSeF and got the reference number. In order to amend any information on this invoice, you need to issue new Credit Memo/Correction Invoice instead of editing and re-sending this one

What would you like to do?

Validate Download Clear
Logout Cancel

after the transaction has been sent,
but prior to its authorization
in the KSeF system

Operations available in PLP KSeF:

- **Create** – creating an .xml file;
- **Validate** – verifying the created .xml file;
- **Download** – downloading an .xml file;
- **Send** – sending a file to the KSeF system;
- **Check** – verifying the file processing status in the KSeF system;
- **Logout** – logging out of the session;
- **Cancel** – closing the window without invoking any operation.

When invoking the Validate, Download or Send operation, the system will verify whether the .xml file for a given transaction exists and will take into account the document creation process if it is found to be missing.

Data regarding sending the transaction to the National e-Invoice System will be marked on the transaction and visible in dedicated fields in the PLP tab:

- **PLP KSeF xml file** – link to the .xml file in the e-invoice structure;
- **PLP KSeF invoice ID** – transaction identifier assigned by the KSeF system;
- **PLP KSeF send status reference no.** – reference number assigned when sending the document to the e-invoice system;
- **PLP KSeF send status process. code** – transaction processing status code obtained from the KSeF system;
- **PLP KSeF send status process. desc** – description of the transaction status from the KSeF system.

KSeF

PLP KSEF XML FILE
preview FA (2)_4_FVS-2024-03-0016_RSM POLAND TECHNOLOGY SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ_0.xml [download](#) [Edit](#)
PLP KSEF INVOICE ID
6443127808-20240311-ED59CADEA602-CF

PLP KSEF SEND STATUS REFERENCE NO.
20240311-EE-F35C040255-6FF13818B6-D6
PLP KSEF SEND STATUS PROCESS. CODE
200
PLP KSEF SEND STATUS PROCESS. DESC
Zakończenie etapu archiwizacji danych faktury



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3. Automation of invoice sending

The process of sending invoices to the e-invoice system can be automated by appropriately configuring a script that runs according to a specified schedule.

Additional parameters related to the operation of the process:

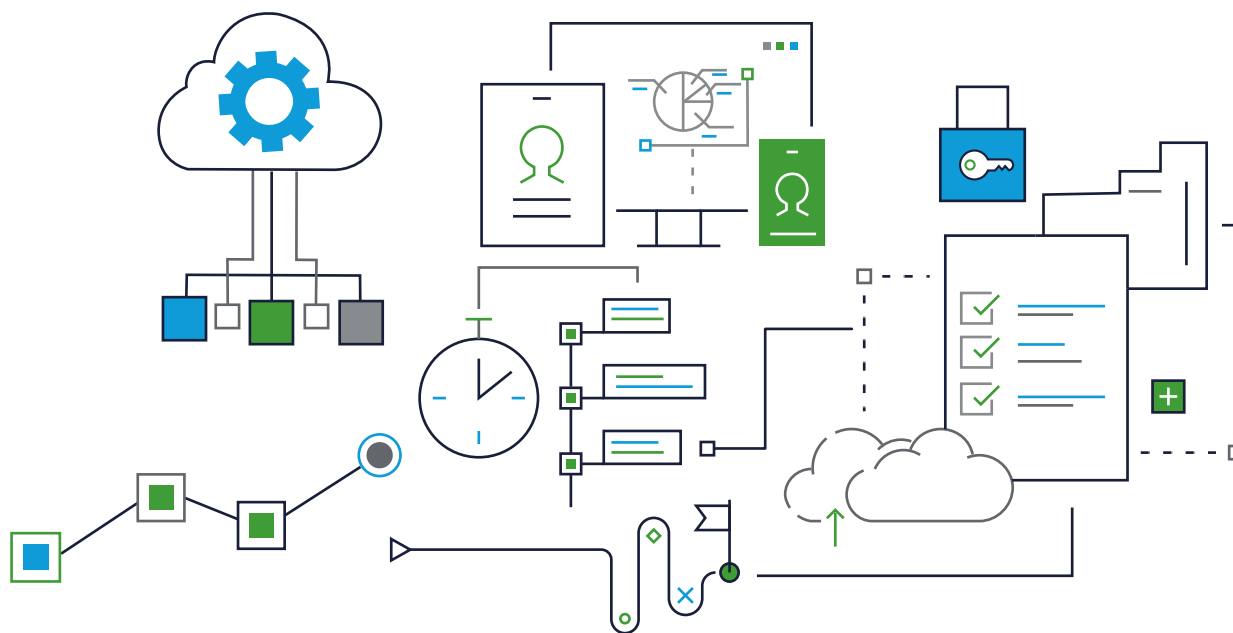
- **Date from / Date to** – date range for which the process is to be launched;
- **Subsidiary** – company for which the process is to be automated;
- **Accounting book** – book from which transactions will be taken into account;
- **Exit on first error encountered** – parameter determining the behavior of the process after an error is encountered;
- **Omit validation against xsd before send** – defining the validation of the .xml file with the schema or its omission;
- **Check status immediately after send** – parameter determining automatic verification of the sending status after the document is transferred to the e-invoice system;
- **Dek Type** – current logical structure of the e-invoice, according to which .xml files are to be created;
- **Allow automation for all customer** – parameter specifying whether the process is to include sales transactions for all contractors;
- **Allowed Customers** – parametrisation available at the stage of preparation for the mandatory KSeF, allowing automation to be launched only for a specified list of Customers.

