CESOP Taxpayer Application User Manual

Version 1.0

March, 2024

Table of contents

Change history

Table 1. Change history

Version no.	Date	Description	Action (*)	Chapters (**)	Authors
0.1	27.02.2024	Document creation (initial version)	N	A	AKMF
0.2	11.03.2024	Revision of initial content with regard to submitted comments and remarks, including: drafting improvements, adjustment of format to the accessibility requirements	C	A	AKMF
1.0	14.03.2024	Content revision	C	A	MF, AKMF

(*) Action: N-New, C-Change, V-Verification

(**) Chapters: number of chapters or A-All

List of used abbreviations and symbols

Table 2. List of used abbreviations and symbols

Abbreviation/ Symbol	Meaning
AK, AKMF	Aplikacje Krytyczne Sp. z o.o.
API	*Application programming interface*, a set of rules which precisely describes the principles of communication between the programs or subprograms.
CESOP Taxpayer Application („Application")	CESOP Application (registration and report forms), JPK Gate and JPK Client (JPK – Standard Audit File for Tax).
Bramka JPK	API issued by MF used for the purposes of sending files to the MF systems.
CESOP	Central Electronic System of Payment Information, via which the Payment Service Providers will be able to report the transactions related to specific payments under the Directive 2020/284, which were implemented to the Polish legal system by the Act of 14 April 2023 amending the act on the goods and services tax and certain other acts.
Report form (PSP-IP)	The form dedicated to the Payment Service Providers, supporting the process of creating and manual filling of the XML files compliant with the PaymentData.xsd scheme.
Registration form (PSP-FR)	The form dedicated to the Payment Service Providers, supporting the process of creating and manual filling of the XML files compliant with the XSD CES-FR.xsd scheme.
initUpload	The file containing metadata of a document sent via PSP. The application enables generating and downloading the initUpload file by the user for the purposes of signing it using an external tool.
NRA	National Revenue Administration
EC	European Commission
JPK Client, KWD	The application for sending files to the MF system. The tool enables also checking the status of sent file using the provided reference number (as well as downloading UPO, Error Report, Validation Report)
MF	Ministry of Finance
File	Means the XML file created in line with the XSD PaymentData.xsd scheme.
PSP	Payment Service Provider
Error Report	The report made available in the XML format containing all identified business errors for the sent file.
Validation Report	The report made available by the European Commission containing information on the result of validation made at the European level. Its content demonstrates whether the message containing the payment data was verified positively and, if the validation result is negative, contains the list of identified errors.
OCR	Official Confirmation of Receipt, the document confirming the receipt of file by the Ministry of Finance, issued if there are no technical and business validation errors.
XML	Extensible Markup Language intended for structured data representation.
XSD	XML Schema Definition, the standard used for defining the XML document structure.
.ZIP	The file generated by the Application in the process of sending documents via PSP.

1. Introduction

1.1.   Purpose and structure of the document

This CESOP Taxpayer Application User Manual is addressed to all stakeholders obliged to report the transactions related to certain payments to the Central Electronic System of Payment Information (CESOP). This Application was made available to the general public, to all payment service providers covered by the reporting obligation and this Manual describes how it works.

The potential users of the Application consist of the entities subject to the obligation of keeping and provide access to the records of the selected cross-border transactions, including:

- a national bank in the meaning of Article 4(1)(1) of the Act of 29 August 1997 – Banking Law i.e. a national bank established in the territory of the Republic of Poland,
- a foreign bank branch in the meaning of Article 4(1)(20) of the Act – Banking Law, i.e. an organisational unit of a foreign bank performing on its behalf and for this bank all or certain activities under the licence granted to this bank, provided that all organisational unit of the foreign bank concerned corresponding to these features, established in the territory of the Republic of Poland, shall be deemed a single branch,
- a credit institution in the meaning of Article 4(1)(17) of the Act – Banking Law; i.e. a credit institution referred to in Article 4(1)(1) of the Regulation 575/2013 of 26 June 2013 on prudential requirements for credit institutions and investment firms and amending Regulation (EU) No 648/2012, established in the territory of the Member State other than Poland and a credit institution branch, referred to in Article 4(1)(17) of the Regulation 575/2013, being neither the national bank branch nor the foreign bank branch,
- electronic money institution and electronic money institution branch – if the branch is located in the Member State and such electronic money institution is established outside the Member State, provided that the payment services provided by the branch are related to issuing of electronic money,
- a branch of an entity providing the postal payment services in the Member State other than the Republic of Poland, pursuant to the laws of this state, authorised pursuant to the laws of this state to provide payment services and the Poczta Polska Spółka Akcyjna in the scope, in which the separate provisions authorise it to provide postal services,
- a payment institution,
- a cooperative savings and credit union or the National Cooperative Savings and Credit Union in the meaning of the Act of 5 November 2009 on the cooperative savings and credit unions, in the scope, in which the separate provisions authorise it to provide postal services.

Detailed rules of providing access to the records and the scope of recorded data are provided for in the Act of 14 April 2003 amending the act on the goods and services tax and certain other acts, available at: https://dziennikustaw.gov.pl/DU/2023/996.

The document contains the description of general assumptions of the user interface and detailed description of functionalities available in the Application.

1.2. General description

The CESOP Taxpayer Application was made available to enable the payment service providers performing the obligations of providing access to the records of the selected cross-border transactions. These obligations were introduced by the Act of 14 April 2003 amending the act on the goods and services tax and certain other acts, implementing Directive 2020/284 of 18 February 2020 amending Directive 2006/112/EC as regards introducing certain requirements for payment service providers.

Using the Application, the payment service providers will provide access to the record containing data on the selected cross-border transactions in order to send it to the Head of National Revenue Administration.

Access to the record via the Application will be provided electronically, only in the form of a structured XML file.

Operation of the CESOP Taxpayer Application was integrated with the JPK Gate and JPK Client in a way to handle data sending to the Head of NRA and to enable direct provision of the forms by the providers, excluding the process of filling data in the forms made available in the Application.

The functionalities available in the Application enable among others:

- preparing and sending the "Registration Form" enabling preparation of the file allowing for registering and saving information on the payment service providers' agents,
- preparing the "Report form" in "0" version allowing for sending zero information on transactions (no data to report),
- visualisation of files containing the registration form or report form in „0" version,
- signing, sending to the Head of NRA, checking the status of sent files and downloading of OCR or Error Report for the sent files,
- integration of the payment service provider systems with the JPK Gate in order to send documents to the Head of NRA, checking the status of sent files and downloading of OCR or Error Report.
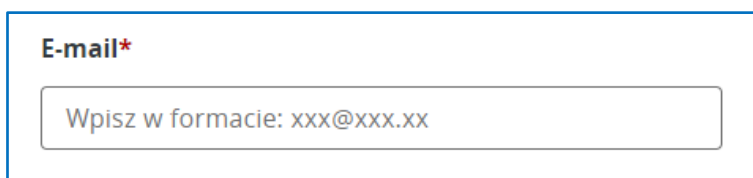
2. General assumptions of the interface elements

2.1. Obligatory fields

The Application contains the fields of various levels of obligation.

The obligatory fields are marked with an asterisk (*).
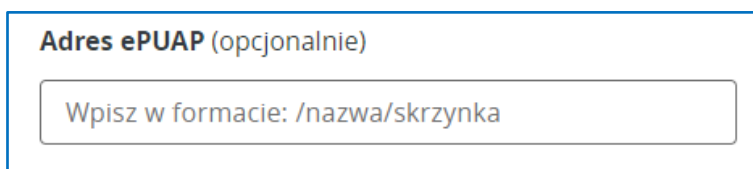
The exemplary obligatory field:

E-mail*

Wpisz w formacie: xxx@xxx.xx

Figure 1. Obligatory field

Fields, which are not obligatory, have an additional description – "optional".
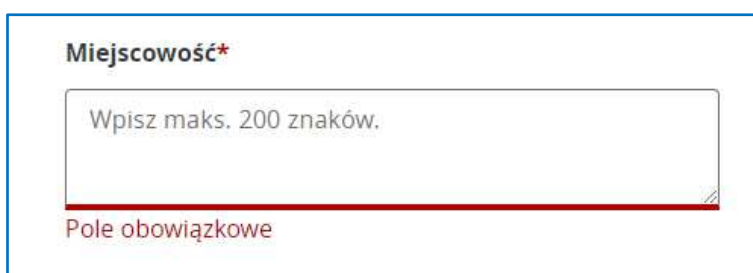
The exemplary optional field

Figure 2. Optional field

Adres ePUAP (opcjonalnie)

Wpisz w formacie: /nazwa/skrzynka

2.2. Validation of entered data

The Application created the validation rules verifying the correctness of entered data. In the event of entering incorrect data or no value in the obligatory field, the short messages informing on an error will be displayed, for example:
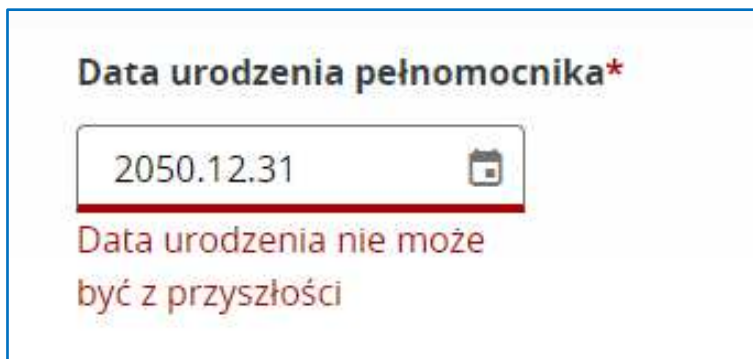
- information on failure to enter the value in the obligatory field:

Miejscowość*

Wpisz maks. 200 znaków.

