

# 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 application. On the left is a sidebar menu with items: Dashboard, Reports, Documents, Commitments, Counterparties, List counterparties, Add counterparty (highlighted with a red box), Accounting systems, Tools, and About us. At the bottom of the sidebar is a '« Minimise Sidebar' button. The main content area is titled 'Add counterparty' and contains two buttons: 'Save' (green) and 'List counterparties' (grey). Below the buttons are three columns of input fields. The first column contains 'Company Name' and 'VAT Number'. The second column contains 'First Name', 'Last Name', 'E-mail', and 'Phone Number'. The third column contains 'Address', 'City', 'Region', 'Postcode', and 'Country'.

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.

Revision #5

Created 6 November 2021 13:31:20 by Ruslan

Updated 9 November 2021 10:30:23 by Piotr Esse