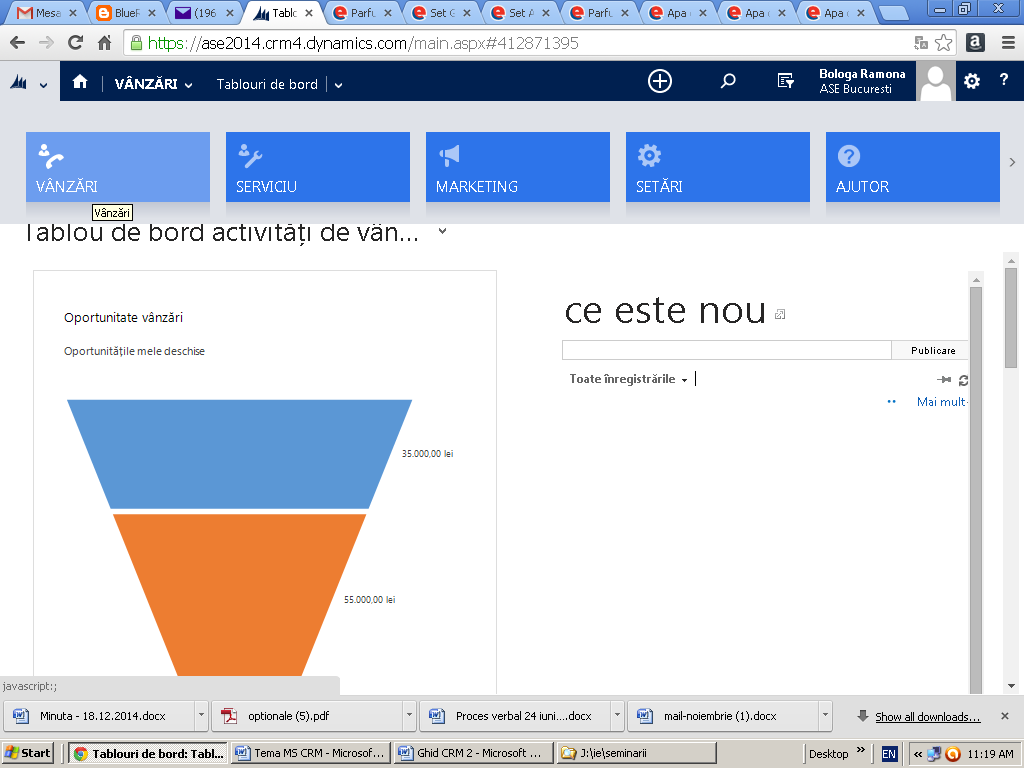
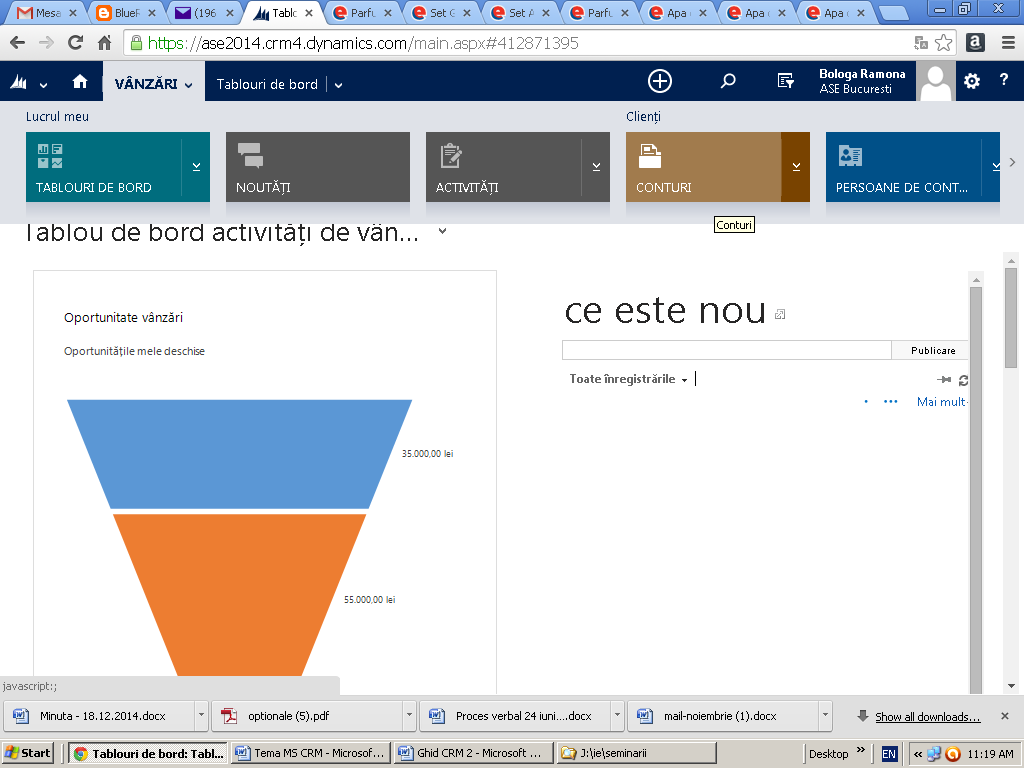
**2.a. Creare Cont**

Un cont reprezinta un client activ, fie ca ele este persoana juridical (firma) sau persoana fizica.

