

KSeF Invoice Sending — User Guide

This guide explains how to issue structured invoices (e-invoices) to the Polish KSeF (National e-Invoice System) from **1C:Enterprise** using the **Sales invoice** document.

It is written for **accountants and operators**. Technical details are in the linked PRD/BRD documents at the end of this file.

1. What the mechanism does

For each posted sales invoice of a **Polish company**, the system can:

1. **Build** an FA(3) XML file from the document data.
2. **Validate** it locally (XSD) before sending.
3. **Encrypt** the XML and **submit** it to KSeF API v2.
4. **Poll** KSeF until the invoice is **accepted** or **rejected**.
5. **Store** the official **KSeF number** and status in 1C.

Once KSeF accepts an invoice, it is legally issued in KSeF. You **cannot edit** it in 1C or in KSeF — corrections must be done with a **corrective invoice** in KSeF.

2. Who can use it

Requirement	Details
User role	Role KSeF: invoice sending must be assigned to your user (if user already has an Administrator role you can skip this requirement).
Company	The invoice must belong to a Polish organization (country code 616 in the classifier).

Requirement	Details
Document type	<i>Full document package must be enabled on the sales invoice.</i>
Document state	<i>The sales invoice must be posted.</i>

If the **KSeF** tab and commands are not visible on the form, check the organization country, the “full package” flag, and your role.

3. One-time setup (administrator)

The following is configured **once per infobase** (or when switching test/production). Operators normally do not change these settings.

3.1. API environment (‘KSeF API URL’ constant)

One global constant defines which KSeF API server 1C talks to:

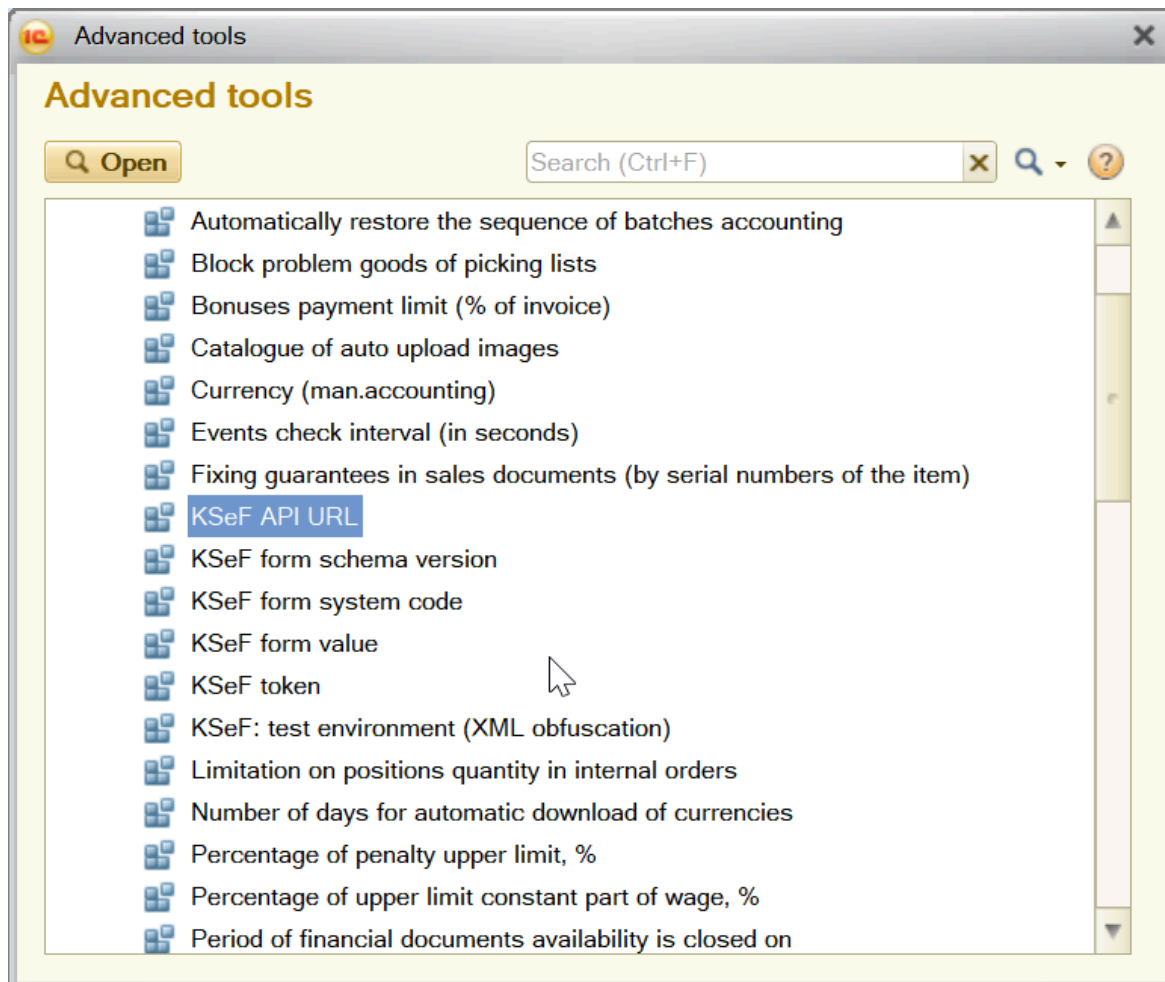
Environment	API URL	Token portal (issue token here)
TEST (TE)	https://api-test.ksef.mf.gov.pl/v2	https://ap-test.ksef.mf.gov.pl/web/
DEMO / pre-production (TR)	https://api-demo.ksef.mf.gov.pl/v2	https://ap-demo.ksef.mf.gov.pl/web/

