

# How to Edit Third Parties?

[help.fractal.com/hc/en-us/articles/25073666591885-How-to-Edit-Third-Parties](https://help.fractal.com/hc/en-us/articles/25073666591885-How-to-Edit-Third-Parties)

To edit an existing third party, simply select the third party you wish to modify. The system will then display a toolbar with options to edit, delete, and more.

If you want to edit the third party, just click on 'edit' to be redirected to the corresponding screen for the selected third party.

Third Parties

Search... Old Version

(1) Selected

Enabled	Name	Code	Email	Web Site	Address
<input checked="" type="checkbox"/> Yes	ABC Aire acondicionado	ABC - Aire - 001			
<input type="checkbox"/> Yes	ACEITES Y LUBRICANTES DEL CENTRO	N° fiscal	ventas@lub.com	www.aceites.com	CARACAS #17 SUR
<input type="checkbox"/> Yes	AFP INTEGRAL	18932243-1			
<input type="checkbox"/> Yes	AGENCIA TOYOTA PUERTO VALLARTA	12873424-0			
<input type="checkbox"/> Yes	AIRES ACONDICIONADOS DE MEXICO S.A.	8127827932-1			
<input type="checkbox"/> Yes	AIRES & AIRES	829392040-1			
<input type="checkbox"/> No	AIRES & AIRES MEX	182789312-0			
<input type="checkbox"/> Yes	AIRES & AIRES PERU	81723891-K			
<input type="checkbox"/> Yes	AIR JBM COMPRESORES	990889-98			
<input type="checkbox"/> Yes	AJX Capital	JAX-009			
<input type="checkbox"/> Yes	ALEXANDER PEREZ FONNEGRA	ACT.LOC-0042101	LOFABRICAMOS@GMAIL.C...	WWW.LOFABRICAMOS.COM	CL 33#54-23
<input type="checkbox"/> Yes	ALUMINIOS MEXICO S.A.	1726478234			
<input type="checkbox"/> Yes	ANIXTER	82237893-0			

Showing 50 of 194

The screenshot displays the 'Third Parties' management interface. At the top, there is a navigation bar with 'Third Parties' on the left and 'Old Version' and user profile on the right. The main content area is divided into a left sidebar and a main form. The sidebar contains a list of navigation options: General, Custom Form, Branches, Contacts, Services, Historical, Attachments, and Document Management. The main form is for editing a third party named 'Junior LTD' with code 'JNR-001'. The form includes a toggle for 'Enabled' (checked), an 'Information' section with a message 'You have pending changes to save!', and a 'Details' section with various input fields: Name (Junior LTD), Code (JNR-001), Type (Service Provider, OEM, Supplier, Client), Web Site, Address (Blackford), City, State, Country, Zip code, Latitude (-33,4263375), and Longitude (-70,6121675). A map shows the location of Blackford. The bottom right of the map area has a 'Save' button.

On this screen, you will find the following options:

**General:** General information related to the third party.

**Custom Fields:** Group of custom tags with additional information about the third party.

**Branches:** List of branches owned by the third party in question.

**Contacts:** Contact personnel within the third party. It's important to note that these contacts are individuals who can be designated as responsible for a work order assigned to a third party.

**Services:** List of different services and costs offered by the third party. These services can be added and their costs accounted for within a work order.

**Histories:** List of movements history associated with the warehouses.

**Attachments:** List where files, links, and attached notes related to the third party can be added, viewed, edited, or downloaded.

**Document Management:** Documents or warranties subject to expiration associated with the third party.

**Enabled:** Allows enabling or disabling the third party so that it is no longer visible in the rest of the platform (it will only be visible in activities prior to being disabled).

Third Parties Old Version ↶

Enabled

Information  
You have pending changes to save!

Details

- General
- Custom Form
- Branches
- Contacts
- Services
- Historical
- Attachments
- Document Management

Name: ABC Aire condicionado Code: ABC - Aire - 001

Type: Service Provider  OEM  Supplier  Client

Web Site: \_\_\_\_\_ Group 1: \_\_\_\_\_ Group 2: \_\_\_\_\_

Address: \_\_\_\_\_ Search on the map

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: EUA

Zip code: \_\_\_\_\_

Latitude: -33,4263375 Longitude: -70,6121675

Map: Fractal | Software de mantenimiento | IoT | AI

Save

To make any modifications to the third party, simply click on the field you wish to edit and then click on the 'Save' button located at the top right of the platform:

Third Parties Old Version ↶

Enabled

Information  
You have pending changes to save!

Details

- General
- Custom Form
- Branches
- Contacts
- Services
- Historical
- Attachments
- Document Management

Name: ABC Aire condicionado Code: ABC - Aire - 001

Type: Service Provider  OEM  Supplier  Client

Web Site: \_\_\_\_\_ Group 1: \_\_\_\_\_ Group 2: \_\_\_\_\_

Address: \_\_\_\_\_ Search on the map

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: EUA

Zip code: \_\_\_\_\_

Latitude: -33,4263375 Longitude: -70,6121675

Map: Fractal | Software de mantenimiento | IoT | AI

Save

**Note:** Auxiliary fields have a limit of 50 characters. Exceeding this limit may affect data import, causing errors or data truncation.