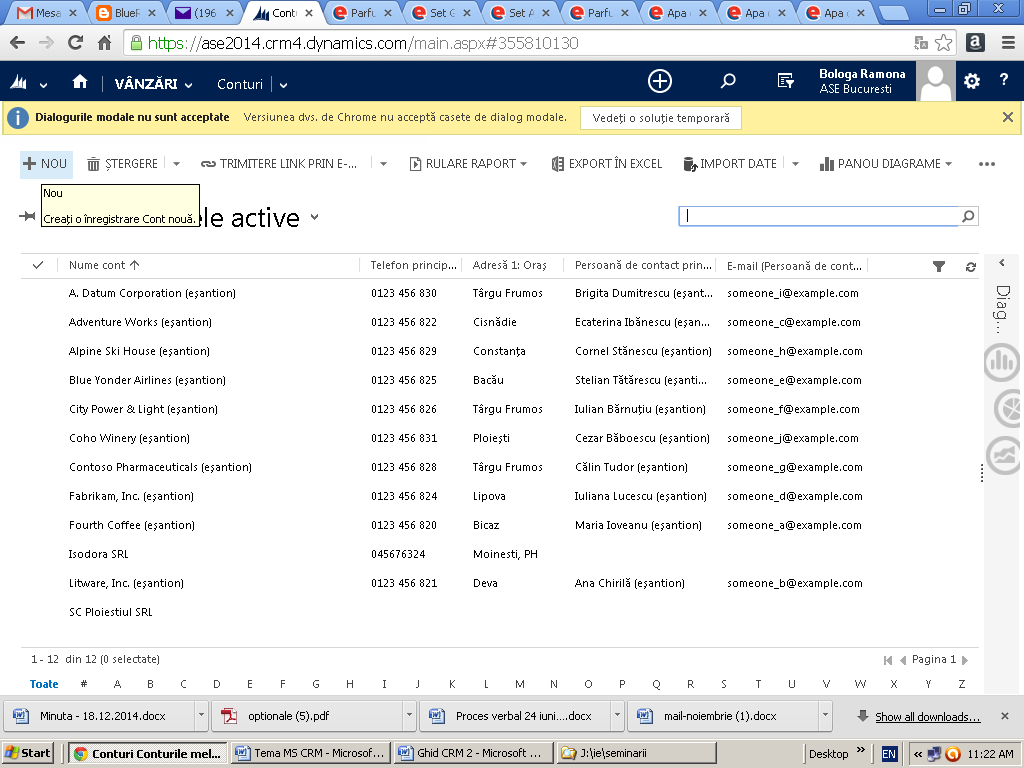
Selectati prima iconita din stanga-sus **Meniul Vanzari:**

****

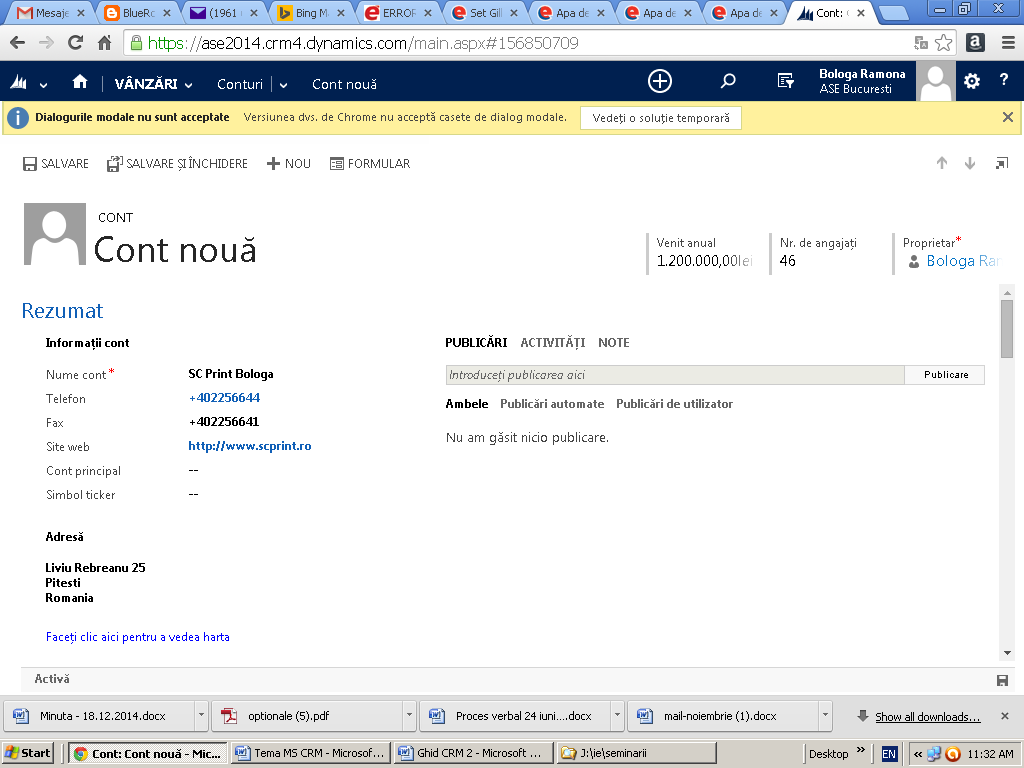
Apoi alegeti de pe a doua iconita optiunea **Conturi**