The screenshot shows the 'Parameters' tab of a configuration window. On the left, there are input fields for 'DATE FROM', 'DATE TO', 'SUBSIDIARY', and 'ACCOUNTING BOOK'. Below these is a checked checkbox for 'EXIT ON FIRST ERROR ENCOUNTERED'. On the right, there are three checkboxes: 'OMIT VALIDATION AGAINST XSD BEFORE SEND' (checked), 'CHECK STATUS IMMEDIATELY AFTER SEND' (unchecked), and 'ALLOW AUTOMATION FOR ALL CUSTOMERS' (unchecked). Below the second checkbox is a 'DEK TYPE' dropdown menu currently showing 'FA (2)'.

Even when automation is in effect for a given Client, it is possible to intentionally mark a specific transaction as suspended for sending, and the automatic sending itself is also safeguarded against sending unapproved documents or sending them twice.

4. Automation of invoice status verification in the KSeF system

The transaction status verification process in the e-invoice system can also be automated through appropriate script configuration, run according to a specified schedule. Thanks to this, downloading current information about the stage of processing a given document in KSeF can take place without user intervention, in the form of a cyclical process.



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5. Visibility of KSeF status in the VAT sales register

In the VAT sales register, additional columns have been made available for selection:

- **KSeF Invoice no.** – transaction number assigned in the e-invoice system;
- **KSeF send status** – code and description of the transaction processing status in the e-invoice system.

Output settings

REPORT FILE FORMAT *

Preview in web browser

PDF document

Excel spreadsheet

CSV file

ADDITIONAL COLUMNS (DOES NOT APPLY TO PDF)

Tax obligation date/VAT period

VAT reg. number validity

VAT status of the entity

KSeF invoice no.

KSeF send status



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Using additional columns, we can perform collective verification of the document processing status in the KSeF system at the stage of reconciliation of VAT sales registers.

VAT sale register

Submit

Task status & result

☒ The task has been successfully completed
Click here to get moved to the task record

☐ DO NOT STORE GENERATED FILES AND DEK RECORD AFTER FORM RE-SUBMIT OR PAGE LEAVE
☐ SHOW ME A DESKTOP NOTIFICATION ON TASK COMPLETE (BROWSER TAB MUST REMAIN OPENED)

Honeycomb Holdings Inc. : POLAND

Honey Holdings, address 1, address 2, CITY STATE 11-111, Poland

NIP: 6443127808

Raport sprzedaży VAT-7 za okres od 4.3.2024 do 4.3.2024 w walucie PLN

Operator:

