

Partners

~ DEPARTMENTS ~

Partners can have departments. E.g. the partner *HEP Operator distribucijskog sustava d.o.o.* has the departments *Elektra Zagreb*, *Elektroprimorje Rijeka* and so on. Separate partners must not be opened for departments and organisational units that are part of one company and **share the same OIB** — they are entered in this tab.

How an entered department is selected on a document is described in [Partner department](#).

Department list

The list shows the departments entered for the current partner, with the columns:

- **FINA ID** — [FINA ID](#) of the department. The column can be sorted, and for a department without a FINA ID the cell is empty.
- **Name** — name of the department.
- **Town/City** — town where the department is located.

Above the list is the **Quick search**, which narrows the display to departments containing the entered text, and the number of rows per page is selected at the bottom of the list. The  button in the upper right corner opens the dialog for entering a new department, and clicking a row opens an existing department.

Department data

The [**Department - Edit**] dialog is divided into the ~ **BASIC** ~ and ~ **IBAN** ~ tabs.

The following data is entered in the ~ **BASIC** ~ tab:

- **{Active}**
Unmarked departments remain entered for history, but are no longer offered when selecting a department on documents.
- **{Name}**
Name of the department.
 -  The name of the department is entered, not the name of the company.
- **{Country}**
Country where the department is located.
- **{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}**
Address of the department.
- **{Settlement}** and **{Municipality}**

Taken from the settlements code book when the address is selected, and serve to locate the department more precisely.

- **{County}**

- **{email}**

Email address of the department.

- **{Web Address}**

- **{FINA ID}**

Code of the business unit the department has registered with FINA. Entered only for departments of partners that are public procurement entities.

-  The same FINA ID cannot be entered on two departments of the same partner. An attempt to save a duplicate is stopped with the message *Record already exists*, followed by the FINA ID and the name of the department already using that code — e.g. *Record already exists: 1100 Uprava šume podružnica Delnice*. The dialog stays open with the entered data, so the FINA ID can be corrected and saved again.
-  The restriction applies within one partner: the same FINA ID may be on departments of two different partners, and there can be any number of departments without a FINA ID.

- **{Phone}, {Mobile}**

The country dialling code is selected in front of the number.

The data is saved with the **SAVE** button, and the department is deleted with the **DELETE** button.

From:

<https://wiki.micro-process.hr/> - **Brix - MICRO PROCESS**

Permanent link:

<https://wiki.micro-process.hr/brix/en/partners/odjeli>

Last update: **29/09/2026 19:15**