****

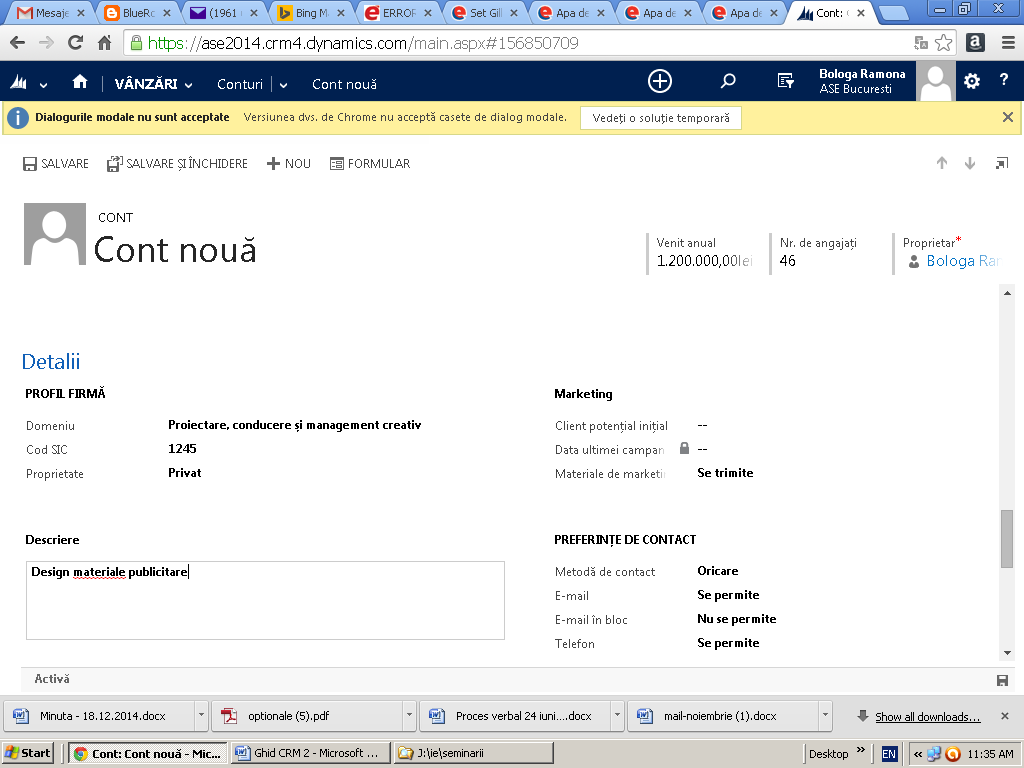
Creati o Inregistrare Cont noua de la iconita **+Nou** stanga sus.

****

Se completeaza numele firmei, nr telefon si fax, adresa Web, adresa reala, numar de angajati, venit annual.

****

Derulam ecranul in jos putem completa si alte detalii (nu avem insa definite o **Persoana de contact**, nu o completam, nu a fost inainte inregistrata firma ca si **Client potential**, nu completam):

