



Changes to the Invoice Submission Process in Connection with KSeF

Dear Sir or Madam,

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

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

Invoices issued by suppliers required to use KSeF will be retrieved by the company directly from the Ministry of Finance portal.

The correct entry of the purchase 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 P61.

The purchase order number consists of 10 consecutive digits starting with the number 6.

If a purchase order number is not available, please provide the name and surname of the employee who placed the order.

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

During the transition period, invoices should be sent to:
freightpl@bscs.basware.com

Please include:

the purchase order number, or the name and surname of the ordering person.

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

DHL Freight – Excellence. Simply delivered.