Data wydruku: 29.3.2024

Godzina wydruku: 10:22:03 am

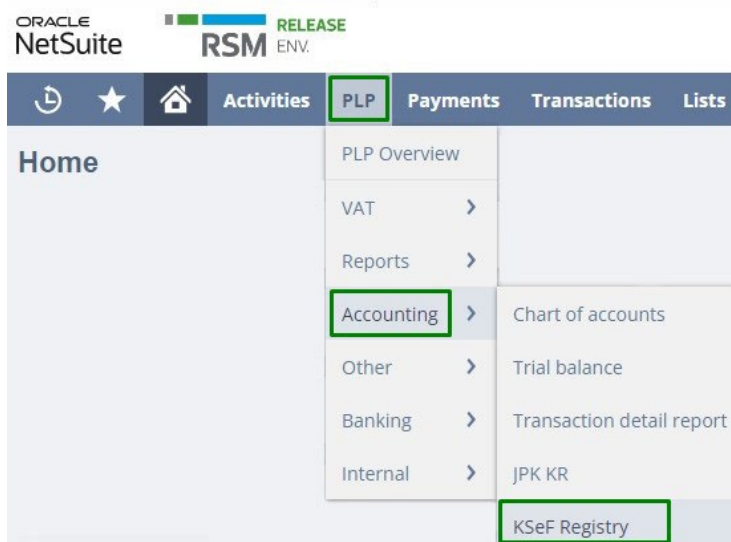
| LP. DOK. | LP. POZ. | DATA WYSTAWIENIA | DATA SPRZEDAŻY | NR DOWODU | TYP DOK. | PROCEDURY | NAZWA KONTRAHENTA | ADRES KONTRAHENTA | KRAJ TIN | NIP KONTRAHENTA | ZNACZ. GTU | KOD PODATKOWY | STAWKA PODATKU | WARTOŚĆ NETTO | WARTOŚĆ PODATKU | WARTOŚĆ BRUTTO | NR KSEF | STATUS KSEF | KOD STATUSU | OPIS STATUSU |
|----------|----------|------------------|----------------|------------------|----------|-----------|---|--|----------|-----------------|------------|---------------|----------------|---------------|-----------------|----------------|-------------------------------------|---------------------|-------------|---|
| 6 | 1 | 4.3.2024 | 4.3.2024 | FVS/2024/03/0006 | | | RSM POLAND AUDYT SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ | DROGA DEBINSKA 3B, POZNAN 61-555, Poland | | 7781428037 | | S-PL | 23% | 1,00 | 0,23 | 1,23 | | Nie wysłana do KSeF | | Proces został zarejestrowany. |
| 7 | 1 | 4.3.2024 | 4.3.2024 | CM/2024/03/00003 | | | RSM POLAND AUDYT SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ | DROGA DEBINSKA 3B, POZNAN 61-555, Poland | | 7781428037 | | S-PL | 23% | -1,00 | -0,23 | -1,23 | | Nie wysłana do KSeF | | Proces został zarejestrowany. |
| 11 | 1 | 4.3.2024 | 4.3.2024 | FVS/2024/03/0016 | | | RSM POLAND TECHNOLOGY SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ | ul. Inflancka 4, Warszawa MAZOWIECKIE 00-189, Poland | PL | 5252669099 | | S-PL | 23% | 1 000,00 | 230,00 | 1 230,00 | 6443127808-20240311-ED59CADEA602-CF | Wystawiona w KSeF | 200 | Zakończenie etapu archiwizacji danych faktury |
| 12 | 1 | 7.3.2024 | 4.3.2024 | CM/2024/03/00004 | | | RSM POLAND TECHNOLOGY SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ | ul. Inflancka 4, Warszawa MAZOWIECKIE 00-189, Poland | PL | 5252669099 | | S-PL | 23% | -200,00 | -46,00 | -246,00 | 6443127808-20240311-7A59399ED781-8D | Wystawiona w KSeF | 200 | Zakończenie etapu archiwizacji danych faktury |



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6. KSeF Registry functionality

As part of the Polish Localization Package, the **KSeF Invoice Registry** has also been made available. It is available from the PLP > Accounting > KSeF Registry menu. This functionality is a mirror image of the functionality available under the official KSeF platform.



This module allows you to download information about documents recorded in the e-invoice platform for a given company in a specified time period.