****

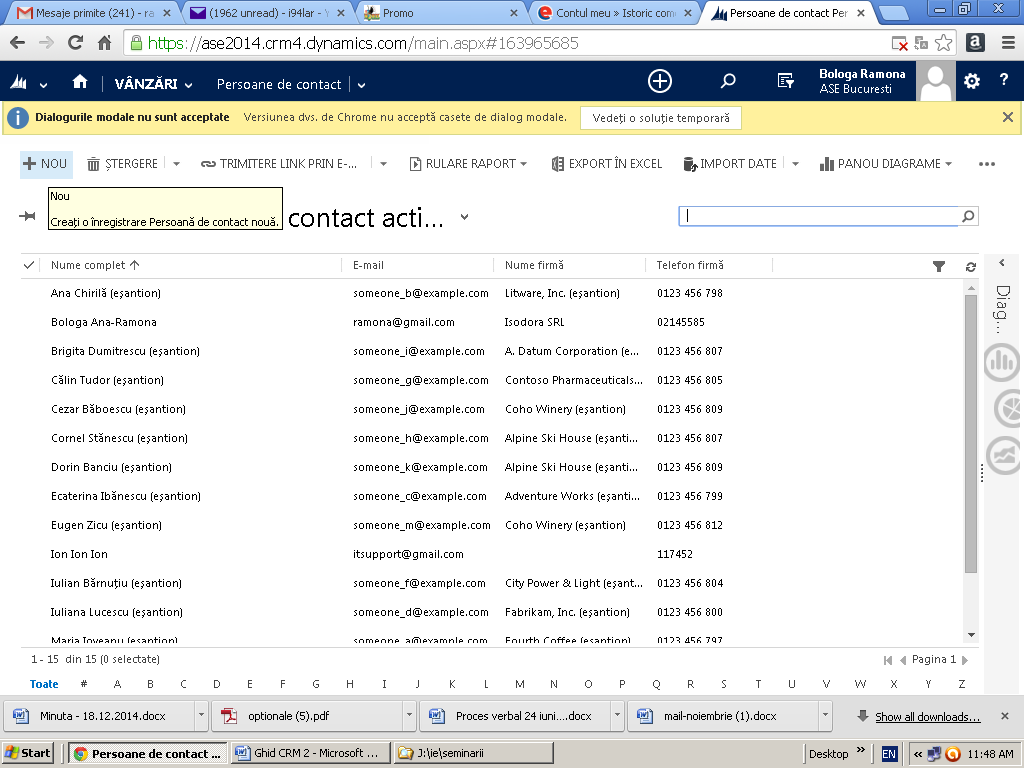
Dupa care salvam si inchidem.

**2.b. Crearea unei Persoane de contact**

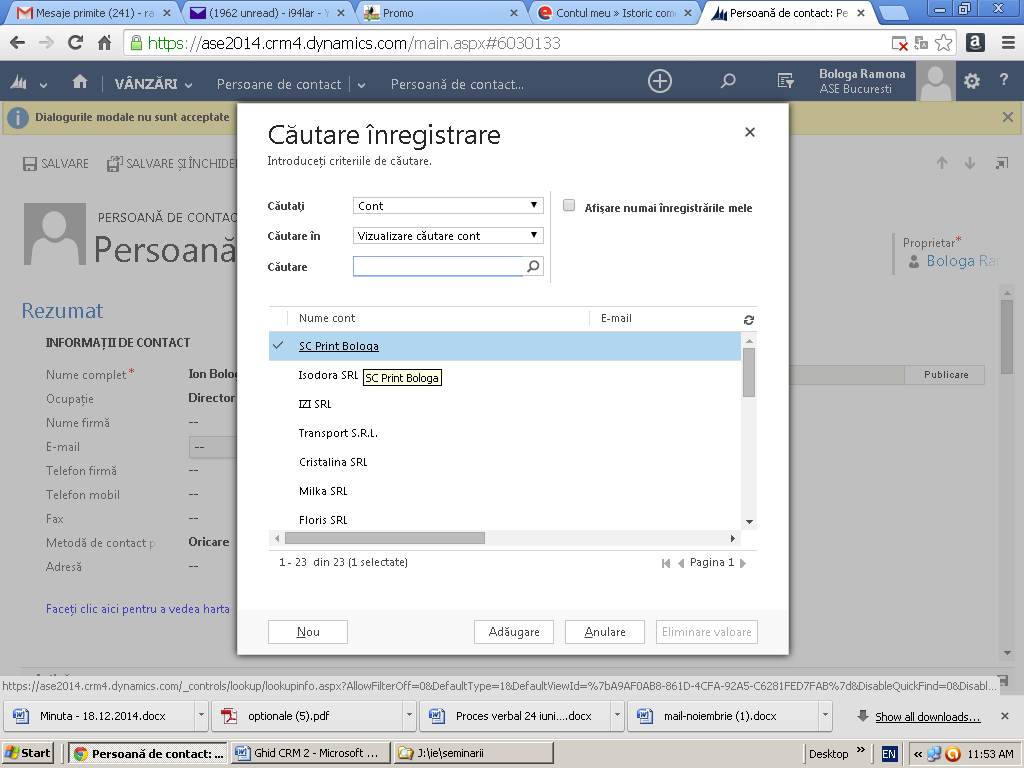
In meniul **Vanzari** selectati **Persoane de contact**

