

Viewing/Editing an annex to the Agreement

The annex is used to change the terms of the contract without editing the contract itself and helps to maintain the proper hierarchy of documents in line with reality.

Go to the "**Documents**" menu item and click "**List annexes**".

After selecting the required annex, click on the number or the "**Edit**" button.

Dashboard	Annexes					
Reports	Find by number/Description...	Find by Company Name...	Agreement	Commitment date	Expiry date	
Documents	Anex 1		n/a	2021-04-12	2021-06-30	Edit
Add document	Umowa zawarta do 30 czerwca 2021.		UMOWA NAJMU Lokal			
List invoices						
List agreements						
List annexes						
List of unclassified						
Commitments						
Counterparties						

A preview of the document will open and its data can be edited.

- Agreement (Select the agreement to which the annex belongs)
- Number (Document number, if any)
- Description
- Conclusion date (Date of signing the document)
- Commitment date (Date from which the subject of the annex comes into force)
- Change the contract - check the box if the annex changes the terms of the agreement, such as:
 - Agreement expiry date (Date until which the subject of the agreement is valid)
 - Agreement notice period (Agreement notice period in days)
 - Agreement for an indefinite period (Select this option if the contract is indefinite or becomes indefinite after its expiry)

If you select the "Change contract" option, the annex will practically overwrite the contract values.

Annex [redacted] VAT Number: [redacted]

[Save](#) [List annexes](#) [Unmapping](#)

Agreement

n/a | UMOWA NAJMU Lokal [redacted] ▼

[Go to agreement](#)

ID

16

Number

Anex 1

Description

Umowa zawarta do 30 czerwca 2021.

Conclusion date

12.04.2021 

Commitment date

12.04.2021 

☒ Change agreement

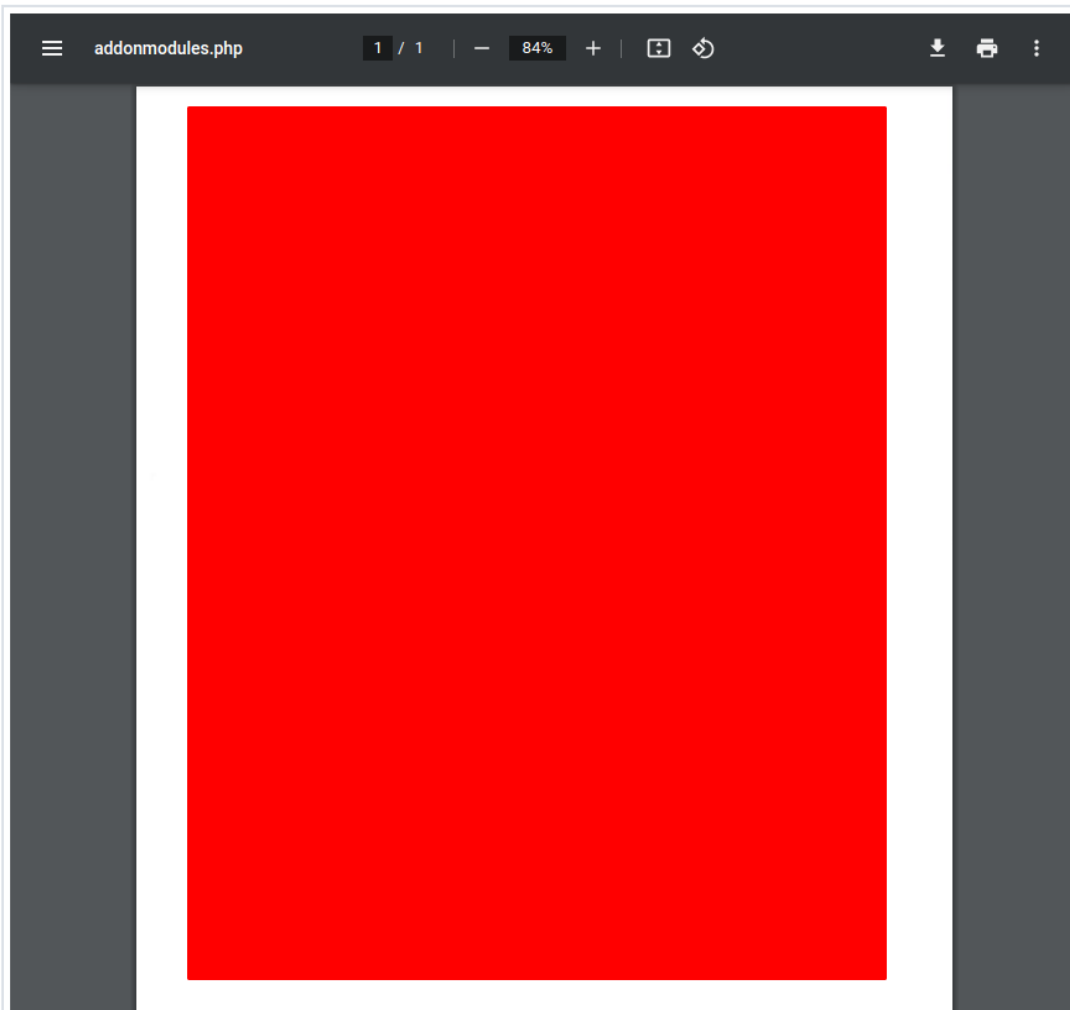
Agreement expiry date

30.06.2021 

Agreement notice period (days)

30

☐ Agreement indefinite period



To save the changes, you must click the **"Save"** button.

Revision #3

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