Pole obowiązkowe

Figure 3. No value for obligatory field

- information on entering incorrect date:
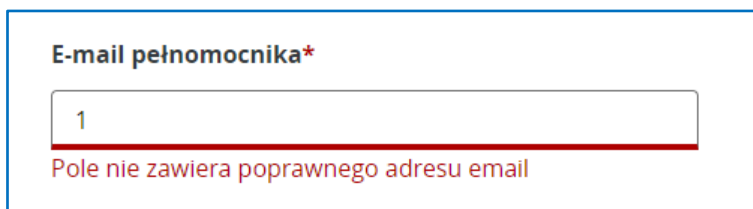
Figure 4. Entering incorrect data

- information on entering an e-mail address in the incorrect format:
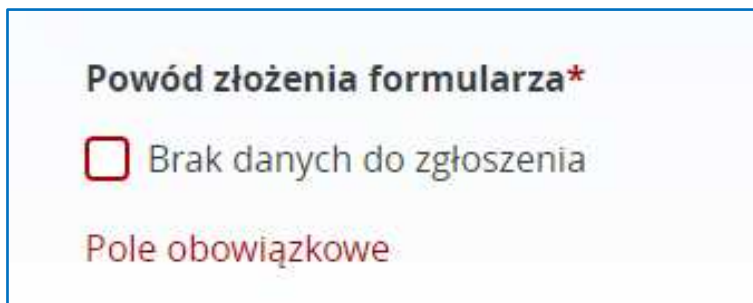
Figure 5. Entering incorrect e-mail address

- information on failure to check the obligatory *checkbox* field:
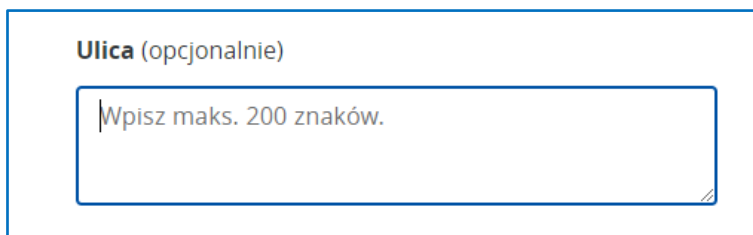
Figure 6. Failure to check the checkbox field

2.3. Fields with character limit

The Application contains the fields allowing for entering of a limited number of characters. The fields with character limits contain information specifying the number of characters that can be entered, for example:

Figure 7. Field with character limit

2.4. Screen buttons

The Application has the designed buttons displaying on various screens, for example:

- „**Utwórz dokument/Create document/**" – the button redirecting the user to the screen, which enables filling of the registration form (PSP-FR) or transaction information (PSP-IP) in „0" version.

Utwórz dokument

Figure 8. "Utwórz dokument/Create document" button

- „**Wczytaj dokument/Load document**" – the button redirecting the user to the screen, which enables loading the document in a working version saved on the user device and continuing its filling in the Application.

Wczytaj dokument

Figure 9. "Wczytaj dokument/Load document" button

- „**+ Dodaj plik/+ Add file**" – the button enabling selecting the file saved on the user device and loading it in the Application. The button has two versions in the Application, depending on the applicable functionality.

When adding the file for the purposes of loading it ("Wczytaj dokument/Load document" tab), visualising ("Wizualizuj dokument/Visualise document" tab) or generating the file to be signed ("Wygeneruj pliki do podpisania i wysyłki/Generate files for signing and sending" tab), the Application will display the version 1 button:
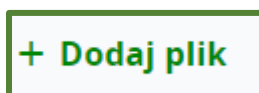
+ Dodaj plik

Figure 10. "+ Dodaj plik/+ Add file" button (version 1)

When adding the files ready for sending ("Wyślij pliki/Send files" tab), the Application will display the version 2 button:

Dodaj plik
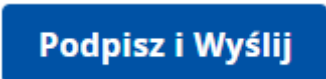
Figure 11. "+ Dodaj plik/+ Add file" button (version 2)

- „**Dodaj pełnomocnika/Add agent**"– the button redirecting to the section, in which the user can fill data of the agent authorised to send the report data on behalf of the payment service provider.

Figure 12. "+ Dodaj pełnomocnika/Add agent" button

- „**Podpisz i wyślij/Sign and send**" – the button redirecting the user to the screen generating the files for signing and sending. After clicking the button and before redirecting the user, the Application will display the corresponding message informing on further steps.

Figure 13. "Podpisz i wyślij/Sign and send" button

- „**Pobierz/Download**" – the button resulting in downloading the XML file of the form containing data filled by the user onto the user drive.

Figure 14. "Pobierz/Download" button

- „**Anuluj/Cancel**" – the button enabling the user abandoning its activities, for example further filling of the form. After clicking the button and before redirecting the user to home page, the Application will display the corresponding message informing on the consequences of cancelling the active operation.

Figure 15. "Anuluj/Cancel" button

- „**Wróć do formularza/Go back to form**" – the button enabling further continuation of filling the form despite clicking the "Anuluj/Cancel" option.

Figure 16. "Wróć do formularza/Go back to form" button

- „**Zrezygnuj/Quit**" – the button confirming the intent to discontinue filling the form after clicking the "Anuluj/Cancel" option.

Figure 17. "Zrezygnuj/Quit" button

- „**Kontakt/Contact**" – the button redirecting the user to the website
  https://www.podatki.gov.pl/skontaktuj-sie-z-nami/ enabling contact with the NRA.

Figure 18. "Kontakt/Contact" button

- „**Sprawdź/Check**" – the button, which initiates the searching of the Application resources to provide the user with access to the OCR for the sent file, after entering the correct reference number of the document.

Figure 19. "Sprawdź/Check" button

- „**Rozwiń/Unfold**" – the button, which enables opening ("unfolding") of a hidden data section.

Figure 20. "Rozwiń/Unfold" button

- „**Zwiń/Fold**" – the button, which enables hiding ("folding") of the selected data section. Data "folding" is reversible (see the "Rozwiń/Unfold" button).

Figure 21. "Zwiń/Fold" button

- „**Powrót/Return**" – the button, which enables going back to the home screen of the Application.

Figure 22. "Powrót/Return" button

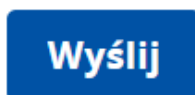- „ **Wyślij/Send**" – the button, which enable sending the attached files.

Figure 23. "Wyślij/Send" button

3. Internet browser requirements

The CESOP Taxpayer Application is accessed via the latest stable versions of Internet browsers, e.g. Google Chrome, Mozilla Firefox and Microsoft Edge.

4. Starting the Application

In order to open the Application, enter the address https://kwd.mf.gov.pl/cesop in the Internet browser window.

Using the Application requires no logging-in by the user.

5. Description of functionalities

5.1. Main menu

After the home page of the Application is displayed, the main menu displays on the left side of the screen and consists of seven tabs:
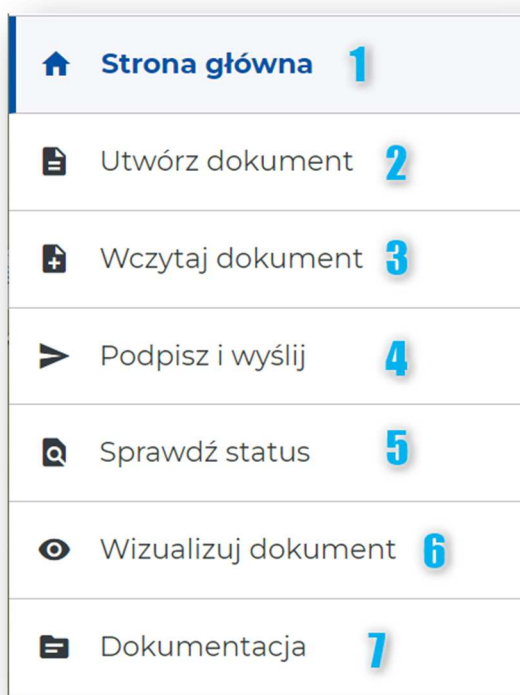
Figure 24. Main menu

[1] Strona główna/Home page – contains the essential information on the functionalities offered by the Application and buttons – shortcuts enabling straight redirection to creation of document **[1a]** or loading the file from a drive **[1b]:**

Figure 25. Home page of the Application

- **[2] Utwórz dokument/Create document** – enables creating a document in two variants: registration form (PSP-FR) and transaction information in "0" version (PSP-IP),
- **[3] Wczytaj dokument/Load document** – enables loading of a working version of the registration form or transaction information in "0" version from the user drive and continue its filling in the Application,
- **[4] Podpisz i wyślij/Sign and send** – redirects the user to the KWD application, which enables generation of files for signing and sending,
- **[5] Sprawdź status/Check status** – enables checking the status of sent document, including downloading of OCR or error report in the KWD application,
- **[6] Wizualizuj dokument/Visualise document** – enables visualisation of the registration form or transaction information in "0" version load from the user device,
- **[7] Dokumentacja/Documentation** – redirects the user to the website https://www.gov.pl/web/kas/dostawcy-uslug-platniczych, at which documentation on the Application and the CESOP system can be found.

The menu can be navigated by illuminating the tab currently entered by the user.

A default tab is the **[1] Strona główna/Home page**, to which the user is redirected in the event of discontinuing the activities in the Application, for example in effect of quitting from further filling the form.

Important!

Selecting one of the tabs below will redirect the user to the JPK Client named Data Exchange Component (KWD). KWD is a separate component of the CESOP System, dedicated to sending the files prepared in the Application at an earlier stage or personally by the user. Thus, each tab below should open in a new browser tab.

Figure 26. Tabs redirecting to KWD

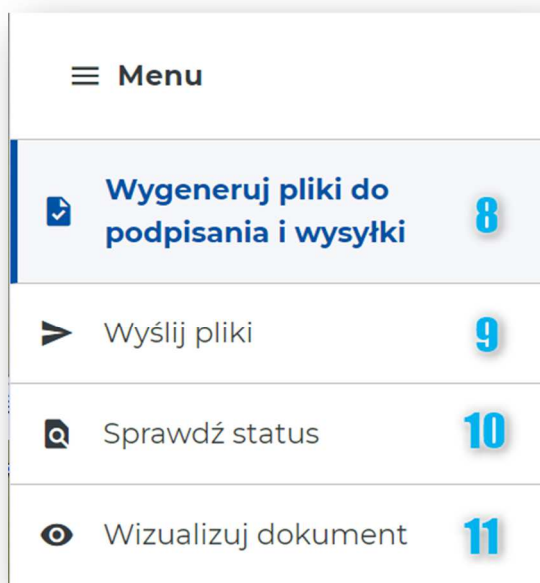Opening of one of the tabs above in the Data Exchange Component will make a different menu layout available to the user:

Figure 27. KWD menu

- **[8] Wygeneruj pliki do podpisania i wysyłki/Generate files for signing and sending** – enables loading by the user of a document ready for signing and sending and, on its basis, generating the .ZIP file along with instruction specifying the next steps that should be taken to correctly sign the document and send it,
- **[9] Wyślij pliki/Send files** – enables sending to the Head of NRA of files generated in the previous step along with the initUpload file signed by all required persons,
- **[10] Sprawdź status/Check status** – enables checking the status of sent document, including downloading of OCR or error report,
- **[11] Wizualizuj dokument/Visualise document** – enables visualisation of the registration form or transaction information in "0" version loaded from the user device.