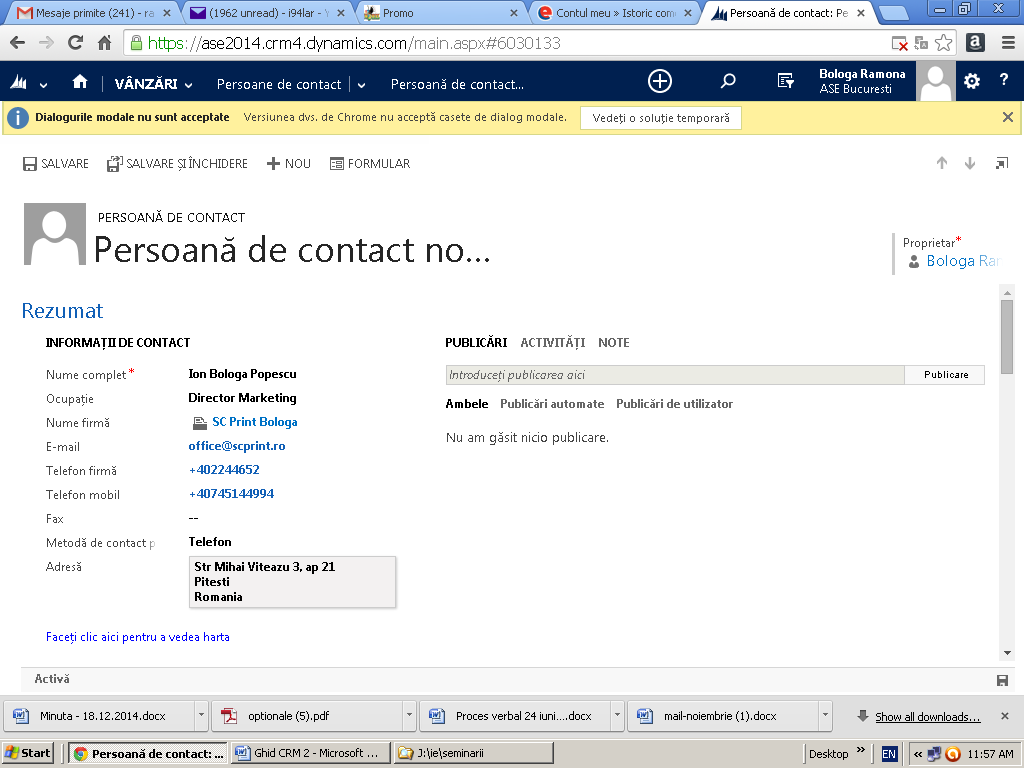
****

Se creeaza o inregistrare noua in Persoane de contact de la iconita **+Nou** stanga-sus.

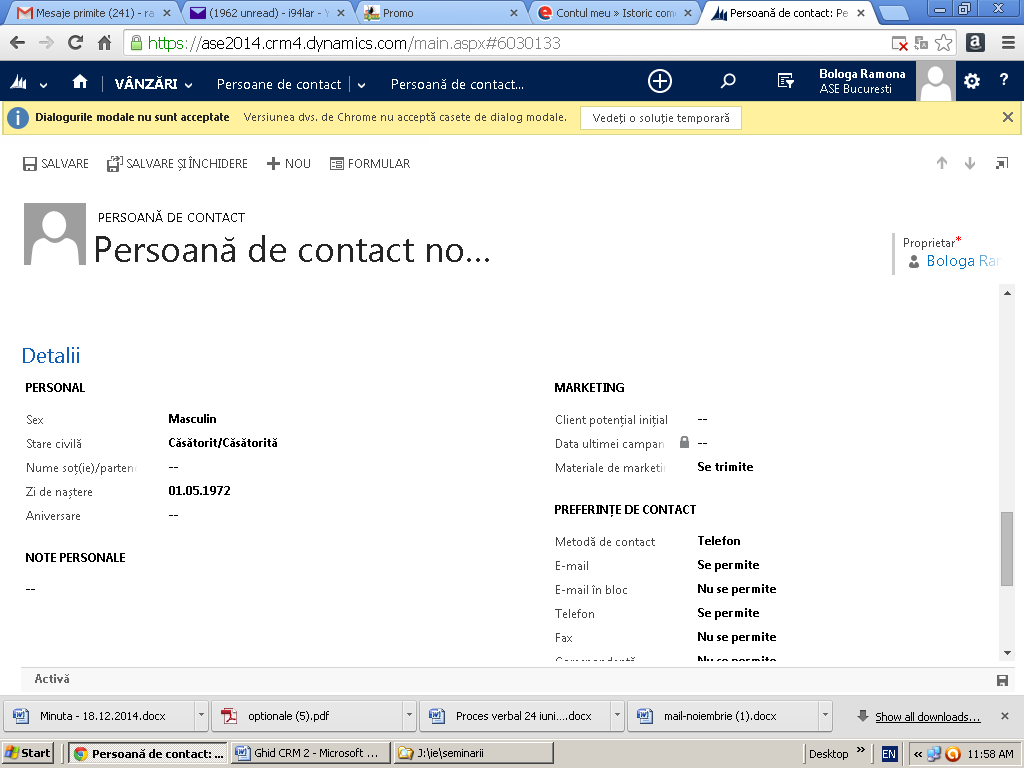
****

**Completati Nume complet, Ocupatie, Nume firma- alegeti firma creats anterior si dati Adaugare, Telefon, Metoda de contact, Adresa**

