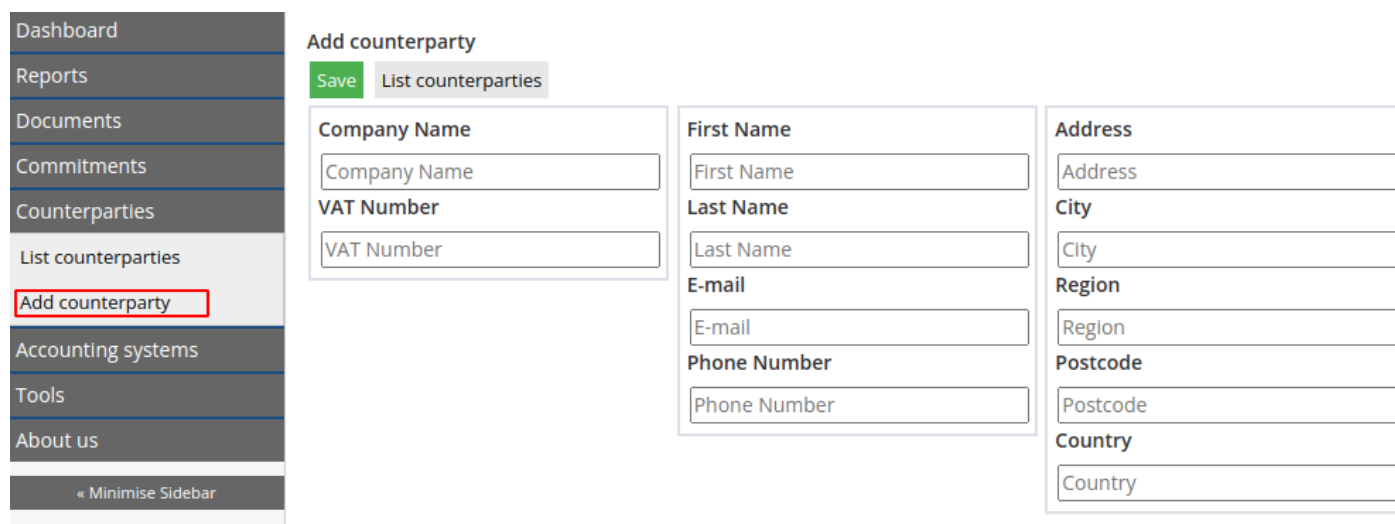


Add counterparty

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 Information:**
 - Company Name
 - VAT Number
- Personal Information:**
 - First Name
 - Last Name
 - E-mail
 - Phone Number
- Address:**
 - Address
 - City
 - Region
 - Postcode
 - Country

Buttons: Save (green), List counterparties (grey).

Sidebar menu items: Dashboard, Reports, Documents, Commitments, Counterparties (selected), List counterparties, Add counterparty (highlighted with a red box), Accounting systems, Tools, About us, « Minimise 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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