



# Security procedure for posting invoices from the National e- Invoice System

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Security procedure for accounting for invoices originating from the  
National e-Invoice System of the Accounting Office under the name

szabo.pl GERGÖ SZABÓ

Version applicable from November 1, 2025

## Change Log

Date and version	Description of changes
First version	Introduction of the procedure

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## I. Purpose of the procedure

The purpose of this procedure is to ensure that the accounting office's activities comply with the applicable regulations concerning e-invoices in the National e-Invoice System (KSeF), to ensure a uniform approach to document accounting, and to reduce the risk of accounting entries being questioned in the event of an audit by the tax authorities.

## II. Scope of the procedure

The procedure applies to all employees of the accounting office and Clients whose documentation is handled by the office as part of its accounting activities.

The procedure applies to all invoices sent to the accounting office.

## III. Client obligations

### 1. The Client undertakes to:

- a. only send invoices to the office that have been verified by them,
- b. informing the office of any reservations regarding the documents received,
- c. approving invoices for accounting in a documented manner.

### 2. The Client acknowledges that the office is not responsible for the consequences of not posting documents that have not been previously approved by the Client.

### 3. The Client's confirmation may take the form of:

- a. Marking the document status as **"to be accounted for"** or **a comment in the Scanye system**,
- b. an email from the Client's account,
- c. a written message containing the customer's identification details and the document.

## IV. Obligations of the accounting office

### 1. The accounting office undertakes to post only those invoices that have been:

- a. unequivocally approved by the Client, or

- b. not disputed by the Client within **5 business days of their submission**, in accordance with the agreed form of communication.
2. The office records the form, date, and source of invoice acceptance each time.
3. If there is no approval or doubts are raised, the invoice is not posted until the matter is clarified with the customer.

## V. Documentation

1. Confirmations and correspondence related to invoice acceptance are archived in the Scanye system or document repository.
2. The office keeps a copy of this procedure signed by the office owner.
3. The procedure is updated at least once every 12 months or in the event of a change in regulations.

## VI. Final provisions

1. This procedure forms an integral part of the accounting services agreement.
2. The Client confirms that they have read and accepted the procedure by concluding the agreement and accepting the General Terms and Conditions of the Agreement.

Wysoka, October 2, 2025.

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