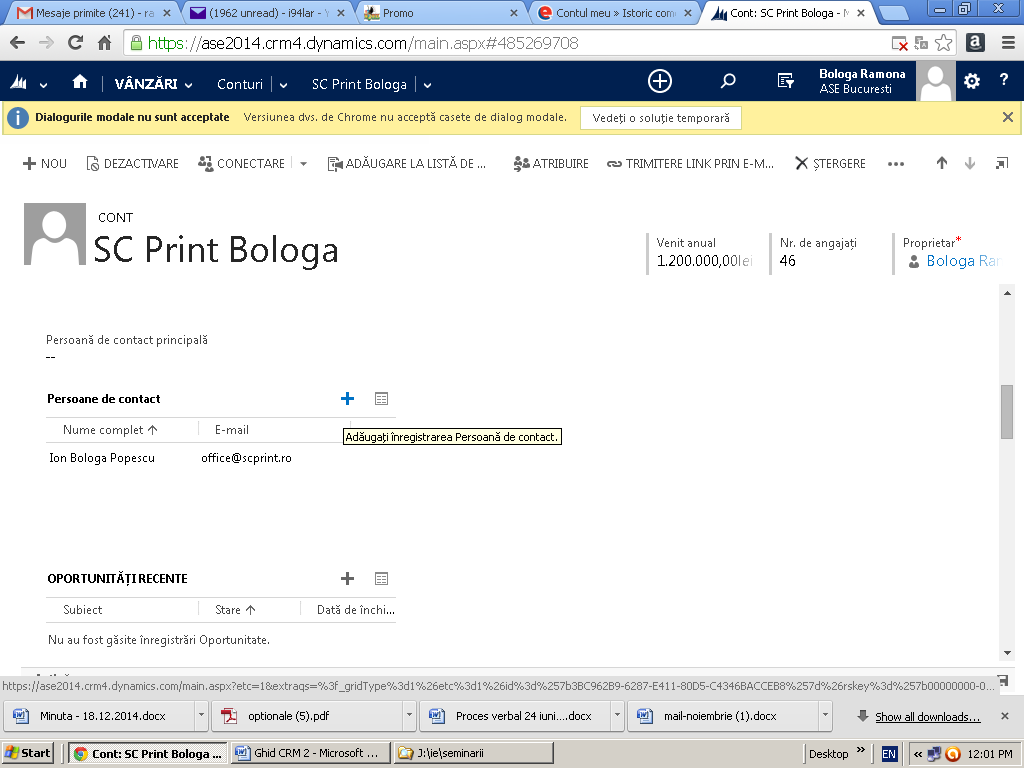
****

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**Daca derulati in jos, puteti adauga alte detalii:**

**  
Salvare si inchidere.**

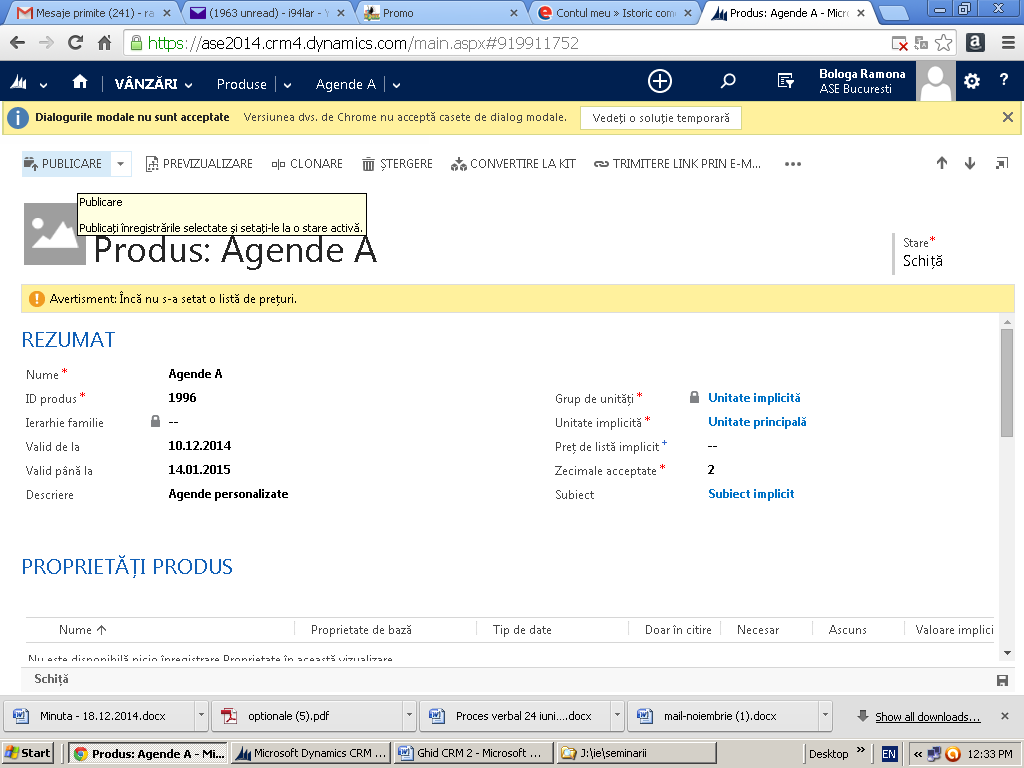
Daca acum reveniti pe **Contul** creat la primul pas, veti regasi la **Persoane de contact** aceasta persoana introdusa acum (derulati putin in jos). Puteti adauga si alte Persoane de contact de la iconita + din dreapta.



