

In the top left corner, you'll see "My Data", where you'll find this information. Some of them has been properly imported from our current system, but some other information has not been able to being imported.

We believe it is then a very good moment to keep all your information together and updated, so we kindly ask you to fill out this information with your current details.

Since the system is pre-built, we have marked in red the parts that we don't really need. For the other parts, if you don't want or cannot fill out, just leave them empty as well.

Communication

Number	622	Telephone (Head Office)	696535147	Source of contact	<input type="text"/>
Time zone	UTC+01:00 CET ✓	Mobile phone	<input type="text"/>	Invoice search	<input type="text"/>
Form of address	Mr	Fax	<input type="text"/>	Working hours	<input type="text"/> Manage weekly schedule
Academic title	<input type="text"/>	E-mail	graccurts@gmail.com	Absence	<input type="text"/> Add absence
Name 1	Test Rodriguez	Website	<input type="text"/>		
Name 2	Test Luis	Skype contact	<input type="text"/>		
Opening	<input type="text"/>				
Department	<input type="text"/>				
Job title	<input type="text"/>				
Date of birth	<input type="text"/>				

Contact persons Only in case you are a company

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Contact persons	Department				
No contact person selected.					
<input type="checkbox"/> Show inactive contact persons					
Default contact person	<input type="text" value="Please select"/>				
Creation date	Telephone 1	<input type="text"/>	Source of contact	<input type="text"/>	
Contact person status	Telephone 2	<input type="text"/>	Department	<input type="text"/>	
Form of address	Mobile phone	<input type="text"/>	Substitute	<input type="text" value="Please select"/>	
Academic title	Fax	<input type="text"/>	Job title	<input type="text"/>	
Last name	E-mail	<input type="text"/>	Date of birth	<input type="text" value="dd/mm/yyyy"/>	
First name	Skype contact	<input type="text"/>	Time zone	UTC+01:00 CET ✓	
Opening	<input type="text"/>		Field of activity	<input type="text"/>	

Address

Short name	Address 1 →	Short name 📄	Address 2	Short name	
Alternative name (shipping address) 1	<input type="text"/>	Alternative name (billing address) 1	<input type="text"/>	Alternative name 1	<input type="text"/>
Alternative name (shipping address) 2	<input type="text"/>	Alternative name (billing address) 2	<input type="text"/>	Alternative name 2	<input type="text"/>
Street	<input type="text" value="Kaisla 9"/>	Street	<input type="text"/>	Street	<input type="text"/>
Street 2	<input type="text"/>	Street 2	<input type="text"/>	Street 2	<input type="text"/>
ZIP Code	<input type="text" value="13516"/>	ZIP Code	<input type="text"/>	ZIP Code	<input type="text"/>
City	<input type="text" value="Tallinn"/>	City	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	State	<input type="text"/>	State	<input type="text"/>
ZIP code of PO box	<input type="text"/>	ZIP code of PO box	<input type="text"/>	ZIP code of PO box	<input type="text"/>
PO box	<input type="text"/>	PO box	<input type="text"/>	PO box	<input type="text"/>
Country	<input type="text" value="Estonia"/>	Country	<input type="text" value="--- Please select ---"/>	Country	<input type="text" value="--- Please select ---"/>
Geographic latitude/Geographic longitude*	<input type="text" value="0.0"/> / <input type="text" value="0.0"/>	Geographic latitude/Geographic longitude*	<input type="text" value="0.0"/> / <input type="text" value="0.0"/>	Geographic latitude/Geographic longitude*	<input type="text" value="0.0"/> / <input type="text" value="0.0"/>

Properties

No information found.

Dossier

Payment

Tax, payment information

Sales TAX ID	<input type="text" value="CIF/NIF/VAT Number/UTR Number... depending on your case"/>
Payment method	<input type="text" value="Bank transfer"/>
Bank	<input type="text"/>
Bank code	<input type="text"/>
Account Number	<input type="text"/>
Account holder name	<input type="text"/>
SWIFT - BIC	<input type="text"/>
IBAN	<input type="text"/>
ABA	<input type="text"/>
Sort Code	<input type="text"/>
Bank address	<input type="text"/>
PayPal	<input type="text"/>
Skrill	<input type="text"/>
Credit card number	<input type="text"/>
Credit card valid until	<input type="text" value="MM / YYYY"/>

Thank you for your collaboration!