Environment	API URL	Token portal (issue token here)
PRODUCTION	https://api.ksef.mf.gov.pl/v2	https://ap.ksef.mf.gov.pl/web/

Important: The token must be issued in the **same** environment as **KSeF API URL**. A token from the **TEST** portal will **not** work with the **DEMO** API (and vice versa). This is a frequent cause of authentication errors.

The sales invoice form shows the current environment in the **KSeF environment** field (demo vs production), derived from **KSeF API URL**.

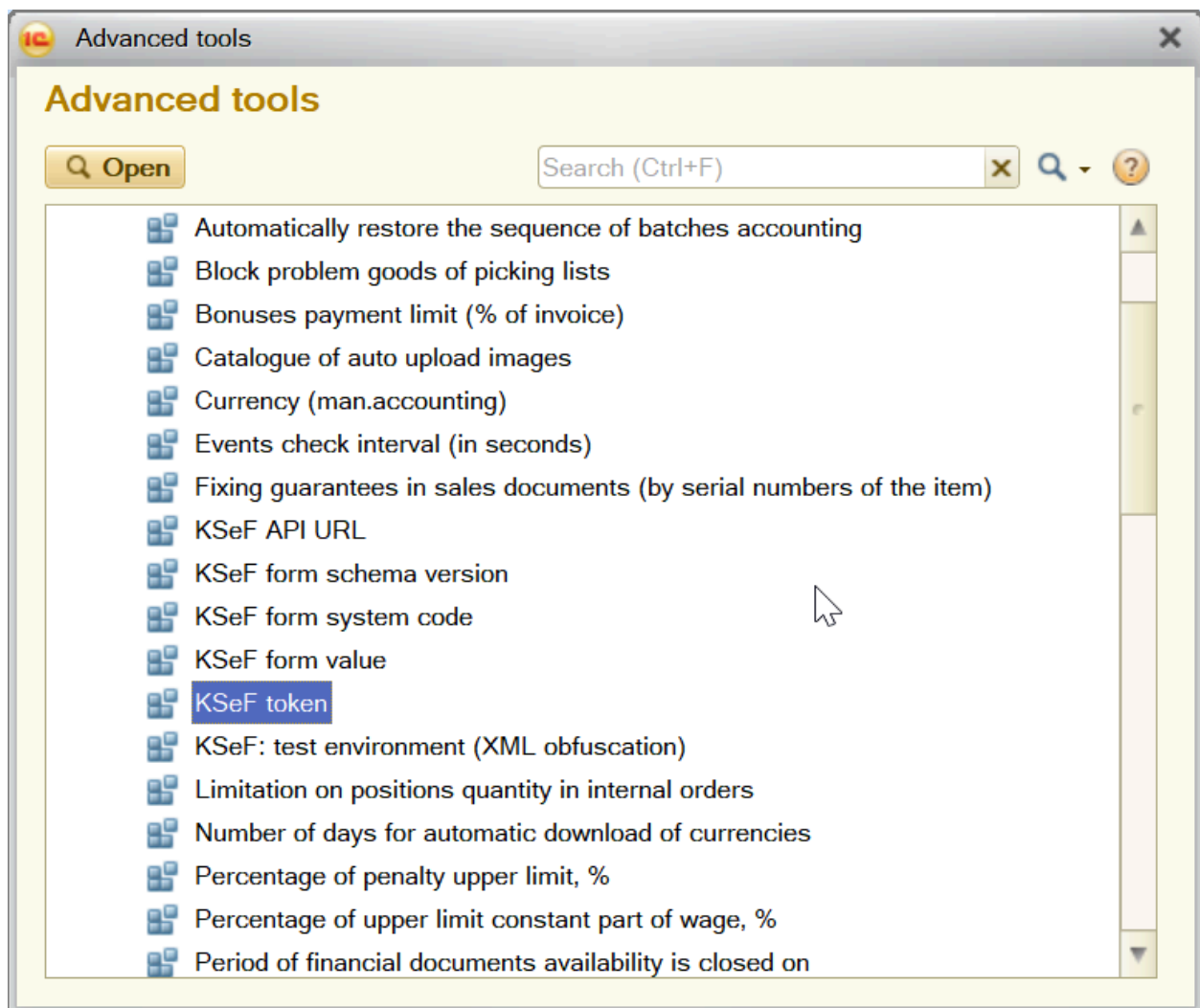
How to open: Functions for technician (Ctrl+K) → search **KSeF API URL**.



