

# Edit counterparty

To view a list of all contractors, go to the "**Counterparties**" menu and click "**List counterparties**".

Clicking on the counterparty will open a form with information about the counterparty, as well as the possibility of changing his data.

Counterparty

Save
Add document
List counterparties

Company Name

VAT Number

First Name

First Name

Last Name

Last Name

E-mail

E-mail

Phone Number

Phone Number

Address

City

Region

Region

Postcode

Country

General information

Invoices

Agreements

Commitments

2020-10-01 - 2021-11-04

Count of commitment	1
Active commitments	1
Count of counterparts	1
Count of invoices	13

	Netto	Brutto
Costs incurred	3300.00 zł.	4059.00 zł.
Avg per invoice	253.85 zł.	312.23 zł.
Avg per month	235.71 zł.	289.93 zł.
To end	2828.57 zł.	3479.14 zł.

Actual statistics from invoices

Month	Value (PLN)
2020-10	150
2020-11	150
2020-12	150
2021-01	150
2021-02	300
2021-03	300
2021-04	300
2021-05	300
2021-06	300
2021-07	300
2021-08	300
2021-09	300
2021-10	300
2021-11	300

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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