5.2. Utwórz dokument/Create document

The „**Utwórz dokument/Create document**" functionality available in main menu of the Application enables displaying and filling the form for:
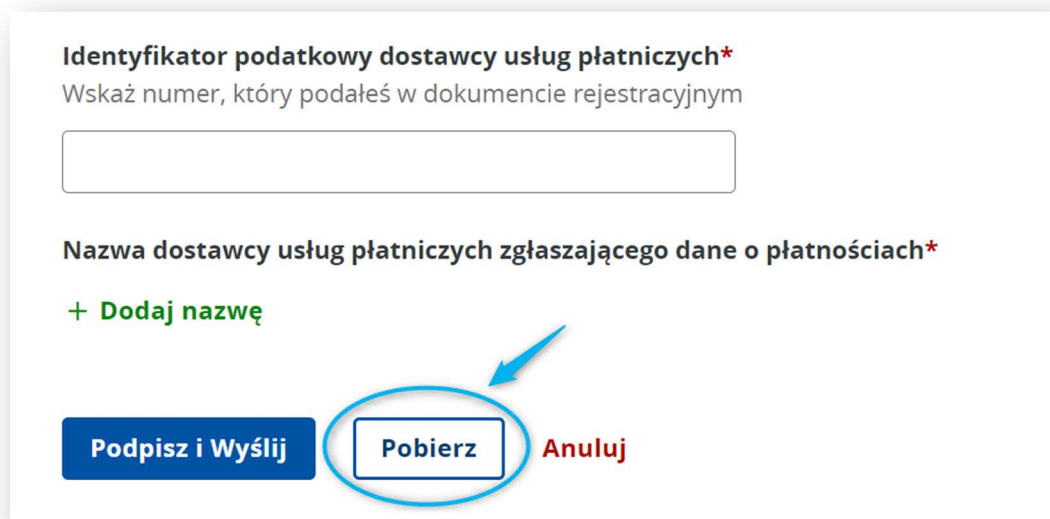
Figure 28. Utwórz dokument/Create document – form selection

- **[1]** Registration Form (PSP-FR)
- [2] Transaction Information (PSP-IP) in "0" version.

In order to go to form edition, click the selected tile **[1]** or **[2]**.

The user can also download the file to save it on the device drive at each stage of filling the form. This is made with the **„Pobierz/Download"** button available in the lower part of the form:

Figure 29. Utwórz dokument/Create document – downloading the file on drive
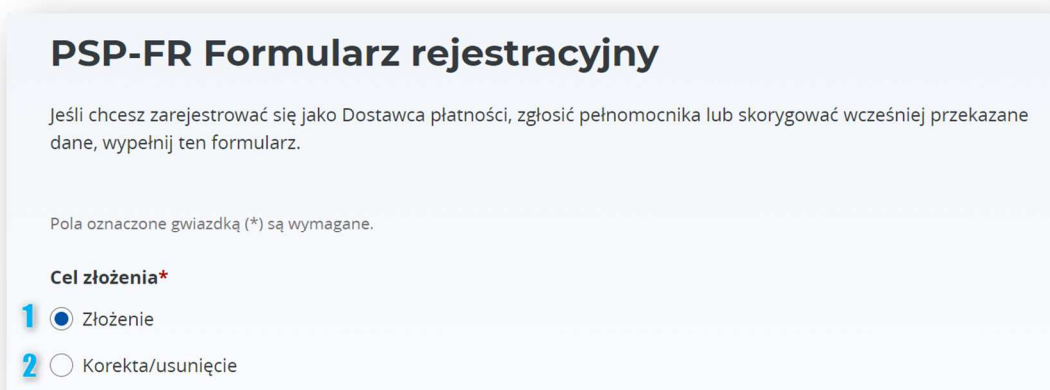
5.2.1. Registration Form (PSP-FR)

5.2.1.1. Purpose of submission

If the user selected the option „**Formularz rejestracyjny (PSP-FR)/Registration Form (PSP-FR)**", the user may:

- register as a payment provider,
- report the agent to submit the transaction information,
- correct data sent at an earlier stage, including identification and address data as well as data related to the previously reported agents

In the first step, the user should provide the purpose of submitting the form. If the registration form is the first form submitted by a given provider in the history, the **[1]** "**Złożenie/Submission**" option should be selected. If the file is re-submitted, the **[2]** "**Korekta/usunięcie / Correction/deletion**" option should be selected:

Figure 30. PSP-FR - Purpose of submission

5.2.1.2. Payment provider – identification data

In the **"Dane identyfikacyjne/Identification data"** section, the user should enter the data identifying the payment provider in the following scope:
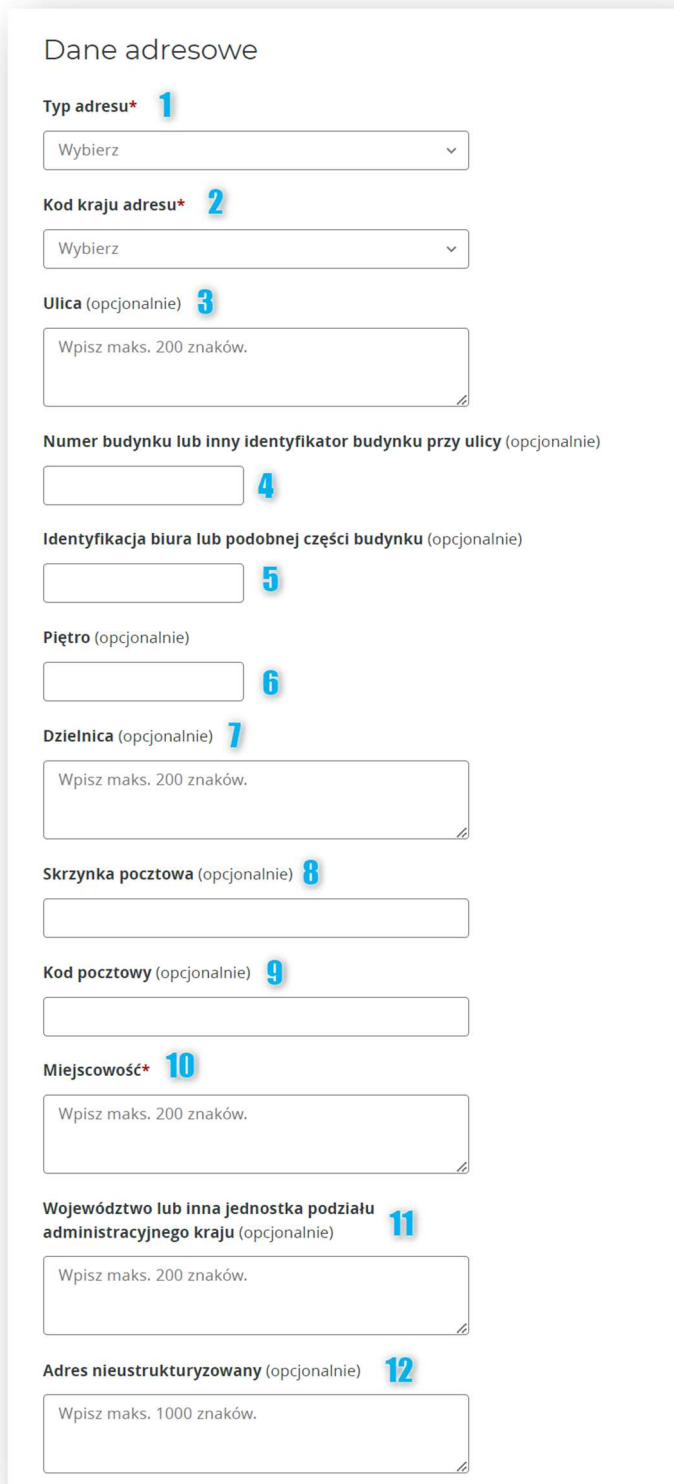

Figure 31. PSP-FR - Identification data

Table 3. List of fields for the registration form (PSP-FR) – identification data.

No.	Field name	Obligatory	Field type	Business description of field content
[1]	Identifier type	Yes	Single-choice dropdown list	Field containing the indication of the identifier type of the provider: BIC or other identifier.
[2]	Tax identifier of the payment service provider	Yes	Text field	Field containing the BIC code (if indicated in field ([1]) or any other tax identifier clearly identifying the payment service provider.
[3]	Full name	Yes	Text field with 200 characters limit	Field containing full name of the payment service provider.
[4]	Entity category	Yes	Single-choice field	Indication of payment service provider category, in accordance with the statutory classification of entities.
[5]	ePUAP address	No	Text field	Field containing the address of the e-PUAP box assigned to the payment service provider.
[6]	E-mail	Yes	Text field forcing the format of entered data: xxx@xxx.xx	Field containing e-mail address of the payment service provider.

5.2.1.3.   Service provider –address data

In the **"Dane adresowe/Address data**" section, the user should enter the address data of the payment provider in the following scope:

Figure 32. PSP-FR - Address data

Table 4. List of fields for the registration form (PSP-FR) – address data

No.	Field name	Obligatory	Field type	Business description of field content
[1]	Address type	Yes	Single-choice dropdown list	Field containing the indication of the address type for the provider: • Address of seat or business activity • Address of seat • Address of business activity • Address of registered office.
[2]	Address country	Yes	Single-choice dropdown list	Field containing the indication of the state, in which the payment provider has the entered address.
[3]	Street	No	Text field with 200 characters limit	Field containing the street name for the provided address.
[4]	Building number of any other building identifier at the street	No	Text field	Field containing the building identifier for the provided address.
[5]	Identifier of the office or similar part of the building	No	Text field	Field containing the identifier of the officer or other part of the building for the provided address.
[6]	Floor	No	Text field	Field containing the floor number for the provided address.
[7]	District	No	Text field	Field containing the district name for the provided address.
[8]	P.o. box	No	Text field	Field containing the p.o. box name for the provided address.
[9]	Postal code	No	Text field	Field containing the postal code identifier for the provided address.
[10]	Locality	Yes	Text field with 200 characters limit	Field containing the name of locality for the provided address.
[11]	Voivodeship or any other administrative division unit	No	Text field with 200 characters limit	Field containing the name of administrative division unit for the provided address.

No.	Field name	Obligatory	Field type	Business description of field content
[12]	Non-structured address	No	Text field with 1000 characters limit	Field containing the complete address of payment service provider, if the address cannot be entered in a structured form, using the form fields described above.