3.2. KSeF token (constant)

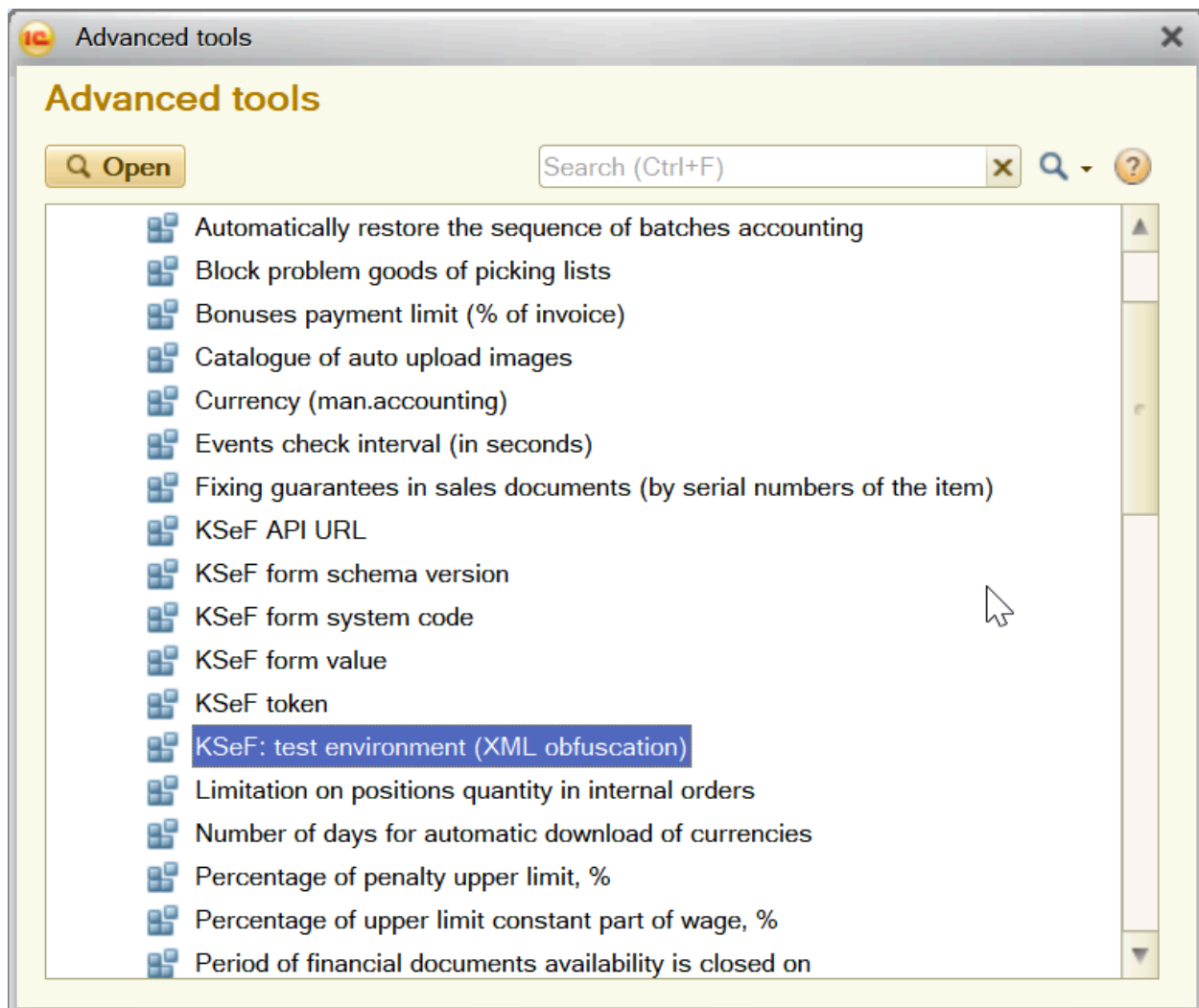
- Issued in the KSeF web portal for the chosen environment.
- Stored in the **KSeF token** constant (secured storage). Only an administrator should set or rotate it.
- Format: three parts separated by |, for example:
`part1|nip-XXXXXXXXXX|64-character-hash`
- The NIP in the token must match the company NIP used for sending (see below).
- The token needs permissions to **write invoices** (`InvoiceWrite`).

How to open: Functions for technician (Ctrl+K) → search **KSeF token**.



3.3. Test environment flag — KSeF: test environment (XML obfuscation) - constant

A separate boolean constant controls whether **personal and commercial data in the generated FA(3) XML** are replaced with anonymized values. This is **independent** of the API URL: you can talk to the TEST/DEMO API with either real or obfuscated XML. **How to open: Functions for technician (Ctrl+K) → search KSeF: test environment (XML obfuscation).**



Value	Effect
False	XML is built from real document and master data (normal production and most UAT).
True	On KSeF XML... / automatic build before send, text and numeric element values are obfuscated so demo/preprod submissions do not expose real counterparty names, addresses, amounts on lines, bank accounts, etc.

When to set True

- Demo or pre-production KSeF (KSeF API URL = DEMO/TEST) where you send many sample invoices and want to hide buyer/seller details in the XML payload.
- Training or smoke tests on copies of production data.

When to set False (mandatory for production)

- **Production** KSeF (KSeF API URL = production API).
- Any send where the XML must match the posted sales invoice exactly (legal archive, reconciliation with print forms).