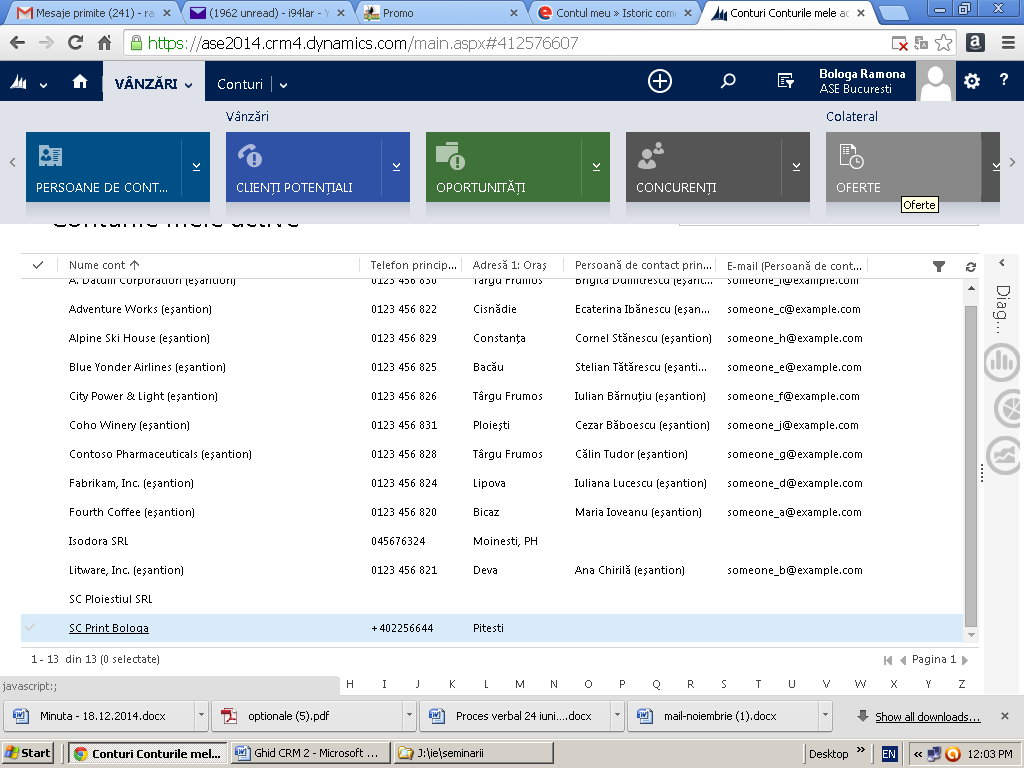
**2.c. Crearea unei Oferte**

Inainte de a crea o Oferta, trebuie sa ne asiguram ca **Produsele create** sunt in stare **Activa.** Pentru aceasta vom intra din nou in meniul **Setari,** optiunea **Produse si familii,** pe fiecare dintre produsele noastre.

