Customers

- How to add a new contractor?

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In the ERP system, you have two main methods for adding contractors: manual data entry or automatic retrieval from GUS.

Adding a new contractor

To add a new contractor, follow these steps:

1. Go to: **ERP** > **CONTRACTORS**.
2. A list of contractors will appear on the screen, sorted by name abbreviation.
3. Press the **End** key.
4. At this point, you have two options for adding a contractor:
   - **Manual contractor entry:** Enter the data manually.
   - **Retrieve data from GUS:** Enter the NIP (or KRS, REGON) number, and the system will automatically populate basic information from the Central Statistical Office (GUS) database.
5. After entering or retrieving the data, save it.

Defining fields for editing, copying, or as required

You can define which data should be editable, copyable, or required. You have two options for this:

- **From administration level:** Go to: **ERP** > **ADMINISTRATION** > **PARAMETERS** > **CONTRACTORS CATALOG** > **CONTRACTOR DATA EDITING**.
- **From the contractor card level:** Go to **ERP** > **CONTRACTORS**, select a contractor and press **Enter**, then use the key combination **Shift+F12**.