

Add counterparty

To add a counterparty go to the menu item "**Counterparties**" and click on "**Add counterparty**".

The screenshot shows the 'Add counterparty' form in the PUQ Matic system. The form is divided into three columns of input fields. The left column contains 'Company Name' and 'VAT Number'. The middle column contains 'First Name', 'Last Name', 'E-mail', and 'Phone Number'. The right column contains 'Address', 'City', 'Region', 'Postcode', and 'Country'. A sidebar on the left shows the navigation menu with 'Add counterparty' highlighted in red. At the top of the form, there are 'Save' and 'List counterparties' buttons.

After completing the form, click the "**Save**" button

Attention! After the contractor has been created, it will not be possible to change the "**Company name**" nor "**NIP**" number. If for some reason the contractor has changed its name and tax identification number, it is **necessary** to create a new contractor in the system.

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