5.2.1.4.   Payment provider –agent

Clicking the "**Dodaj pełnomocnika/Add agent**" button located under the **"Dane adresowe/Address data**" section will open a new section in the form dedicated to submitting the agent data:

Figure 33. PSP-FR - Dodaj pełnomocnika/Add agent

After clicking the "Dodaj pełnomocnika/Add agent" button, the data entered into the form in the previous sections will disappear. To restore their view, click "**Anuluj dodawanie/Cancel adding**" available in the lower part of the form:

Figure 34. PSP-FR - Cancel adding of the agent

Figure 35. PSP-FR - Dodaj pełnomocnika/Add agent

In the **"Dodaj pełnomocnika/Add agent**" section, the user should enter the data of the payment service provider agent in the following scope:

1) **Identification data:**

Figure 36. PSP-FR - Agent data (1)

Figure 37. PSP-FR - Agent data (2)

Figure 38. PSP-FR - Agent data (3)

Figure 39. PSP-FR - Agent data (4)

Figure 40. PSP-FR - Agent data (5)

Table 5. List of fields for the registration form (PSP-FR) – identification data of the agent

No.	Field name	Obligatory	Field type	Business description of field content
[1]	First name	Yes	Text field with 30 characters limit	Field containing the first name of the agent.
[2]	Surname	Yes	Text field with 81 characters limit	Field containing surname of the agent.
[3]	Date of birth of the agent	Yes	Data field with validation blocking the entrance of a „future" date of birth or a date indicating that the agent is a minor	Field containing date of birth of the agent.
[4]	Type of signature of the agent	Yes	Single-choice field	Field indicating the type of signature of the agent: • Qualified signature • Trusted signature
[4a]	Agent identifier	Yes, if field [4] indicates the "**Podpis kwalifikowany/Qualified signature**"	Single-choice field	Field indicating the type of identifier of the agent: • VAT ID (NIP) • Personal ID (PESEL) • Other agent identifier
[4b]	VAT ID/Personal ID	Yes, if field [4a] indicates the "**NIP/VAT ID**" or "**PESEL/Personal ID**"	Text field with 10 characters (VAT ID) or 11 characters (Personal ID) limit	Field containing the agent identifier (VAT ID or Personal ID).

No.	Field name	Obligatory	Field type	Business description of field content
[4c]	Number and series of passport or other document confirming the identity or other identification number of the agent	Yes, if field [4a] indicates the "**Inny identyfikator pełnomocnika/Other agent identifier**"	Text field with 3500 characters limit	Field containing the number and series of passport or other document confirming the identity or other identification number of the agent.
[4d]	Country of issue of the passport or other document confirming the identity or other identification number of the agent	Yes, if field [4a] indicates the "**Inny identyfikator pełnomocnika/Other agent identifier**"	Single-choice dropdown list	Field indicating the country of issue of the passport or other document confirming the identity or other identification number of the agent.
[4e]	Personal ID (PESEL)	Yes, if field [4] indicates "**Podpis zaufany/Trusted signature**"	Text field with 11 characters limit	Field containing the Personal ID of the agent.
[5]	Identification data of the agent using the qualified electronic signature	Yes, if field [4] indicates the "**Podpis kwalifikowany/Qualified signature**"	Text field with 3500 characters limit	Field containing identification data of the agent using the qualified electronic signature.
[6]	Serial number provided in the identifier of the agent signature certificate	Yes, if field [4] indicates the "**Podpis kwalifikowany/Qualified signature**"	Text field	Field containing the serial number provided in the identifier of the agent signature certificate. **Note!** Do not mistake with the serial number of signature certificate!

2) Address data:

Figure 41. PSP-FR - Address data of the agent

Table 6. List of fields for the registration form (PSP-FR) – address data of the agent

No.	Field name	Obligatory	Field type	Business description of field content
[1]	Address type	Yes	Single-choice dropdown list	Field containing the indication of the address type for the provider: • Address of seat or business activity • Address of seat • Address of business activity • Address of registered office.
[2]	Address country	Yes	Single-choice dropdown list	Field containing the indication of the state, in which the payment provider has the entered address.
[3]	Street	No	Text field with 200 characters limit	Field containing the street name for the provided address.
[4]	Building number of any other building identifier at the street	No	Text field	Field containing the building identifier for the provided address.
[5]	Identifier of the office or similar part of the building	No	Text field	Field containing the identifier of the officer or other part of the building for the provided address.
[6]	Floor	No	Text field	Field containing the floor number for the provided address.
[7]	District	No	Text field	Field containing the district name for the provided address.
[8]	P.o. box	No	Text field	Field containing the p.o. box name for the provided address.
[9]	Postal code	No	Text field	Field containing the postal code identifier for the provided address.
[10]	Locality	Yes	Text field with 200 characters limit	Field containing the name of locality for the provided address.
[11]	Voivodeship or any other administrative division unit	No	Text field with 200 characters limit	Field containing the name of administrative division unit for the provided address.

No.	Field name	Obligatory	Field type	Business description of field content
[12]	Non-structured address	No	Text field with 1000 characters limit	Field containing the complete address of payment service provider, if the address cannot be entered in a structured form, using the form fields described above.

3) Other data:

Figure 42. PSP-FR – Other agent data

Table 7. List of fields for the registration form (PSP-FR) – other agent data

No.	Field name	Obligatory	Field type	Business description of field content
[1]	Date of validity of the power of attorney	No	Data field	Field indicating the expiry date of the power of attorney validity. **Note!** If the validity date of the power of attorney is not entered, the system will treat the power of attorney as granted for an undefined period of time.
[2]	Address of ePUAP box for electronic communication, if the agent is an advocate, legal councillor or tax advisor, referred to in Article 138c(2) of the Tax Ordinance Act	No	Text field	Field containing the address of ePUAP box of the agent.
[3]	Phone number of the agent	Yes	Text field	Field containing the phone number of the agent
[4]	E-mail of the agent	Yes	Text field forcing the format of entered data: xxx@xxx.xx	Field containing e-mail address of the agent.
[5]	Statement of the payment provider on authorising the designated agent to sign information on payments and corrections of the registration forms	Yes	Checkbox field	Field containing the statement of the payment provider on authorising the designated agent to sign information on payments and corrections of the registration form.

After entering all required data of the reported agent and the statement, the user should confirm saving these data by clicking "**Dodaj pełnomocnika/Add agent**"

Figure 43. PSP-FR - Confirmation of adding the agent

After confirming data with the abovementioned button, the Application redirects the user to the registration form view with data identifying the provider entered at an earlier stage.

The fact of entering the agent data will be recorded in the lower part of the form, under the "**Pełnomocnik/Agent**" field. The application will display there a table containing the entry on the added agent along with the actions available under the "three vertical dots" icon in the "**Akcje/Actions**" column:

- **[1]** „**Edytuj/Edit**"
- **[2]** „**Usuń/Delete**"

Figure 44. PSP-FR - Agent (actions)

Clicking the **[1]** "**Edytuj/Edit**" button results in redirecting the user to the screen displaying the form containing the agent data entered at an earlier stage with the option of their changing and re-saving using the "**Zapisz zmiany/Save changes**" button:

Figure 45. PSP-FR - Zapisz zmiany/Save changes

Clicking the **[2]** "**Usuń/Delete**" button results in displaying the window containing the message informing on the consequences of deleting the agent data:

Figure 46. PSP-FR - Deleting the agent

In order to confirm the intent to delete the agent data, click the **[3]** "**Usuń/Delete**" button. If data should not be deleted, click the **[4]** "**Anuluj/Cancel**" button or the "**X**" icon in the upper right corner of the window.

The user can also add another agent. To this end, the user should once again click the "**Dodaj pełnomocnika/Add agent**" button and repeat the data entering process.

Figure 47. PSP-FR - Adding another agent

Ważne!

Jeżeli:

- jakiekolwiek zgłoszone wcześniej dane pełnomocnika uległy zmianie,
- dostawca płatności posiada nowego, niezgłoszonego pełnomocnika,
- pełnomocnik zgłoszony wcześniej nie jest już pełnomocnikiem dostawcy,

należy **ponownie** wypełnić formularz rejestracyjny, wybierając jako cel złożenia „Korekta/usunięcie" i na nowo uzupełnić całą sekcję „Dodaj pełnomocnika". Jeśli część uprzednio zgłoszonych danych zachowała aktualność należy uzupełnić je ponownie. System, weryfikując uprawnienie pełnomocnika do złożenia informacji o transakcjach (PSP-IP), bierze pod uwagę wyłącznie dane pochodzące z ostatniego, przesłanego formularza rejestracyjnego.

5.2.1.5.   Podpisz i wyślij/Signed and send

If all required data of the registration form are entered and the user decided that the form is complete in terms of optional fields, the Application enables redirecting the user to the functionality of generating files for signing and sending.

In order to complete the form filling stage, the user should click the **[1]** "**Podpisz i wyślij/Sign and send**" button in its lower part. The user can also save the completed form on user device's drive at a later stage. To this end, the user should click the **[2]** "**Pobierz/Download**" button and the file should be downloaded automatically

Figure 48. PSP-FR - Podpisz i wyślij/Sign and send

After clicking **[1]** "**Podpisz i wyślij/Sign and send**", the Application will display the message informing that after going to the page generating the files for signing, further edition of the document will not be possible:
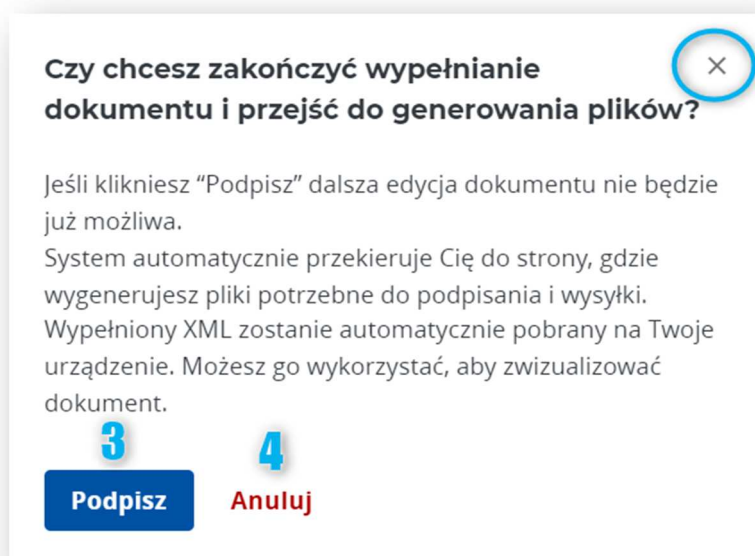
Figure 49. PSP-FR - Redirection to generation of files for sending

After confirming the intent to end the edition of the form by clicking the **[3]** "**Podpisz/Sign**" button, the file with entered data will be automatically downloaded on the user's drive to enable its reloading and potential edition using the "**Wczytaj dokument/Load document**" functionality described **in part 5.3** of the Manual. At the same time, the user will be redirected to the KWD application enabling generation of files for signing and sending. The description of further proceeding with the file for the purposes of sending it is provided in **part 5.4** of the Manual.

In order to close the window and quit from redirection to sending, click the **[4]** "**Anuluj/Cancel**" button or the "**X**" icon in the upper right corner of the window.

