




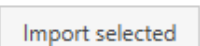
Create company contact


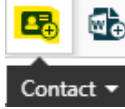
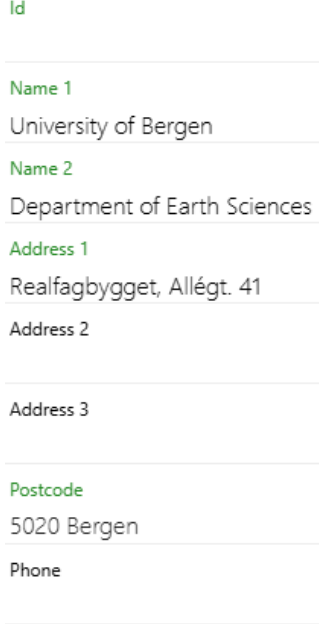
This guide describes how to create a company contact in WorkZone, with or without a CVR number. Please note that only Danish companies have a CVR number. Foreign companies must therefore be created as the contact type **“Company (without CVR)”**.



Read more about contact types here: [Guidelines for working with contacts and parties](#)

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

WorkZone ensures that multiple company contacts with the same CVR number cannot be created.

Instruction	Explanation	Navigation
Create contact for a company with CVR	Open Workzone. Select Contact -> Company (with CVR)	
Import contact	Click the small curly arrow in the ID field to import the company’s information. The arrow is on the right side of the field.	
Search for contact	Search for the company. Enter either: ID = the company’s CVR number or Name = keyword, e.g., “Aarhus University” Click Search	
Import information	Select the company you want to import and click Import selected . The company has now been created as a contact and can be added as a party to cases. If the company already exists as a contact in WorkZone, the existing contact will be displayed. No duplicate contacts will be created.	

<p>First, check if the company without CVR already exists in WorkZone</p>	<p>Open WorkZone.</p> <p>Select New Search -> Contact.</p> <p>Use the free-text field and enter a keyword, e.g., ^Department of*.</p> <p>If the desired company appears in the search results, note the company's ID and use it as a party.</p> <p>If the desired company does not appear in the search results, proceed to the next step.</p>	
<p>Create contact for a company without CVR</p>	<p>Select Contact -> Company (without CVR)</p>	
<p>Fill in information</p>	<p>Manually enter the company's information.</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 Sciences'</p> <p>Address 1: 'Realfagbygget, Allégt. 41'</p> <p>Country: 'Norway'</p> <p>Postcode: '5020 Bergen' (as shown on the company's official website).</p> <p>Note: The Country field must be filled in before the postcode can be searched.</p> <p>If the desired postcode is not available in the dropdown list, HR DD must be informed via the Service Portal. The postcode will then be added.</p>	

Save the contact	Once the contact information has been filled in, save the contact. The contact will now automatically be assigned an ID.	 A square icon with a floppy disk symbol and the word "Save" written below it in a dark box.
Add the contact as a party	The contact can then be added as a party to a case or a document.	 A square icon with a blue link symbol.