



Changes to the Invoice Submission Process in Connection with KSeF

Dear Sir or Madam,

In connection with DHL Freight (Poland) meeting the statutory requirements regarding the implementation of the National e-Invoicing System (KSeF) as of 1 February 2026, we kindly inform you about upcoming changes to the rules for submitting and processing invoices.

1. Carriers subject to the KSeF obligation as of 1 February 2026

Invoices issued by carriers required to use KSeF will be downloaded by DHL Freight directly from the Ministry of Finance portal.

The correct entry of the transport order number is required for the invoice to be posted:

- **In the P61 field,**
or
- **in the “free text” field in the “order” section,** if the character limit prevents entry in field P61.

The transport order number begins with one of the following prefixes:

- **XXXTRP**,
- **XXXCTG**,
- **XXXLHL**,

where “XXX” corresponds to: **SOS, JEG, POZ, WRO, WRX, WAW**.

2. Carriers whose obligation to join KSeF begins on 1 April 2026

During the transition period, invoices should continue to be sent in their current form to the following address:

freightpl@bscs.basware.com

Documents must contain the transport order numbers clearly visible directly on the invoice to enable efficient identification and settlement.

Thank you for your cooperation and for adapting to the above procedures.

Compliance with these rules will ensure timely and seamless processing of your invoices.

Should you have any questions or concerns, please do not hesitate to contact us.

Yours sincerely,
DHL Freight (Poland)

DHL Freight – Excellence. Simply delivered.