5.2.2. Transaction information (PSP-IP) in „0" version
5.2.2.1. Reason for submission and reported period

If after opening the "**Utwórz dokument/Create document"** tab the user selected the "Informacja o transakcjach (PSP-IP)/Transaction information (PSP-IP)" option, the Application will display the reported document form in "0" version.

Utwórz dokument

Wybierz dokument, wypełnij i wyślij.

Formularz rejestracyjny (PSP-FR)   →
Jeśli chcesz zarejestrować się jako dostawca płatności - wypełnij ten formularz.

Informacja o transakcjach (PSP-IP)   →
Jeśli chcesz złożyć informację o transakcjach w wersji "0" - wypełnij ten formularz.

Figure 50. Utwórz dokument/Create document – form selection

> **Ważne!**
>
> Za pośrednictwem Aplikacji możliwe jest wypełnienie (i edycja) wyłącznie informacji o transakcjach w przypadku braku danych do zaraportowania (wersja „0" formularza raportowego).

If the provider holds data, which it is obliged to report (report in **non-zero** version), it should prepare the report file on the basis of schema made available on the official website of the Public Information Bulletin of the Ministry of Finance/National Revenue Administration, sign it and send using the "**Podpisz i wyślij/Sign and send**" functionality or via shared API. **The Application does not provide access to the functionality of edition of such form.**

In the first step after opening the form, the user should select information that the form concerns the lack of data to report **[1]** and indicate the period to which the submitted form refers in the range covering a quarter **[2]** and a year**[3]**:

Figure 51. PSP-IP - Reason for submission and reported period

5.2.2.2.   Reason for submission and reported period

The next step is completing the "**Informacje o dostawcy płatności, który przekazuje dane o płatności/Information on payment provider submitting the payment data**" section with tax identifier **[4a]** and **[4b]** and the name of payment service provider **[5]**:

Figure 52. PSP-IP - Information on payment provider

Table 8. List of fields for the report form in "0" version (PSP-IP) – information on payment provider

No.	Field name	Obligatory	Field type	Business description of field content
[1]	Reason for submission of the form	Yes	Checkbox field	Field indicating no data to report under the prepared report file.
[2]	Quarter	Yes	Single-choice dropdown list	Field indicating the quarter, to which the prepared report file applies: • 1st quarter • 2nd quarter • 3rd quarter • 4th quarter.
[3]	Year	Yes	Single-choice dropdown list	Field indicating the year, to which the prepared report file applies.
[4a]	Identifier type	Yes	Single-choice dropdown list	Field indicating the identifier type of the payment provider: • Bic • Other
[4b]	Tax identifier of the payment service provider	Yes	Text field	Field containing the tax identifier of the payment provider. The number must be identical with the number provided in the registration form by a given provider to enable identification of the provider and its agents authorised to report payment information.
[5]	Name of the payment service provider reporting the payment data	No	Heading with "**+Dodaj nazwę/+ Add name**" button	Field enabling adding the name of payment provider using the "**+Dodaj nazwę/+ Add name**" button.
[5a]	Name type	Yes, if the user decided to add the name	Single-choice dropdown list	Field indicating the type of name of the payment provider: • Business • Commercial • Legal person • Natural person • Other.

No.	Field name	Obligatory	Field type	Business description of field content
[5b]	Name	Yes, if the user decided to add the name	Text field with 200 characters limit	Field containing the name of payment provider.

In order to enter the name of the payment provider, the user should click the "**+Dodaj nazwę/+ Add name**" button. In effect, the Application will display the window, which enables specification of the name by selecting the type of name **[5a]** and entering the name **[5b]**:

Figure 53. PSP-IP - Adding the name of payment provider

In order to confirm the provided data and add the name of the provider to the form, the user should click the **[6]** "**Dodaj/Add**" button. Clicking **[7]** "**Anuluj dodawanie/Cancel adding**" or the "**X**" icon in the upper right corner of the window will result in going back to the form without saving the provided data.

After adding the provided name of the provider, the name should display in the table visible in the lower part of the form. The Application will display here the table containing the entry with added name along with the actions available under the "three vertical dots" icon in the "**Akcje/Actions**" column:

- **[1] „Edytuj/Edit"**
- **[2] „Usuń/Delete"**

Figure 54. PSP-IP - Presentation of names of payment providers

Clicking the **[1]** "**Edytuj/Edit**" button will redirect the user to the window containing data of the provider name entered at an earlier stage with the option of their change and re-saving using the **[3]**"**Zapisz/Save**" button:

Figure 55. PSP-IP - Edition of the payment provider name

Kliknięcie przycisku **[4]** „**Anuluj edycję**" lub ikony „**X**" w prawym górnym rogu okienka spowoduje zamknięcie okienka i powrót do formularza bez zapisywania żadnych zmian.

5.2.2.3.   Podpisz i wyślij/Sign and send

If all required data of the report form in "0" version are entered and the user decided that the form is complete in terms of optional fields, the Application enables redirecting the user to the functionalities of generation of files for signing and sending.

In order to complete the form filling stage, the user should click the **[1]** "**Podpisz i wyślij/Sign and send**" button in its lower part. The user can also save the completed form on the user device's drive

at an earlier stage. To this end, the user should click the **[2]** "**Pobierz/Download**" button and the file should be downloaded automatically

After clicking **[1]** "**Podpisz i wyślij/Sign and send**" the Application will display the message informing that after redirecting to the page generating the files for signing, further edition of the document will not be possible:

After confirming the intent to end the edition of the form by clicking the **[3]** "**Podpisz/Sign**" button, the file with entered data will be automatically downloaded on the user's drive to enable its reloading and potential edition using the "**Wczytaj dokument/Load document**" functionality described **in part 5.3** of the Manual. At the same time, the user will be redirected to the KWD application enabling generation of files for signing and sending. The description of further proceeding with the file for the purposes of sending it is provided in **part 5.4** of the Manual.

In order to close the window and quit from redirection to sending, click the **[4]** "**Anuluj/Cancel**" button or the "**X**" icon in the upper right corner of the window.

5.3. Wczytaj dokument/Load document

The form (registration form and report form in "0" version) loading functionality is available in the "**Wczytaj dokument/Load document**" tab accessible from the level of side menu of the Application:
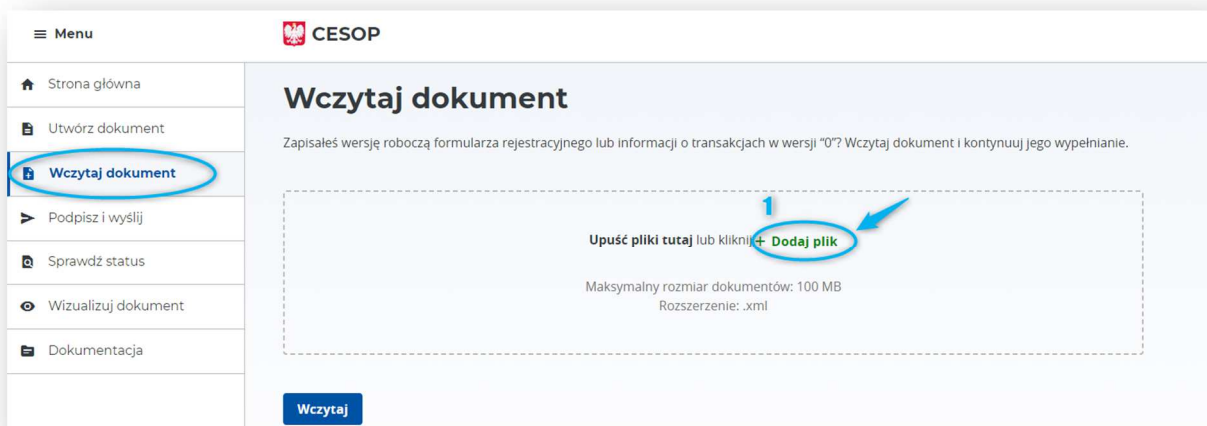
Figure 58. Wczytaj dokument/Load document

In order to load a document, the user should click the **[1]** "**+ Dodaj plik/+ Add file**" button and then select the file from the device resources.

> **Uwaga!**
>
> Aplikacja umożliwia wczytywanie wyłącznie plików w formacie XML sporządzonych na bazie dedykowanych schem xsd: PSP-FR i PSP-IP.

The maximum size of a loaded file is 100 MB. If there is a need for preview or introducing changes to the file of a size exceeding the permissible size, the user should use its own device enabling the edition of XML files.

5.3.1. Incorrect file

When attempting to load a XML file non-compliant with the dedicated schema, the Application will display the error message:

Figure 59. Incorrect file loading

5.3.2. Correct file

If a correct document is loaded, the Application will display the message on successful file adding:

To confirm file loading, click the "**Wczytaj/Load**" button
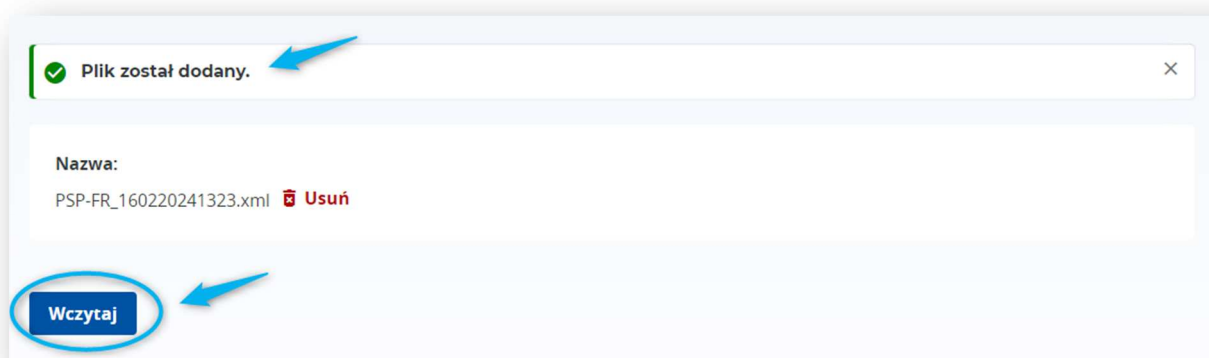
Figure 60. Correct file loading

5.3.3. Loading the registration form (PSP-FR) or report form in "0" version (PSP-IP)

If the user attached the following file under the "**Wczytaj dokument/Load document**" functionality:

- registration form (PSP-FR)
- repot form in "0" version (PSP-IP),

the user will be redirected to the loaded form edition mode under the "Utwórz dokument/Create document" tab. The Application will display the form fields and fill them with data originating from the attached file. Data will be editable, while the modified form is downloadable on the user device, in accordance with the functionalities described in **part 5.2** of the Manual.