KSeF registry

More

Get Data From KSeF

Download XML files

Select/Deselect All

Logout

DATE FROM

1.3.2024

DATE TO

11.3.2024

SUBSIDIARY

Honey Holdings : POLAND

Invoices Bills Another entity Authorized invoices

Invoices registered in KSeF

| ENTITY VAT NUMBER | ENTITY NAME | KSEF NUMBER | INVOICE NUMBER | INVOICE DATE ▲ | NET | GROSS | VAT | DOWNLOAD XML |
|-------------------|----------------------------------|-------------------------------------|-------------------|----------------|---------|---------|--------|--------------------------|
| 6443127808 | Honeycomb Holdings Inc. : POLAND | 6443127808-20240301-4EDB05557958-B0 | 16899430978500330 | 2024-03-01 | 2000.00 | 2460.00 | 460.00 | <input type="checkbox"/> |
| 6443127808 | Honeycomb Holdings Inc. : POLAND | 6443127808-20240301-40B00D5448FB-AA | 16899430978500326 | 2024-03-01 | 2000.00 | 2460.00 | 460.00 | <input type="checkbox"/> |
| 6443127808 | Honeycomb Holdings Inc. : POLAND | 6443127808-20240301-632FAAE8AA08-08 | 16899430978500325 | 2024-03-01 | 1000.00 | 1230.00 | 230.00 | <input type="checkbox"/> |
| 6443127808 | Honeycomb Holdings Inc. : POLAND | 6443127808-20240301-75E295C0F813-17 | 16899430978500332 | 2024-03-01 | 100.00 | 100.00 | 0.00 | <input type="checkbox"/> |
| 6443127808 | Honeycomb Holdings Inc. : POLAND | 6443127808-20240301-4439B16EA601-25 | 147 | 2024-03-01 | -100.00 | -100.00 | 0.00 | <input type="checkbox"/> |

The following tabs have been made available in the KSeF Registry module:

- **Invoices** – sales transactions registered in the KSeF system;
- **Bills** – purchase transactions registered by suppliers in the KSeF system;
- **Another entity** – invoices resulting from the role associated with the transaction, e.g. payer or recipient, factor indicated as a third party in the XML document structure;
- **Authorized invoices** – invoices of an authorised entity.

Additional options allow you to mark specific transactions or an entire set of documents and automatically download files in .xml format. This option is available for both invoices sent by us and all invoices received. This allows for comprehensive process management from NetSuite without having to log in to our profile on the Ministry website.



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7. Importing purchase documents

In the KSeF Registry module, we have added the functionality of importing purchase documents as Vendor Bills transactions, with the option to indicate the posting date of these documents and default NetSuite classifiers – Location, Department, Class.

The document import mechanism:

- enables automatic linking of an invoice with the corresponding order,
- identifies the tax settings of the purchase invoice, posting it as a transaction with the appropriate rate and tax code,
- after prior configuration, the system can create supplier and product records simultaneously,
- largely takes over the previous functionalities of the OCR system.

The KSeF Registry functionality is a mirrored view of the KSeF website of the Ministry of Finance.

KSeF registry

Get Data From KSeF Import as bills Download XML file(s) Select/Deselect All Logout

DATE FROM
1.1.2025

DATE TO
31.1.2025

SUBSIDIARY
Parent Company : RSM Poland

ACCOUNTING PERIOD
Jan 2025

LOCATION
DEPARTMENT
CLASS
BILLS POSTING DATE
31.1.2025

Invoices Bills Another entity Authorized invoices

Invoices registered in KSeF

| SELECT ELEMENT | ENTITY VAT NUMBER | ENTITY NAME | KSEF NUMBER | INVOICE NUMBER | ISSUE DATE (INVOICING DATE) | DATE OF RECEIPT (ACQUISITION DATE) | NET | GROSS | VAT A |
|-------------------------------------|-------------------|----------------------------------|-------------------------------------|------------------|-----------------------------|------------------------------------|---------|---------|--------|
| <input checked="" type="checkbox"/> | 6443127808 | Honeycomb Holdings Inc. : POLAND | 6443127808-20250131-27736EC70695-C4 | FS/2025/01/00013 | 31.1.2025 | 31.1.2025 7:49:31 am | 1000.00 | 1230.00 | 230.00 |
| <input type="checkbox"/> | 6443127808 | Honeycomb Holdings Inc. : POLAND | 6443127808-20250130-4E9475DFA89C-E3 | FS/2025/01/00013 | 30.1.2025 | 30.1.2025 2:54:49 pm | 1000.00 | 1230.00 | 230.00 |
| <input type="checkbox"/> | 6443127808 | Honeycomb Holdings Inc. : POLAND | 6443127808-20250122-030C95530E23-FE | FS/2025/01/00010 | 22.1.2025 | 22.1.2025 8:32:29 pm | 1000.00 | 1230.00 | 230.00 |

Additional configuration of the import process allows:

- assigning default values of classifiers at the item (item) or ledger account level (expenses) and vendor records (vendor),
- creating invoices using items or ledger accounts,
- controlling default values and creating records at various levels of transaction creation.

