

Invoicing requirements

Required invoice content:

- invoice number,
- date of issue,
- date of sale,
- delivery date,
- payment form,
- payment term,
- Buyer and Supplier full company data, including NIP (VAT ID),
- Buyer purchase order number,
- name of goods and services,
- qty of goods sold or the scope of performed services,
- net unit price of the goods or services,
- amount of discount,
- total net value of the goods or services provided,
- tax rates,
- net sales value divided into particular tax rates and zero-rated, separately.
- amount of tax on total value of net sales of goods (services), divided into amounts in regards of particular tax rates,
- amount of duty owed, in case of prompt payment discount („skonto”), the amount with and without discount, separately,
- currency and currency rate in case of invoices issued in currency other than Polish Zloty, VAT amount shall be indicated in PLN (refers to domestic invoices),
- bank account details for goods or services payment transfers,
- goods or service performance delivery address.