

**PROCEDURA DE LUCRU**  
**INREGISTRARE TERT NOU IN ERP**

**PAS 1**

**Nomenclator – Terti - Terti Gestiuene**

The screenshot displays the ERP software interface. At the top, there is a navigation bar with tabs: 'Tablou Comanda', 'Home', 'Utile', 'Teme Vizuale', 'Cautari Rapide', 'Rapoarte', and 'Suport si Help'. Below this is a toolbar with various icons for different modules like 'Contabilitate', 'Stoc', 'Logistica', 'Achizitii', etc.

The main window is titled 'Nomenclatoare' and contains a tree view on the left with the following structure:

- Nomenclatoare
  - Articole
    - Marfa
    - Servicii
    - Produce Finite/Ambala
    - Consumabile
    - Articole Contabile
    - Articole Promotii
  - Terti**
    - Terti Gestiuene**
    - Trezorerii
    - Salariati

The right pane is titled 'CientiFurnizori' and contains a search form with the following fields:

- Tip Inregistrari: Active
- Criteriu: [Empty]
- Coloana: Crt, Egal, Si, [Empty]

Below the search form is a table with the following headers:

Crt	Denumire	CapitalSocial	OG 15/2012	Data TVA Split	CF	AF	J	Adresa	Banca	Judet
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At the bottom left, there is a sidebar with icons for 'CRM', 'Nomenclatoare', 'Documente Gestiuene', 'Contabilitate', 'Manageriale', and 'Configurari'. The 'Nomenclatoare' icon is highlighted.

At the bottom of the window, there is a status bar showing '0 Inregistrari' on the left and 'Societate: FORTZA.RO SRL RO994' on the right.

## PAS 2

### Click dreapta – Adauga

Tablou Comanda Home Utilitate Teme Vizuale Cautari Rapide Rapoarte Suport si Help

Contabilitate Rapoarte Contabilitate Stoc Cantitativ Rapoarte Stocuri Stocuri Valorice Rapoarte Stocuri Logistica Stocuri Solduri Terti Achizitii Vanzari Contracte Rapoarte Vanzari/Achizitie Magazine Trezorerii EnDetail Rapoarte Trezorerie Productie Tablou Managerial Rapoarte Manageriale BI Rapoarte Manageriale Rapoarte Diverse Configurare tipizate Rapoarte Excel

Nomenclatoare ClientiFurnizori

Nomenclatoare

- Nomenclatoare
  - Articole
    - Marfa
    - Servicii
    - Produce Finite/Ambala
    - Consumabile
    - Articole Contabile
    - Articole Promotii
  - Terti
    - Terti Gestione
    - Trezorerii
    - Salariati

Tip Inregistrari: Active Criteriu:

Coloana: Crt Egal Si

Drag a column header here to group by that column.

Crt	Denumire	CapitalSocial	OG 15/2012	Data TVA Split	CF	AF	J	Adresa	Banca	Judet
-----	----------	---------------	------------	----------------	----	----	---	--------	-------	-------

- Adauga Ctrl+A
- Modifica Ctrl+M
- Sterge Ctrl+Del
- Acord GDPR
- Management IBAN
- Exporta Tabel In Excel

CRM

Nomenclatoare

Documente Gestione

Contabilitate

Manageriale

Configurari

0 Inregistrari Societate: FORTZA.RO SRL RO99

## PAS 3

La sectiunea **Cod Fiscal** se adauga codul fiscal al Tertului – se apasa tasta **Enter**

pentru a se prelua datele de Ministerul Finantelor si se confirma apasand **YES**

The screenshot shows a software application window titled "Adaugare Tert" (Add Third Party). The interface includes a top menu bar with options like "Tablou Comanda", "Home", "Utile", "Teme Vizuale", "Cautari Rapide", "Rapoarte", and "Suport si Help". Below the menu is a toolbar with various icons for accounting and reporting functions.