8. Fields Mapper Rules – Enterprise Edition

The logical structure of e-invoices contains fields that can be divided into 3 types:

- **obligatory** – required for each transaction;
- **optional** – required only in strictly defined cases, after meeting statutory conditions;
- **elective** – fields that are not required either for compliance with the structure or due to regulations. They may contain additional information about the transaction that we want to include in the document and forward to the recipient of the invoice or credit memo.

Due to the possibility of using elective fields, the ITC RSM Poland team has prepared an additional tool – PLP Fields Mapper, which allows you to expand the created .xml file with additional information. With its help, you can:

- add a field with a fixed value or taken from the field concerning the contractor or transaction;
- enter non-standard fields (custom fields), created based on the specifics of the company;
- indicate additional information for the entire document or for each invoice line;
- condition the field value using formulas, e.g. IF ELSE.

PLP Fields Mapper

Save ▼

Cancel

☐ INACTIVE

TARGET

- New -

FA (2)

FA (1)

DESTINATION

DESTINATION OCCURS

PREVIOUS DESTINATION

DESTINATION TYPE

☐ REQUIRED

FORMULA

FIELD 1

FIELD 1 TYPE

Example scenarios in which we can use the Fields Mapper tool:

- supplementing additional information on a transaction, e.g. order number, contract number;
- adding information detailing the sale/purchase;
- transferring information from custom fields to an invoice;
- handling transactions using factoring;
- adding a fixed value with the company's BDO number;
- adapting the .xml file to the specific expectations of our recipients.



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9. Line Grouping Rules – Enterprise Edition

As part of the PLP package, we do not have to worry about how the system will group or not group our sales transactions. We have implemented a mechanism for configuring grouping rules on the Client's installation side with the possibility of using all available fields. Thanks to this option, we can ensure the correct presentation of sales lines by grouping them, if necessary, to specific business requirements.

PLP Lines Group Rules

KSeF fields group

Save **Cancel** **Change ID** **Actions**

NAME *
KSeF fields group
☐ INACTIVE

Fields Group Rules

| FIELD ID | ALIAS | BODY/LINE | VALUE/TEXT |
|----------|-------|-----------|------------|
| memo | memo | Line | Value |
| rate | rate | Line | Value |
| | | Body | Value |

Add **Cancel** **Insert** **Remove**



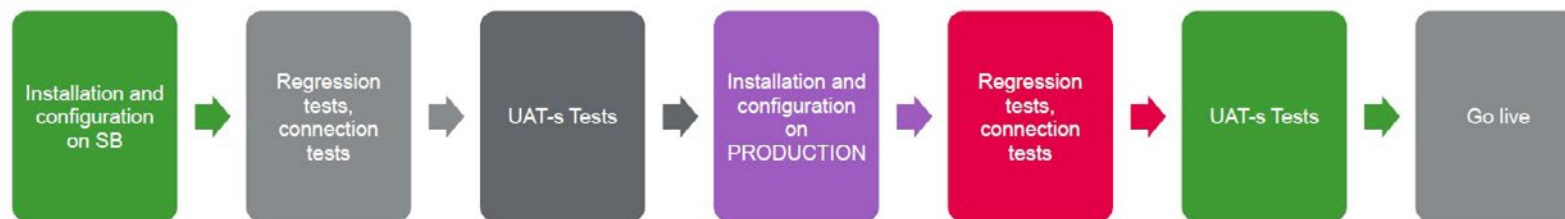
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10. The process of implementing the KSeF module in NetSuite

The implementation of the KSeF module in customer environments is divided into stages, in accordance with the implementation methodology of the Polish Localization Package. First, the work is performed on the Sandbox test environment, and then on the NetSuite production environment. Activities performed on each of the aforementioned environments:

- installation of the KSeF module and related functionalities;
- system configuration;
- regression tests;
- verification of the correctness of operation of the functionality during acceptance tests (User Acceptance Tests).

After positive approval of the acceptance tests on the production environment, it is possible to use the KSeF module in everyday work.



If you have any questions or concerns regarding the KSeF module in the Polish Localization Package or would like to learn more about the functionality of Oracle NetSuite, please contact our consultants.



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