5.3.4. Loading the report form containing the payment data (PSP-IP)

If the user attached the file with the report form containing the payment data and prepared outside the Application under the "**Wczytaj dokument/Load document**" functionality, the user will be redirected to the loaded file data review mode in the "Utwórz dokument/Create document" tab.

Edition of data for this type of the form will be impossible. The scope of displayed data will be limited only a part of loaded file. The Application does not enable the preview of all data contained in the report form.

If there is a need for editing the payment data contained in the loaded file, the user should make use of its own software, with which it prepared the report file.

5.4. Podpisz i wyślij/Sign and send

5.4.1. File loading

The Application enables technical preparation of the files for signing and then sending under the "**Podpisz i wyślij/Sign and send**" functionality accessible from the side menu:
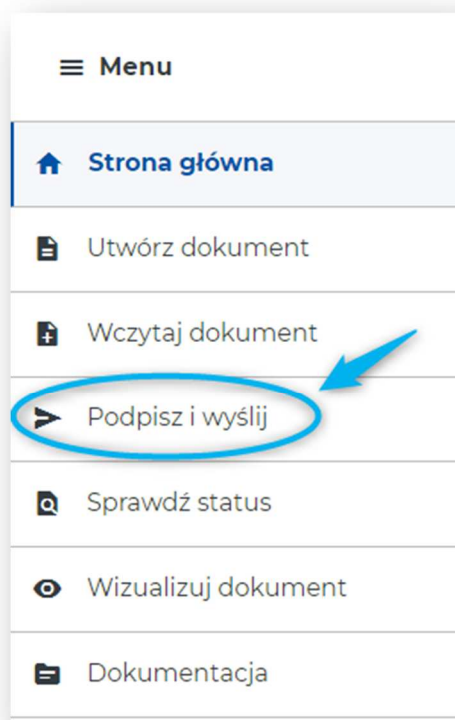
Figure 61. Menu - Podpisz i wyślij/Sign and send

Since both processes are performed in the KWD application, after clicking the "**Podpisz i wyślij/Sign and send**" tab the user is redirected to another screen, which provides access to the other tabs in side menu. This is the correct operation of the system.

After clicking "**Podpisz i wyślij/Sign and send**", the Application will redirect the user to the "**Wygeneruj pliki do podpisania i wysyłki/Generate files for signing and sending**" tab:
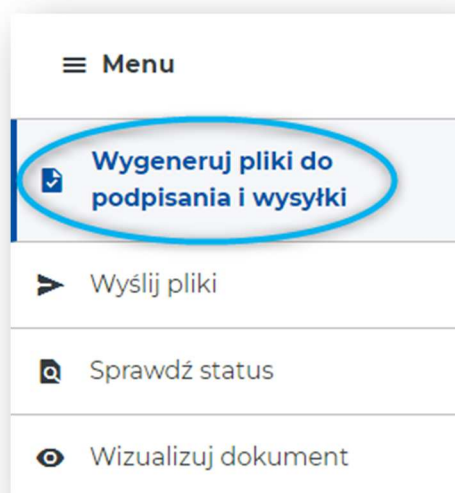
Figure 62. Menu - Wygeneruj pliki do podpisania i wysyłki/Generate files for signing and sending

If the user has the file, which is **complete, correctly filled** and **prepared according to the provided schema,** it can start preparing the file for signing. Placing a signature(s) is necessary for successful sending of the files.

In order to sign the file correctly, such file should form the basis to generate two separate files of the dedicated format:

(1) "**ZIP**" containing the original XML file with a completed form,

(2) "**initUpload**" being the file "shortcut" with a completed form. The initUpload file is the file that needs to be signed.

In order to generate the files listed above, the user should load the completed and **not signed** registration or report form in the "**Wygeneruj pliki do podpisania i wysyłki/Generate files for signing and sending**" tab. This is made with the "**+ Dodaj plik/+ Add file**" button available in the box enclosed with a dashed line:
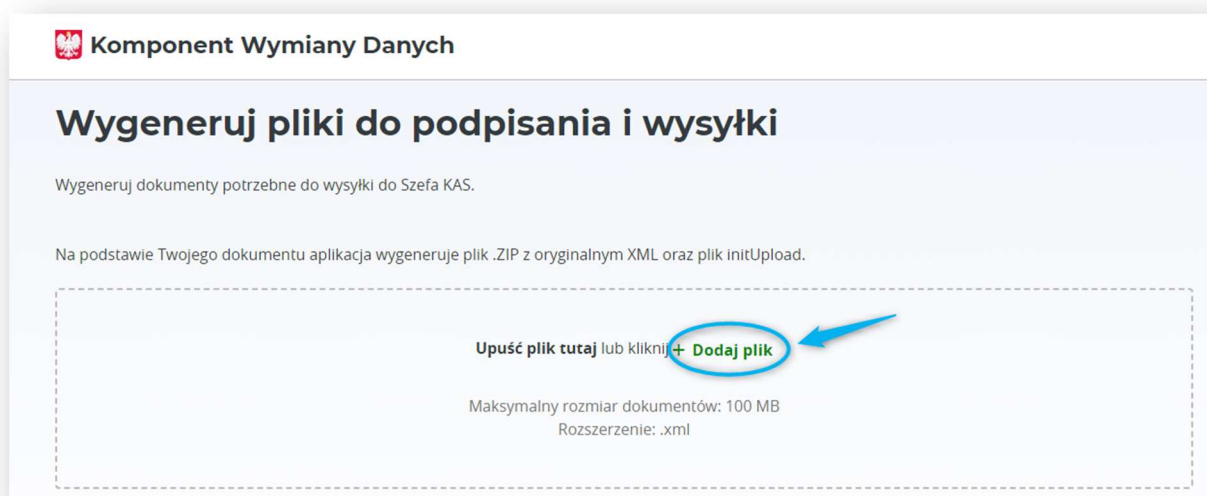
Figure 63. Sending - file adding

Then the user should indicate the location of the file on the user device and confirm the selection.

> **Uwaga!**
>
> Dopuszczalne parametry załączanego pliku to:
>
> - **rozmiar: max. 100 MB**
> - **rozszerzenie: XML**

The files inconsistent with the specification above will not be supported by the Application.

5.4.1.1.   Correct file loading

If the loaded file is correct, the Application will display the message **[1]** on its successful adding. The table containing the parameters of the loaded file will be also displayed:

Figure 64. Presentation of added files

- **[2]** "**Nazwa/Name**" – name of loaded file,
- **[3]** "**Typ dokumentu/Document type**" – a type of schema, according to which the loaded file was prepared with indication of the schema version,
- **[4]** "**Typ metadanych/Metadata type**" – technical specification of the type of data contained in the forrm,
- **[5]** "**Status semantyczny dokumentu/Document semantic status**" – indication of the view of validations performed on the loaded file.

5.4.1.2.   Loaded file deleting

If the attached file occurs to be incorrect, it is possible to delete it and reload. This is made with the **[6]** "**Usuń/Delete**" button. After clicking this button, the Application will display the window, in which the user can confirm its intent to delete the file – the **[7]** "**Usuń/Delete**" button or to cancel this action - the **[8]** "**Anuluj/Cancel**" button or the "X" icon in the upper right corner of the window:
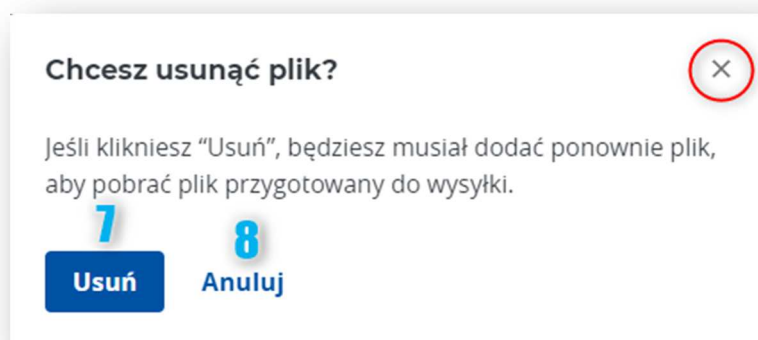
Figure 65. Deleting the file for sending

5.4.1.3. Incorrect file loading

If the loaded file is incorrect, the Application will display the message on attaching incorrect file, content of which depends on the type of error, for example:

- **Incorrect type of file:**
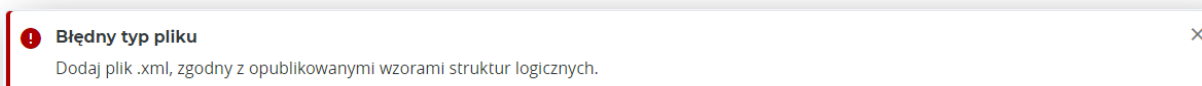
Figure 66. Loading of incorrect file for sending

- **File containing a signature:**

Figure 67. Loading of file without a signature for sending

Signing of such incorrect file will be impossible. After receiving the message of incorrect file, the user should verify the file correctness, enter the necessary modification and repeat the load attempt.

5.4.2. Generation of files for signature

If the correct files are loaded and the Application displays no error message, the user should read the instruction on the process of signing and sending the document available under the file metadata table.

To enable file generation, it is necessary to confirm reading the instruction using the checkbox field "**Zapoznałem się z instrukcją/I have read the instruction**", followed by clicking the "**Wygeneruj/Generate**" button.

Uwaga!

Oświadczenie (checkbox) nie będzie wyświetlane przy kolejnej próbie generowania plików do wysyłki, jeśli użytkownik korzysta z tego samego okna przeglądarki. Oświadczenie pojawi się ponownie dopiero po zamknięciu i ponownym uruchomieniu przeglądarki.

Jak podpisać i wysłać pobrany dokument

Podpisz tylko plik InitUpload. Plik .ZIP z oryginalnym dokumentem zachowaj w niezmienionej formie. Będzie Ci potrzebny podczas wysyłki.

Pobrany InitUpload możesz podpisać:

- podpisem kwalifikowanym, z pomocą oprogramowania dostarczonego przez jego dostawcę,
- profilem zaufanym, przez stronę **gov.pl**

Po podpisaniu dokumentu przez wszystkie wymagane osoby, będziesz mógł wysłać dokumenty do Szefa KAS.

Aby wysłać dokument:

- przejdź do zakładki "Wyślij pliki",
- dodaj pobrany wcześniej .ZIP oraz podpisany InitUpload,
- podaj adres e-mail, na który wyślemy Ci potwierdzenie wysłania dokumentu i numer referencyjny potrzebny do weryfikacji statusu wysyłki i pobrania Urzędowego Poświadczenia Odbioru (UPO),
- i kliknij "Wyślij pliki"

I gotowe!