What stays unchanged (required for XSD and KSeF business rules):

Category	Examples
Seller/buyer NIP	<NIP>
Invoice number	<P_2> (KSeF duplicate key together with NIP and issue date)
Dates	<P_1>, <P_6>, <DataWytworzeniaFa>, <DataZaplaty>, ISO dates in optional fields

Category	Examples
Schema codes	Currency (<i>KodWaluty</i>), country (<i>KodKraju, KodUE</i>), VAT rate code (<i>P_12</i>), annotation flags (<i>P_16...P_23</i>), payment form (<i>FormaPlatnosci</i>), etc.

What is obfuscated (typical examples): company and buyer names, addresses, e-mail, phone, product descriptions, line amounts, totals (as valid random decimals), bank account (*NrRB*), SWIFT, optional *DodatkowyOpis* values.

Obfuscated text values look like *TagName-{documentSalt}-{counter}* (e.g. *Nazwa-a1b2c3d4-7*); e-mail uses *user{salt}{counter}@example.com*. Each document gets a unique salt so two invoices do not produce identical obfuscated strings.

Important notes

1. **Does not change KSeF API URL.** Align API URL and token with the target KSeF portal (see §3.1); use *KSeF: test environment (XML obfuscation)* only for XML content masking.
2. **Re-sending the same invoice** after KSeF has already accepted it still returns error **440 Duplicate invoice** — obfuscation does not reset KSeF's registry.
3. **Role:** users with role **KSeF** can read this constant; changing it is an **administrator** task (same as *KSeF API URL* and *TokenKSeF*).
4. Obfuscation applies when XML is **generated** (*KSeF XML...* or implicit build on **Send to KSeF**). If you change the constant, run **KSeF XML...** again before sending.

Recommended combinations

Scenario	<i>KSeF API URL</i>	<i>KSeF: test environment (XML obfuscation)</i>
<i>Production go-live</i>	<i>Production API</i>	False

Scenario	KSeF API URL	KSeF: test environment (XML obfuscation)
<i>Full UAT on TEST API with real XML</i>	<i>TEST API</i>	False
<i>Demo/training with hidden counterparty data</i>	<i>DEMO or TEST API</i>	True

3.4. Company NIP and seller details

NIP (tax ID) for API context is read from the information register **KSeF org attributes**:

Field	Tag
<i>Organization</i>	<i>Your Polish legal entity</i>
<i>Tag</i>	<i>NIP</i>
<i>Value</i>	<i>NIP digits only</i>

To open the register, open your company (legal entity) and find at the left side the link **KSeF org attributes.**

[Save and close](#) | [Logo](#) | [Print](#) | All actions ?

Code: Prefix: Partner:

Names
 Short name:
 Full name:
 Name for invoices:
 Order for VAT invoices signature:

[Registration](#) | [Mutual settlements](#) | [Documents printing](#) | [Staffing and wage](#) | [Miscellaneous options](#)

General requisites
 VAT number: EORI: BDO:
 Legal address:

Responsible persons
 CEO:
 Chief accountant:

Certificate of registration with a tax authority
 Date of issue: Series and number:

The tax authority that issued the certificate
 Code: Description:

Tax inspectorate
 Code of tax inspectorate: Description:

Superannuation and pension fund, Social Insurance Fund
 Pension fund registration number:
 Social security fund registration number:

State
 Liquidated:

Comment:

[KSeF org attributes](#)

[Create](#) | [+](#) | [-](#) | [X](#) | Search (Ctrl+F) | All actions ?

Company	Tag	Value
	NIP	

3.5. Scheduled job

Background job **KSeF**: send status check periodically refreshes invoices in status **Sent**. It should remain **enabled** in production.

4. Standard workflow (operator)

Step 1 — Post the sales invoice

Create and **post** the sales invoice as usual. Unposted documents cannot be sent to KSeF.

