

# 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	Costs incurred	3300.00 zł. 4059.00 zł.
Active commitments	1	Avg per invoice	253.85 zł. 312.23 zł.
Count of counterparts	1	Avg per month	235.71 zł. 289.93 zł.
Count of invoices	13	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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