

# Contacts

Menu: CRM ? Contacts

## What

Here you get an overview about all your contacts (customer and supplier) and the function to edit. Contacts are always attached to a company or supplier location.

## Create and edit

If you wish, we can also automate the data import if you have a large number of companies that you want to import.

**[Please contact us for this.](#)**

1. Click on Companies or Suppliers
  2. Click on the company that contact belongs to
  3. Click on the location that contact belongs to
  4. Create a new contact in the menu contacts.
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