

# 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**

**Last Name**

**E-mail**

**Phone Number**

**Address**

**City**

**Region**

**Postcode**

**Country**

General information
Invoices
Agreements
Commitments

2020-10-01 - 2021-11-04		Netto	Brutto
Count of commitment	1	3300.00 zł.	4059.00 zł.
Active commitments	1	253.85 zł.	312.23 zł.
Count of conterpartners	1	235.71 zł.	289.93 zł.
Count of invoices	13	2828.57 zł.	3479.14 zł.

Actual statistics from invoices

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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