



~ BASIC ~

The tab holds the basic data of the partner: type, identifiers, address, contact details and economic activities. Some fields are shown only for a particular partner type or depending on company settings, which is stated next to the field.

Meaning of the data

- **{Individual}, {Business}, {Temporary}** — Partner type.
For a partner marked as **{Individual}** an incoming invoice cannot be saved; business events with an individual are described on the page [fizicka_osoba](#).
- **{Bank}**
Marked if the partner is a bank.
- **{Card Company}**
Marked if the partner is a company handling card payments with debit and credit cards.
Examples: Corvus Pay, Erste Card Club, PBZ American Express, PayPal.
- **{Courier}**
Marked if the partner provides delivery services, e.g. Hrvatska pošta, Wolt, Glovo, GLS, DPD and similar.
- **{School}**
Marked if the partner is a school institution, e.g. a primary school, secondary school or grammar school. Does not include driving schools, sports schools and similar. The field is used in the [StudentService](#) module.
- **{Registered with AMS}**
Shown only for individuals. Indicates whether the individual is registered with AMS (the Croatian metadata services directory). See [ams](#).
- **{VAT Status}** and **{Check Date}**
For partners with a registered office in Croatia, the VAT status of the entrepreneur and the date the check was performed on the [Tax Administration portal](#) are entered. The data is used in the VAT calculation.
 - The  icon next to the **{VAT Status}** field opens the Tax Administration page *Provjera obveznika u sustavu PDV-a* in a new browser tab.
 - The  icon enters today's date into the **{Check Date}** field; the date can also be selected from the calendar.
 -  The data must be correct and up to date — with outdated data an incoming invoice for that supplier cannot be entered.
 -  Both data can be updated by a batch process for all partners at once. The procedure is described in [Updating the VAT status and check date of partners](#).
- **{Country}**
Country of the partner's registered office. The country determines the VAT calculation, the VAT ID check and the printing of the [EU preferential origin clause](#) on export invoices.
- **{Currency}**
- **{oib}**
- **{MBS/MBO/RNO}**
 - MBS — company registration number in the court register.

- MBO — insured person's number, the nine-digit number from the HZZO health card, or the registration number of a sole trade.
- RNO — number in the Register of Non-Profit Organisations.
- **{Entity ID}**
Registration number of the Croatian Bureau of Statistics (MB DZS).
- **{vat_id}**
- **{Name}, {Name - Second Line}, {First name}, {Surname}**
The **{First name}** and **{Surname}** fields are shown only for individuals.
- **{Subsidiary of}**
If a department (branch or subsidiary) of a partner is being entered, the business the entered partner belongs to is entered here. Used when a partner's department was wrongly entered as an independent business. The rule is that a partner's departments are entered in the [~ DEPARTMENTS ~](#) tab. An example of a partner with departments is Hrvatske šume with the departments Uprava šuma podružnica Delnice, Bjelovar, Gospić, Karlovac and so on.
- **{Search for Address}**
Address lookup from the code book. Selecting an address fills in the **{Number}**, **{Street}**, **{Post code}**, **{Town/City}**, **{Settlement}**, **{Municipality}** and **{County}** fields.
- **{Number}, {Street}, {Post code}, {Town/City}**
- **{Settlement}** and **{Municipality}**
Taken from the settlements code book when the address is selected, and serve to locate the partner more precisely.
- **{County}**
- **{email}**
- **{Web Address}**
The  icon opens the entered page in a new browser tab. The icon is shown only when the field is filled in.
- **{Phone}, {Mobile}**
The country dialling code is selected in front of the number.
- **{FINA ID}**
For business units of the partner the data is entered in the [~ DEPARTMENTS ~](#) tab.
- **{BIC (SWIFT)}, {Bank leading number}** and **{fatca_giin}**
Shown only for a partner marked as **{Bank}**.
 - **{BIC (SWIFT)}** — International bank identifier code, also known as the SWIFT code.
 - **{Bank leading number}** — Leading number of the bank, corresponding to characters 5 to 11 of the IBAN. Used for automatic IBAN entry when closing [bank statements](#).
 - **{fatca_giin}** — Identification code assigned to financial institutions by the US tax authority (IRS) under FATCA regulations.
- **{Code}**
Shown only if the **G_SIFP** switch is enabled in the company settings. Described in the section [Partner code](#).
- **{Authorized}, {Function}**
- **{Basic Economic Activity}**
One activity code according to NKD 2025.
- **{Referent}**
Employee of the company who “looks after” that customer or supplier.
- **{Web Shop Payment Type}**
Shown if the partner is a card company or a delivery service with cash on delivery. If the company has a [web shop](#) with card payment or cash on delivery, the web shop payment type linked to the [card company](#) or [delivery service](#) is selected here. Brix allows entering the following:
 - 2Checkout

- Stripe
- Corvus Pay
- PayPal
- PPEC PayPal
- COD (cash on delivery)
- **{All Economic activities}**
List of **all** activities according to NKD 2025 the partner is registered for, including the basic activity. The basic activity is entered first. If the partner is also a company in Brix, the data determines the offer of KPD codes in the **[Items]** form.
 - Activities can be checked by NKD 2025 on the pages of the [Croatian Bureau of Statistics](#), and for sole traders by NKD 2007 and NKD 2025 on the pages of the [Trades Register search](#).
 -  If the partner is also a company in Brix, **{Basic Economic Activity}** and **{All Economic activities}** cannot be changed in this form. That data is corrected exclusively by **administrators of that company**, in the [Companies](#) form.
- **{tags}**
- **{Notes}**
Free text about the partner for internal use. Only employees of the company see it, and it is not printed on documents sent to the partner.

Buttons

-  — Printing an address label for sticking on parcels. The icon is in the dialog header.
- **SAVE** — Saves the entered data.
- **DELETE** — Deletes the partner. The action has to be confirmed in the **[Confirm]** dialog.

Entering a partner

The procedure for entering a new partner and the naming rules are described in [novi](#).

Partner code

The **{Code}** field is shown if so set in the company settings, with the **G_SIFP** switch.

The code is used primarily to make customer entry easier when issuing invoices on fiscal scales. The fiscal scale recognises the code when it is entered for issuing R1/R2 invoices.

- The code can have at most 6 characters.
- It should preferably be short and alphabetic, since entering digits on the scale is more complicated than letters.
- It should preferably be associated with the customer's name. E.g. for a partner named "MICRO PROCESS" the code can be "MP".



The customer code must not be "K", "OTP" or "IZD", as those names have a special meaning on the fiscal scale.

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