Step 2 — Open the KSeF tab

On the sales invoice form, open the **KSeF** tab. You will see:

Field	Meaning
KSeF environment	Demo or production (from KSeF API URL)
KSeF status	Current lifecycle status
KSeF number	Official number after acceptance (empty until accepted)
Generation date	When XML was last built
Send date	When the file was submitted to KSeF
Acceptance date	When KSeF assigned the number
Validation error	Local/XML build errors (before send)
Send error	API or KSeF rejection after submit

Sales invoice (registered)

Post and close | Post | Generate | Picking lists printing | KSeF XML to file... | Print

Number (non-cash): [] Date: [] Company: []

Partner: [] Contract: []

Warehouse: [] Collection point: [] Shipped:

Base: Customer order

Goods (87 pcs.) | Services (0 pcs.) | Additional info | Delivery and contacts | **KSeF**

KSeF status: Accepted

Validation error text: []

Send error text: []

KSeF number: 1132875084-20260611-39EBEC800000-23

XML generation date: 6/11/2026 11:43:24 AM

Send date: 6/11/2026 11:44:14 AM

Acceptance date: 6/11/2026 11:44:16 AM

KSeF environment: Environment: Pre-prod (demo)

Step 3 — Build XML

Command: **KSeF XML...**

- Builds FA(3) XML from the document.
- Saves it to **KSeF document data** register.
- On success, status becomes **Generated**.

If building fails, status becomes **Pre-send error**. Read **Validation error** on the tab, fix master data or the document, and run **KSeF XML...** again.

Send to KSeF is not available while status is Pre-send error.

Sales invoice (registered)

Post and close | Post | Generate | Picking lists printing | **KSeF XML...** | KSeF XML to file... | Print

Number (non-cash): [] Date: [] Company: []

Partner: [] Contract: []

Warehouse: [] Collection point: [] Shipped:

Base: []

Goods (31 pcs.) | Services (1 pcs.) | Additional info | Delivery and contacts | **KSeF**

Step 4 — (Optional) Export XML to file

Command: **KSeF XML to file...**

- Exports XML for review or external validation.
- XSD warnings may appear as a note; they do not always block sending.

Step 5 — Send to KSeF

Command: **Send to KSeF**

Available when status is **Generated** or **Send error**.

The system automatically:

1. Authenticates with the KSeF token.
2. Encrypts the XML.
3. Open an online session.
4. Submits the invoice.
5. Polls status (short wait).
6. Closes the session.

On successful submission, status becomes **Sent**. If KSeF rejects the invoice during processing, status becomes **Send error**.

Step 6 — Wait for acceptance

Status	What it means	What you can do
Sent	Submitted; KSeF is still processing	Use Refresh KSeF status , or wait for the scheduled job
Accepted	KSeF assigned a number	Nothing — invoice is issued; Send to KSeF is hidden

Status	What it means	What you can do
Send error	<i>KSeF or transport rejected the invoice</i>	Read Send error , fix data, rebuild XML if needed, Send to KSeF again

Command: **Refresh KSeF status** — visible when status is **Sent** or **Send error** (if session references exist).

When accepted, the **KSeF number** field is filled and status becomes **Accepted**.

5. Command availability by status

Status	KSeF XML...	Send to KSeF	Refresh status	XML to file...
<i>(no record yet)</i>	Yes	No*	No	Yes
Generated	Yes	Yes	No	Yes
Sent	No	No	Yes	Yes
Accepted	No	No	No	Yes
Pre-send error	Yes	No	No	Yes
Send error	Yes	Yes	Yes†	Yes

Send to KSeF can still run without a prior manual “KSeF XML...” step: it will build XML automatically if missing.

† Refresh is available if session/invoice references were stored.

7. Understanding errors

Errors are split into **two types** on purpose.

7.1. Pre-send error

- **Source:** 1C while building or validating XML.
- **Field:** **Validation error** on the KSeF tab.
- **Typical causes:** Missing NIP, unsupported VAT rate, invalid counterparty data, XSD structure issues.
- **Action:** Fix the document or master data → **KSeF XML...** again. Do **not** use **Send to KSeF** until status is **Generated**.

