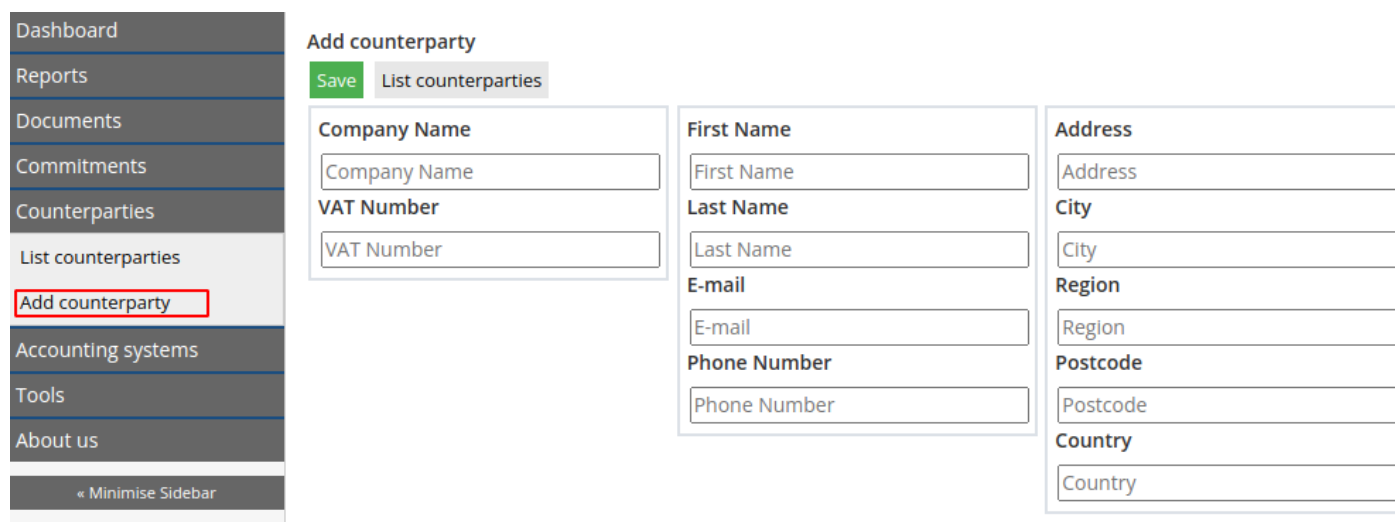


Add counterparty

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 Mantic system. The sidebar on the left contains the following menu 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 button labeled « Minimise Sidebar. The main form area is titled 'Add counterparty' and contains two buttons: 'Save' (green) and 'List counterparties' (grey). The form is divided into three main sections: Company Information, Personal Information, and Address. The 'Company Information' section includes fields for 'Company Name' and 'VAT Number'. The 'Personal Information' section includes fields for 'First Name', 'Last Name', 'E-mail', and 'Phone Number'. The 'Address' section includes fields for '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.

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