The main window is divided into several sections:

- Informatii Generale:** Includes fields for "Este persoana fizica" (checkbox), "Cod Fiscal" (text field with value 9947416), "Nr. Inregistrare" (text field), "Denumire" (text field), "Tip" (dropdown menu with "Client si furnizor" selected), "Atribut fiscal" (dropdown menu with "Persoane neinregistrate in scopuri de TVA" selected), and "Cap. Soc." (text field).
- Configurari:** Includes fields for "Banca", "Cont IBAN", "Sucursala", "Cod BIC", "Zona Agent" (dropdown menu), and "Clasificare Contabila" (dropdown menu with "2.1.TERTI INTERNI" selected).
- Clasificari:** Includes fields for "Grupa Tert" (dropdown menu) and "Grupa Penalitate" (dropdown menu).
- Informatii:** Includes fields for "Persoana Contact", "Str.", "Bloc", "Ap", "Sediul Social", "Telefon Mobil", and "Telefon Fix".

At the bottom of the form are buttons for "Actualizare Tva Incasare", "Verifica VIES", "Salveaza in toate bazele", "F12=Salveaz", and "Esc=Renunta".

A small dialog box titled "CDMS" is overlaid on the form, containing the following text:

CDMS  
? Doriti preluarea datelor de identificare de la Ministerul de Finante?  
(necesita conexiune internet)

Yes No

The bottom status bar of the application shows "0 Inregistrari" on the left and "Societate: FORTZA.RO SRL RO9947416" on the right.

## PAS 4

In sectiunea **Informatii generale**, dupa ce au fost preluate datele de pe Ministerul Finantelor se verifica nr. de telefon si adresa de email, iar in cazul in care acestea nu au fost preluate se vor adauga manual in campurile:

- telefon mobil
- adresa de email
- persoana de contact

The screenshot displays the 'Adaugare Tert' (Add Supplier) dialog box in a financial software application. The dialog is open over a table of suppliers. The 'Informatii Generale' tab is active, showing fields for tax ID, registration number, name, and fiscal attributes. The 'Informatii' section is highlighted in yellow, containing contact details like phone number and email address.

**Table: Clienti/Furnizori**

Crt	Denumire	CapitalSocial	OG 15/2012	Data TVA Split	CF	AF	J	Adresa	Banca	Judet	Cont

**Adaugare Tert - Informatii Generale**

Este persoana fizica:  Cod Fiscal: 9947416 Nr. Inregistrare: J32/531/1997

Denumire: FORTZA . RO SRL Tip: Client si furnizor

Atribut fiscal: RO-Inregistrat in scopuri de TVA Cap. Soc.:

**Configurari**

Banca: Cont IBAN:

Sucursala: Cod BIC:

Zona Agent Clasificare Contabila: 2.1.TERTI INTERNI

**Clasificari**

Grupa Tert: Grupa Penalitate:

Grupa Lista Pret: Cat. Discount:

**Informatii**

Persoana Contact:

Judetul: Sibiu

Str: GĂRII Nr: 10 Oras: MEDIAS

Bloc: Ap: Alte det adr:

Sediul Social: STR. GĂRII, NR. 10

Telefon Mobil: 0269838450 Adresa Email: office@fortza.ro

Telefon Fix: Fax: 0269846207

Actualizare Tva Incasare Verifica VIES Salveaza in toate bazele F12=Salveaz Esc=Renunta

0 Inregistrari Societate: FORTZA.RO SRL RO9947416 Server:



## PAS 6

In sectiunea **AVERIZARI** la campul **email-uri avertizare** se completeaza email si se **BIFEAZA - AVERTIZEAZA FACTURI RESTANTE**

### INFORMATII GENERALE:

Tablou Comanda Home Utile Teme Vizuale Cautari Rapide Rapoarte Suport si Help

Contabilitate Stoc Stocuri Logistica Solduri Achizitii Vanzari Contracte Magazine Trezorerii Productie Tablou Rapoarte Manageriale Rapoarte Rapoarte Manageriale Rapoarte Diverse Configurare Rapoarte Excel