7.2. Send error

- **Source:** KSeF API after encryption/submit, or KSeF semantic validation.
- **Field:** **Send error** on the KSeF tab.
- **Typical causes:**

Symptom	Likely cause	Action
<i>Authentication / token errors (e.g. code 450 on login)</i>	<i>Token and KSeF API URL from different environments; expired token; wrong NIP</i>	<i>Align portal + API URL; issue new token; check NIP in org attributes</i>
Semantic validation (e.g. code 450 — Błąd weryfikacji semantyki dokumentu faktury)	<i>XML is structurally valid but business rules fail</i>	<i>Read full message (including details after system update); fix amounts, buyer ID, addresses, currency rate, special characters in descriptions</i>

Symptom	Likely cause	Action
<i>Duplicate invoice (code 440)</i>	<i>Same invoice already in KSeF (same NIP + P_2 + issue date), or resend of an Accepted document</i>	<i>Use a new sales invoice number/date, or do not resend an already accepted document; with obfuscation enabled, P_2 and dates are kept real — duplicates are not caused by masking</i>
<i>Network / server errors</i>	<i>Firewall, TLS, 1C server connectivity</i>	<i>Contact IT</i>

Semantic error 450 is not an NIP mismatch on authentication if sending already started. It means KSeF rejected the **invoice content** (totals, buyer data, export flags, etc.). The detailed reason is in the error text after – (from KSeF [status.details](#)).

7.3. Practical checks for semantic 450 (export invoices)

When KSeF rejects an export invoice, verify in the saved XML (**KSeF XML to file...**):

- Total **P_15** matches the sum of line amounts and **P_13_6_3** (export).
- **KursWaluty** (NBP rate) matches the business day before the invoice date.
- Buyer **NrID** / address fields are complete and use allowed characters.
- Product descriptions (**P_7**) do not contain forbidden symbols (e.g. \$, #).

8. Where data is stored

8.1. KSeF document data

One record per sales invoice. Search: **KSeF document data**.

Resource	Purpose
<i>XML text</i>	<i>Last generated FA(3) XML</i>
<i>Status</i>	<i>Lifecycle status</i>
<i>KSeF number</i>	<i>Official KSeF number after acceptance</i>
<i>Forming date</i>	<i>XML generation timestamp</i>
<i>Send date</i>	<i>Submit timestamp</i>
<i>Acceptance date</i>	<i>Acceptance timestamp</i>
<i>Validation error text</i>	<i>Pre-send / XSD errors</i>
<i>Send error text</i>	<i>API / KSeF errors after submit</i>
<i>KsEF session reference</i>	<i>Session reference (diagnostics)</i>
<i>KsEF invoice reference</i>	<i>Invoice reference in session (diagnostics)</i>

9. Limitations (current version)

Topic	Status
<i>Document type</i>	<i>Sales invoice only</i>
<i>Invoice types</i>	<i>Standard VAT FA(3); corrective/advance invoices — not in daily flow</i>
<i>Batch sending</i>	<i>One invoice per online session</i>
<i>Editing after accept</i>	<i>Not possible — use corrective invoice in KSeF</i>
<i>Incoming invoices</i>	<i>Out of scope</i>
<i>Token refresh</i>	<i>Re-authentication on cache expiry; long-lived refresh flow — later phase</i>

10. Quick checklist before first production send

- *KSeF API URL points to the intended environment.*
 - *KSeF: test environment (XML obfuscation) is **False** for production (**True** only for demo/training with obfuscated XML).*
 - *KSeF token was issued in the **matching** KSeF portal and is **Active**.*
 - *NIP in **KSeF org attributes** matches the token context.*
 - *User has role **KSeF: invoice sending**.*
 - *Sales invoice: Polish org, full package, **posted**.*
 - ***KSeF XML...** → status **Generated**, no validation error.*
 - ***Send to KSeF** → status **Accepted**, **KSeF number** filled.*
-