

# Add counterparty

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

The screenshot shows the 'Add counterparty' form with the following fields:

- Company Name**: Input field for Company Name
- VAT Number**: Input field for VAT Number
- First Name**: Input field for First Name
- Last Name**: Input field for Last Name
- E-mail**: Input field for E-mail
- Phone Number**: Input field for Phone Number
- Address**: Input field for Address
- City**: Input field for City
- Region**: Input field for Region
- Postcode**: Input field for Postcode
- Country**: Input field for Country

The sidebar on the left contains the following menu items: Dashboard, Reports, Documents, Commitments, Counterparties (with sub-items: List counterparties, **Add counterparty**), Accounting systems, Tools, and About us. A 'Minimise Sidebar' button is at the bottom of the sidebar.

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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