Rapoarte Contabilitate Rapoarte Stocuri Rapoarte Vanzari/Achizitii Rapoarte Trezorerie Rapoarte Manageriale

Nomenclatoare ClientiFurnizori

Nomenclatoare

- Nomenclatoare
  - Articole
    - Marfa
    - Servicii
    - Produce Finite/Ambala
    - Consumabile
    - Articole Contabile
    - Articole Promotii
  - Terti
    - Terti Gestione
    - Trezorerii
    - Salariati

Tip Inregistrari: Active Criteriu:

Coloana: Crt Egal Si

Drag a column header here to group by that column.

Crt	Denumire	CapitalSocial	OG 15/2012	Data TVA Split	CF	AF	J	Adresa	Banca	Judet
-----	----------	---------------	------------	----------------	----	----	---	--------	-------	-------

Adaugare Tert

Informatii Generale

Detalii

TVA la Achitare

Management Sold

**Avertizari**

Avertizari Texte

Delegati

E-Shop Users

Descriere

Split TVA

Numar Telefon SMS:

Email-uri Avertizare: office@fortza.ro

Email-uri CC:

Email-uri BCC:

Genereaza Documente Conform Contract

Genereaza Proforme/Facturi PDF

Avertizeaza Comenzi/Proforme Emise

Avertizeaza Facturi Emise

Avertizeaza Previzuni Clienti

Avertizeaza Previzuni Furnizori

Genereaza automat facturi din avize pe ziua din luna

Avertizeaza Comenzi/Proforme Restante

Avertizeaza Facturi Restante

Data Adaugare

Recurenta Restante: 7 zile

Ultima trimitere:

Data Actualizare

Actualizare Tva Incasare Verifica VIES Salveaza in toate bazele F12=Salveaz Esc=Renunta

CRM

Nomenclatoare

Documente Gestione

Contabilitate

Manageriale

Configurari

0 Inregistrari

Societate: FORTZA.RO SRL RO99474

## PAS 7

În cazul în care tertul are contract de vânzare marfa se completează câmpurile **termen de plată**, **modalitate de plată** (cea mai des utilizată) și **facturi în baza contract** (se trece nr și data contractului)

The screenshot displays the PAS 7 software interface. The main window is titled "CientiFurnizori" and shows a table with columns: Crt, Denumire, CapitalSocial, OG 15/2012, Data TVA Split, CF, AF, J, Adresa, Banca, Judet, and Cont. A dialog box titled "Adaugare Tert" is open, showing the "Detalii" tab. The dialog contains the following fields and options:

- Informatii Generale
- Termen de plata: Zile
- Modalitate Plata: OP
- Discount: %
- Adaos: %
- Model Factura: [dropdown]
- Durata Aprovizionare: [input]
- Model Aviz: [dropdown]
- Diverse
- Cod Tert: [input]
- Facturi in baza contract: [checked]
- : Tert Activ [checkbox]
- CF Extern: [input]
- Tip cantitate: Minima [dropdown]
- Valoare comanda furnizor: [input]
- Observatii: [input]
- Adresa: [dropdown]
- Judet: [dropdown]
- Zona Age... [input]
- Cod Mag... [input]
- Distanta [input]
- Delegat [input]
- Observatii [input]
- Implicit [checkbox]
- Cod Furnizor [input]
- Termen Plata [input]
- Data Adaugare: -
- Data Actualizare: -
- Actualizare TVA Incasare [button]
- Verifica VIES [button]
- Salveaza in toate bazele [button]
- F12=Salveaz [button]
- Esc=Renunta [button]

The status bar at the bottom shows "0 Inregistrari" and "Societate: FORTZA,RO SRL R09947416 Server: 192.".

## PAS 8

La sectiunea **Management sold** la campurile:

- **sold** (se completeaza limita comerciala stabilita in contract),
- **sold restant** se completeaza suma de = 500 RON,
- **nr de facturi restante** se completeaza 1
- **Blocare factura peste scadenta** 6 zile.

