

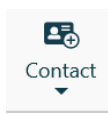


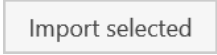
Create company contact


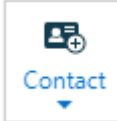

This guide describes how to create a company with or without CVR as a contact in Workzone.

Please note that only Danish companies have a CVR, foreign companies must therefore be set up as the contact type Company (without CVR). Read more about contact types here -> [Guidelines for working with contacts and parties.](#)

When a company is created with CVR in Workzone, you can use SmartPost to send documents to the company via Digital Post. Only Danish companies have Digital Post.

Workzone ensures that no company contacts are created with the same CVR.

Phase	Explanation	Navigation
Create contact Companies (with CVR)	Open Workzone Click Contact -> Companies (with CVR)	
Import contact	Click the round arrow in the field ID to import the company's information. You find the arrow on the right side of the ID field.	
Search for contact	Search for the company's information. Fill one of the following, then click Search : ID = The company's CVR or Name = free text field related to company name, i.e. 'Aarhus University'	
Import information	Check the box for the company you wish to add as a contact, then click Import selected . After completing this step, the company has been created as a contact and can be added as Party on cases in Workzone. If a company has already been added as a contact, the results list will show the existing contact - thus making sure that no company is added twice.	

Phase	Explanation	Navigation
Check if the company without CVR already exists in Workzone	<p>Open Workzone Select New Search -> Contact Use the free text field and enter keywords, e.g '^Department of*'</p> <p>If the desired company appears in the search result, you must note the company's Id (ID) and use this as the party.</p> <p>If the desired company does not appear in the search results, proceed to the next step.</p>	
Make contact at a company without CVR	<p>Select Contact -> Company (without CVR)</p>	
Fill in information	<p>Fill in the information for the company manually.</p> <p>Example of filling in contact information for a department:</p> <p>Name 1 'University of Bergen'</p> <p>Name 2 'Department of Earth Science'</p> <p>Address 1 'Realfagbygget, Allégt. 41', stated as shown on the company's official website.</p> <p>Country 'Norway'</p> <p>Postcode '5020 Bergen', stated as shown on the company's official website. Before the postcode can be searched, the Country field must be filled in. If the desired postcode does not appear in the dropdown list, HR DD must be informed via Serviceportalen. After which the postal code will be created.</p>	<p>Name 1 University of Bergen</p> <p>Name 2 Department of Earth Science</p> <p>Address 1 Realfagbygget, Allégt. 41</p> <p>Address 2</p> <p>Address 3</p> <p>Postcode 5020 Bergen</p>
Save contact	<p>When the contact information is filled in, press Save. The contact will now automatically be assigned an ID.</p>	
Associate the contact as a party	<p>The contact can now be associated as a party to a case or to a document.</p>	