

# Add counterparty

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

The screenshot displays the 'Add counterparty' interface. On the left, a sidebar menu lists various system components, with 'Counterparties' selected and 'Add counterparty' highlighted. The main content area features a form titled 'Add counterparty' with two buttons: a green 'Save' button and a grey 'List counterparties' button. The form is organized into three columns of input fields. The first column contains 'Company Name', 'VAT Number', 'First Name', 'Last Name', 'E-mail', and 'Phone Number'. The second column contains 'Address', 'City', 'Region', 'Postcode', and 'Country'. Each field is represented by a text input box with its label above it.

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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