The screenshot displays the PAS 8 software interface. The main window is titled 'Cientifurnizori' and shows a list of suppliers with columns for 'Crt', 'Denumire', 'CapitalSocial', 'OG 15/2012', 'Data TVA Split', 'CF', 'AF', 'J', 'Adresa', 'Banca', 'Judet', and 'Cont'. A modal window titled 'Adaugare Tert' is open, showing fields for 'Sold', 'Sold Restant', and 'Numar Facturi Restante', all highlighted in yellow. The 'Management Sold' tab is selected in the left sidebar. The status bar at the bottom shows '0 Inregistrari' and 'Societate: FORTZA.RO SRL R09947416 | Server: 192.168.1.1'.

## PAS 9

La sectiunea **delegati** se adauga persoana delegata pentru ridicarea marfurilor cu toate informatiile

The screenshot displays a software application interface. At the top, there is a menu bar with various icons for different modules like 'Contabilitate', 'Stoc', 'Logistica', etc. Below the menu bar, there are two main windows. The background window is titled 'ClientiFurnizori' and shows a table with columns for 'Tip Contact', 'Modalitate Conta.', 'Nume', 'Prenume', 'Telefon', 'Email', and 'CNP'. The 'Delegati' tab is selected in the left-hand pane of this window. Overlaid on top of this is a dialog box titled 'Adaugare Delegat'. This dialog box contains several input fields for entering contact details:

- Tip Contact: Telefon
- Contact: [Empty field]
- Email: [Empty field]
- Sector: [Empty field]
- CNP: [Empty field]
- Localitate: [Empty field]
- Nume: [Empty field]
- Numar auto: [Empty field]
- Judet: [Empty dropdown]
- Prenume: [Empty field]
- Funcctie: [Empty field]
- Telefon: [Empty field]
- Strada: [Empty field]
- Telefon mobil: [Empty field]
- Punct lucru: [Empty field]
- Nr.: [Empty field]
- Serie CI: [Empty field]
- Data nasterii: [Empty dropdown]
- Bloc: [Empty field]
- Numar CI: [Empty field]
- Scara: [Empty field]
- Sex:
- Eliberat: [Empty field]
- Etaj: [Empty field]
- Implicit:
- La data: [Empty dropdown]
- Apartament: [Empty field]
- Activ:

At the bottom of the dialog box, there are two buttons: 'Salveaza' and 'Renunta'.

Dupa finalizarea pasilor de mai sus se apasa butonul **salveaza**

The screenshot displays a software application window with a top navigation bar and a main workspace. The workspace is divided into a left sidebar and a main content area. The main content area shows a list of suppliers with columns for 'Crt' and 'Denum'. A modal dialog box titled 'Adaugare Tert' is open, allowing the user to enter details for a new supplier.

**Adaugare Tert**

**Informatii Generale**

Este persoana fizica:  Cod Fiscal: 9947416 Nr. Inregistrare: J32/531/1997

Denumire: FORTZA . RO SRL Tip: Client si furnizor

Atribut fiscal: RO-Inregistrat in scopuri de TVA Cap. Soc.:

**Configurari**

Banca: Cont IBAN:

Sucursala: Cod BIC:

Zona Agent Clasificare Contabila: 2.1.TERTI INTERNI

**Clasificari**

Grupa Tert: Grupa Penalitate:

Grupa Lista Pret: Cat. Discount:

**Informatii**

Persoana Contact: Judetul: Sibiu

Str: GĂRII Nr: 10 Oras: MEDIAS

Bloc: Ap: Alte det adr:

Sediul Social: STR. GĂRII, NR.10

Telefon Mobil: 0269838450 Adresa Email: office@fortza.ro

Telefon Fix: Fax: 0269846207

Data Adaugare: -

Data Actualizare: -

Actualizare TVA Incasare Verifica VIES Salveaza in toate bazele **F12=Salveaz** Esc=Renunta

0 Inregistrari Societate: FORTZA.RO SRL RO9947416