

# Add counterparty

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

The screenshot shows the 'Add counterparty' form. On the left is a sidebar with a menu containing: Dashboard, Reports, Documents, Commitments, Counterparties (selected), 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 a 'Save' button and a 'List counterparties' button. Below these are three columns of input fields:

- Column 1:** Company Name, VAT Number, First Name, Last Name, E-mail, Phone Number.
- Column 2:** Address, City, Region, Postcode, 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.

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