Potwierdzenie*

☐ Zapoznałem się z instrukcją

[**Wygeneruj**]
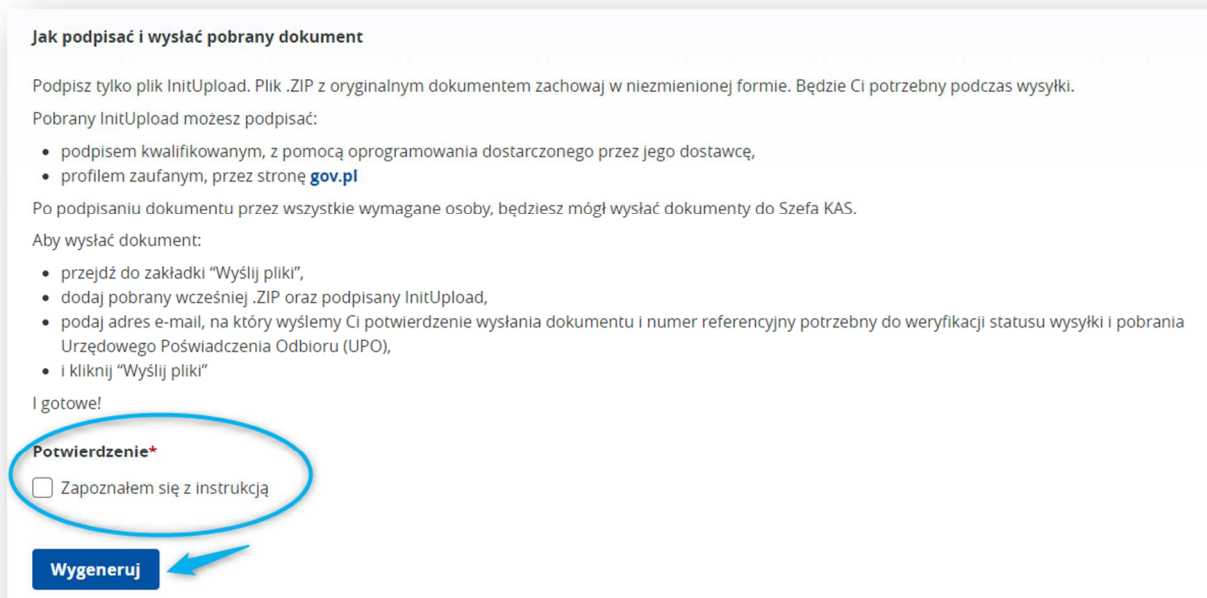
Figure 68. Instruction of signing and sending the files

In result, the following two files should be downloaded on the user drive:

- (1) initUpload.XML
- (2) .ZIP.

The next step to be made to enable the file sending is to sing the downloaded initUpload file. The file should be signed by the competent persons, depending on the type of submitted file:

- **registration form (PSP-FR)** – should be signed by the persons authorised to represent the payment provider,
- **payment information (PSP-IP)** should be signed by the agent empowered to submit files on behalf of the payment provider, authorised to do so in the registration form submitted at an earlier stage.

The downloaded initUpload file can be signed with:

- **qualified signature**, using software supplied by its provider,

trusted profile, via gov.pl. In order to send the signed file, the user should go to the "**Wyślij pliki/Send files**" tab in the side menu of the KWD application:
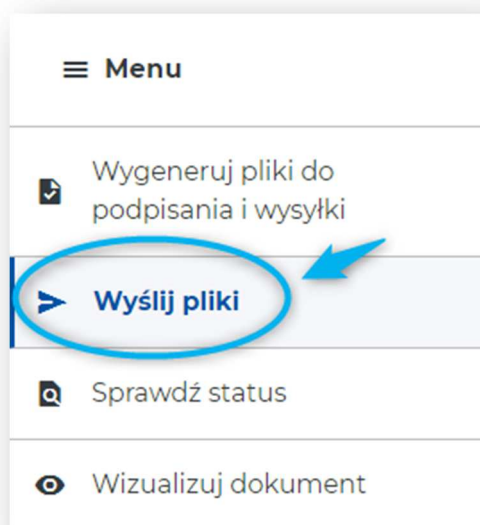
Figure 69. Menu - Wyślij pliki/Send files

5.4.3. File sending

5.4.3.1. Attaching the files

In the "**Wyślij pliki/Send files**" tab, the user should attach <u>two files</u>:

- **(1) . ZIP** file generated in the previous step, in which no modifications were made,
- **(2) initUpload** file signed by all required persons.

Uwaga!

Dopuszczalne parametry załączanego pliku to:

- **dla pliku .ZIP -** max. 60 MB, format .ZIP
- **dla pliku initUpload -** max. 100 KB, format .XML lub .XAdES.

The files inconsistent with the abovementioned specification will not be supported by the Application. If there is a need to send files of a size exceeding the permissible size, these should be sent via shared API.

The selected files are added using the "**Dodaj plik/Add file**" button:
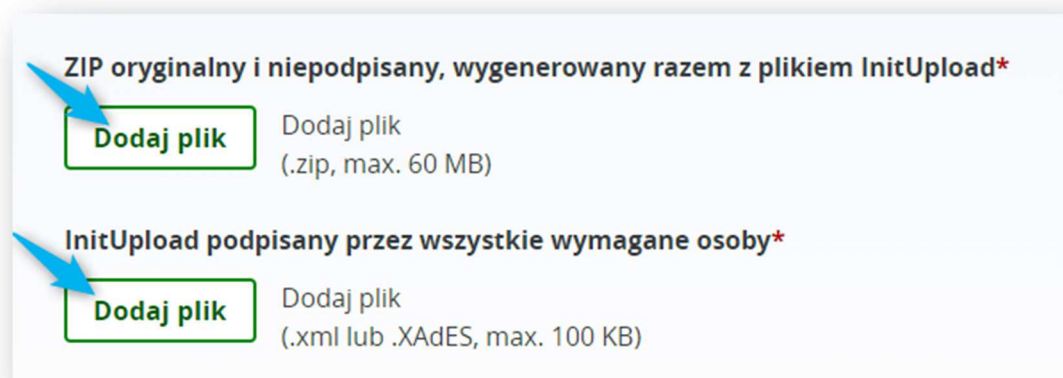
Figure 70. Adding the files after signing

After clicking the button, the user should specify the file location on the user device and confirm the selection.

5.4.3.2. Deleting the files

Each added file can be deleted and re-added. In order to delete a selected file, the user should click the "**Usuń/Delete**" button:
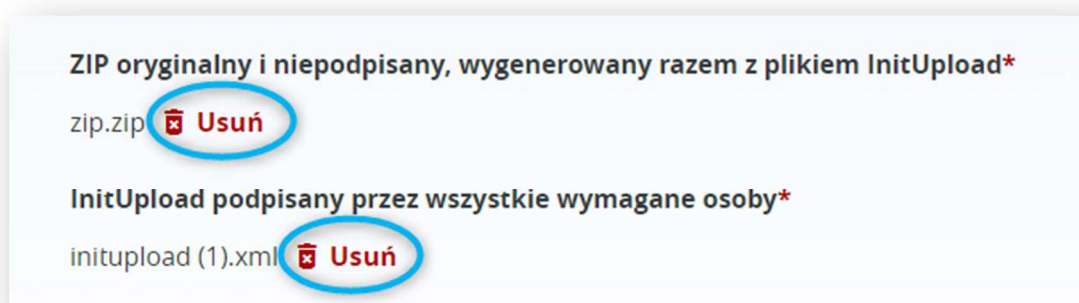
Figure 71. Deleting the files forr sending

Before deleting, the Application will display the window, in which it will ask the user to confirm its intent to delete the file. To this end, the user should click the **[1]** "**Usuń/Delete**" button or alternatively – **[2]** "**Anuluj/Cancel**" button (or the "X" icon in the upper right corner), if the file is to remain on the page:
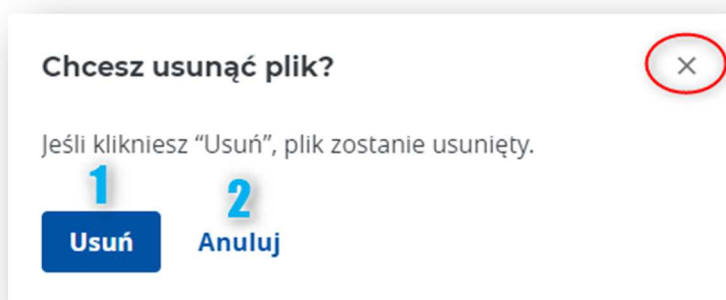
Figure 72. Confirming the intent to delete the file for sending

5.4.3.3. Verification of added files

The files added by the user should display according to the name provided to them by the user. If the signed initUpload file was added, the Application will read the signatures made and display them in the "**Złożone podpisy/Signatures made**" section in table in the lower part of the screen **[1]**:

Figure 73. Verification of signatures for the file

Prior to sending, the user should also enter the e-mail address **[2]**, on which the reference number of the file will be sent. The reference number can be used to verify the sending status.

In order to send the files, click the **[3]** "**Wyślij/Send**" button. In response, the Application will display the window informing on inability to edit file after its sending. In order to confirm the intent of sending, the user should click **[4]** "**Wyślij/Send**". In the opposite case, the user should click the **[5]** "**Anuluj/Cancel**" button or the "X" icon in the upper right corner. In this case, the files will not be sent and the user will be redirected to the previous screen with data of the attached files.
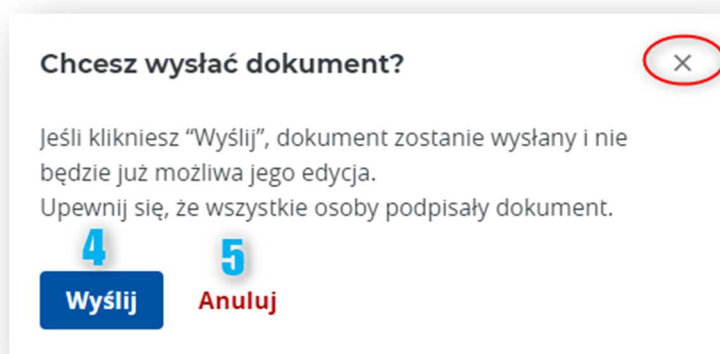
Figure 74. Confirmation of intent to send a document

If the user sent the files, the Application will display the screen informing on completion of the process and display the table with metadata of transferred files.

The message on sending the document does not mean however that it will be correctly processed by the system. In order to check, whether the file is verified correctly, use the "**Sprawdź status/Check status**" functionality, providing the reference number of sending, which is displayed on the final screen. The same number should be also sent at the e-mail address provided by the user in the previous step. The user can copy the number using the **[1]** "**Kopiuj/Copy**" button and save it on its own device.
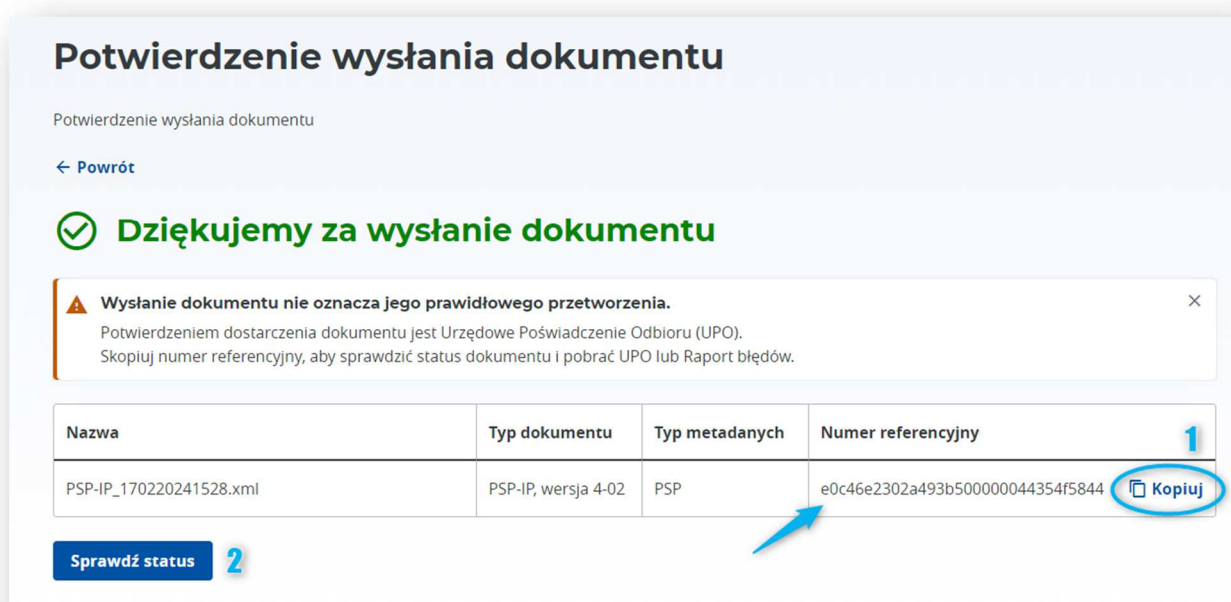
Figure 75. Confirmation of sending

Clicking the **[2]** "**Sprawdź status/Check status**" button will display the window reminding of the need to copy the reference number before leaving the summary screen:
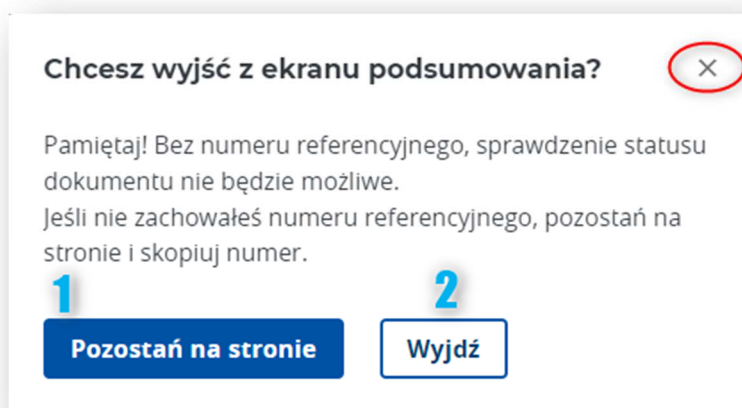
Figure 76. Message on copying the reference number

In order to stay on the page and make sure that the reference number is copied, the user should click the **[1]** "**Pozostań na stronie/Stay on the page**" or the "X" icon in the upper right corner of the window. Clicking the **[2]** "**Wyjdź/Leave**" button will redirect the user to the "**Sprawdź status/Check status**" tab.

5.4.3.4.   Sending incorrect files

There may be the case, where the user attached the correct files in terms of format and size, but they are not matched correctly, for example the attached file with signature (initUpload) refers to a different file than the attached .ZIP file. In such case, after initiating the sending, the Application will display the error message and the sending will be unsuccessful.

Figure 77. Match error of sent files

In such case, the user should **delete the attached files and add the new ones.**

When sending the files, the Application verifies also, whether the attached initUpload file was signed. If it is found that the file bears no signatures, sending will be interrupted and the Application will display the error message:
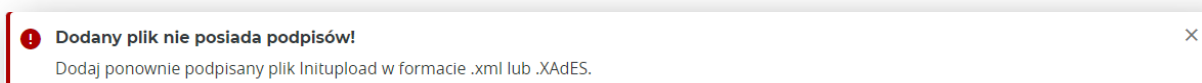
Figure 78. No signatures in the sent file

5.5. Sprawdź status/Check status

The "**Sprawdź status/Check status**" tab enables verifying of the status of file sending. In order to check the status, the user needs to have the reference number of sending. This number is displayed by the Application on the final screen of file sending and sent via e-mail at the address provided by the user during sending.

In order to verify status, the user should enter the reference number in the **[1]** "**Numer referencyjny/Reference number**" field and then click the **[2]** "**Sprawdź/Check**" button.

Figure 79. Sprawdź status wysyłki/Check status of sending

In effect, the Application will verify the status of sending and display the following information set:

- **[1] "Numer referencyjny/Reference number"** – the reference number being the sending identifier provided by the user,
- **[2]** "**Status/Status**" – information on the sending status, content of which depends on th result of verification made by the Application. It indicates the step or result of sending,
- **[3] "UPO/OCR"** or "**Raport błędów/Error report**" – the file containing the OCR or Error report, depending on the status and result of sending:
  - if the Application provides the user with access to **OCR**, this means that sending was completed successfully. OCR can be downloaded on the user drive using the "**Pobierz XML/Download XML**" button or **"Pobierz PDF/Download PDF"** button, depending on the format preferred by the user.
  - if the **Error report** is available, this means that sending was not completed successfully. In order to read the Error report, the user should download the shared file (by clicking the **[4]** "**Pobierz XML/Download XML**" button) and open it on the user device.

Rysunek 80. Information on sending status

Information on the meaning of individual status is available in the Application, after entering the "**Sprawdź status/Check status**" tab and clicking the **"+ Rozwiń/+Unfold**" button:

Figure 81. Designations of sending statuses (1)

The Application will display information on the possible statuses and their designations:

Figure 82. Designations of sending statuses (2)

5.6. Document visualisation

The Application enables visualisation of file saved on the user drive. The Application enables visualisation of:

- registration forms (PSP-FR)
- payment information (PSP-IP) in "0" version.

In order to visualise a document, the user should click the "**+ Dodaj plik/+ Add file**" button available on the screen after going to the "**Wizualizuj dokument/Visualise document**" tab:
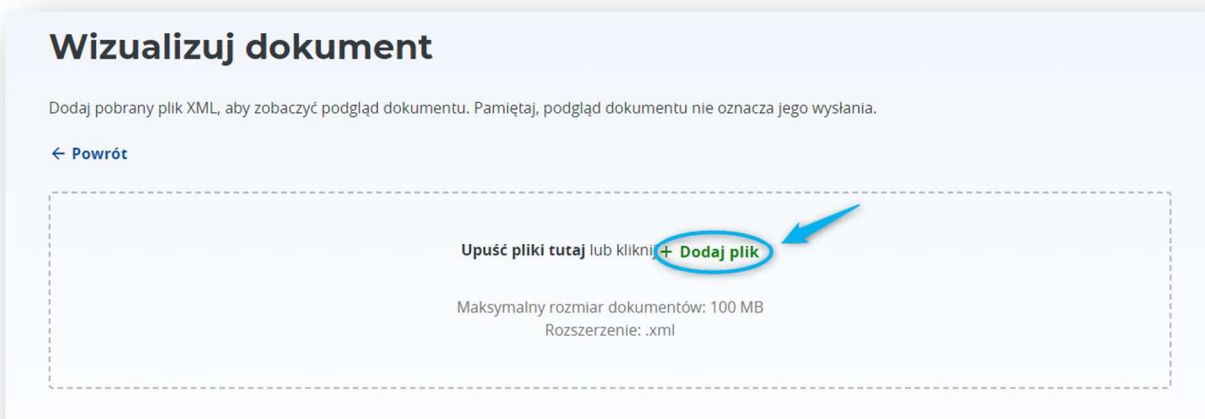
Figure 83. Loading a file for visualisation purposes

Uwaga!

Aplikacja umożliwia wizualizowanie wyłącznie plików w formacie xml sporządzonych na bazie dedykowanych schem xsd: PSP-FR i PSP-IP, o rozmiarze nieprzekraczającym 100 MB.

Then the user should indicate the file location on the user device and confirm the selection. In response, the Application will display the name of the selected file. If the file is correct, the user should confirm the selection by clicking the **[1]** "**Wizualizuj/Visualise**" button:
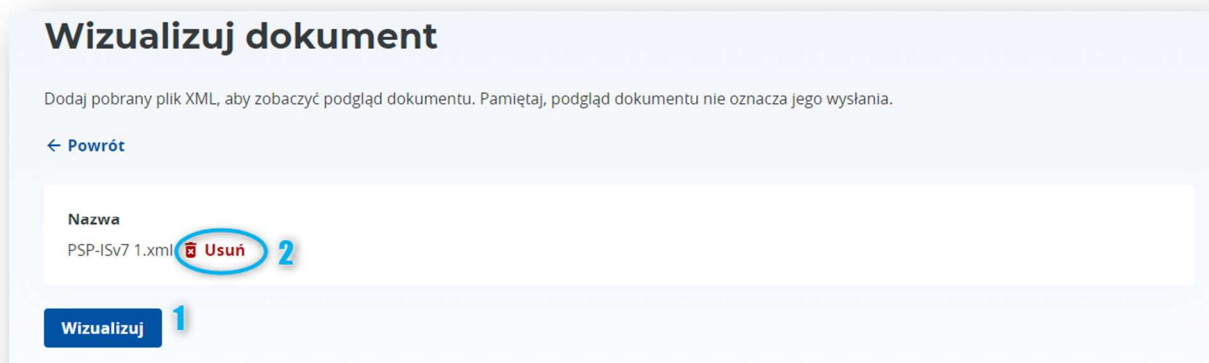
Figure 84. Deleting the file loaded for visualisation

If the file is incorrect, there is an option to delete and load another document. To this end, the user should click the **[2]** "**Usuń/Delete**" button and attach the file again.

After clicking "**Wizualizuj/Visualise**", the Application will open file visualisation in a new browser tab.

List of figures

List of tables