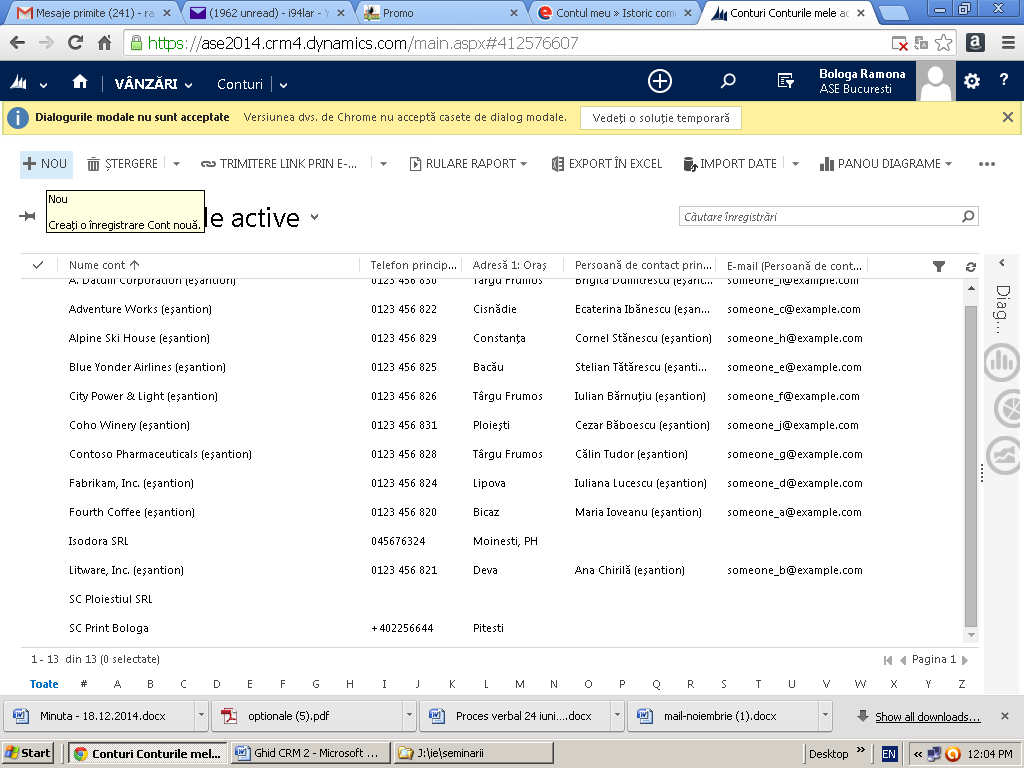
Vom observa ca starea actuala este **Schita**. Vom apasa butonul **Publicare** si vom valida trecerea in stare **Activa**.



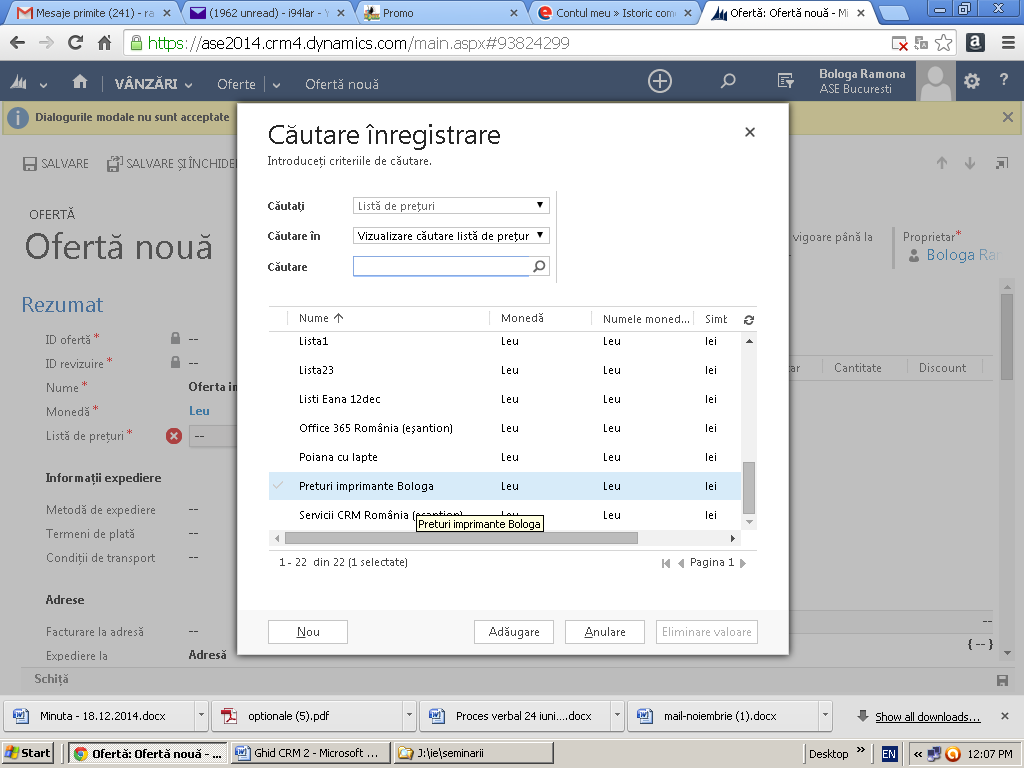
In meniul **Vanzari,** alegeti optiunea **Oferte.**

****

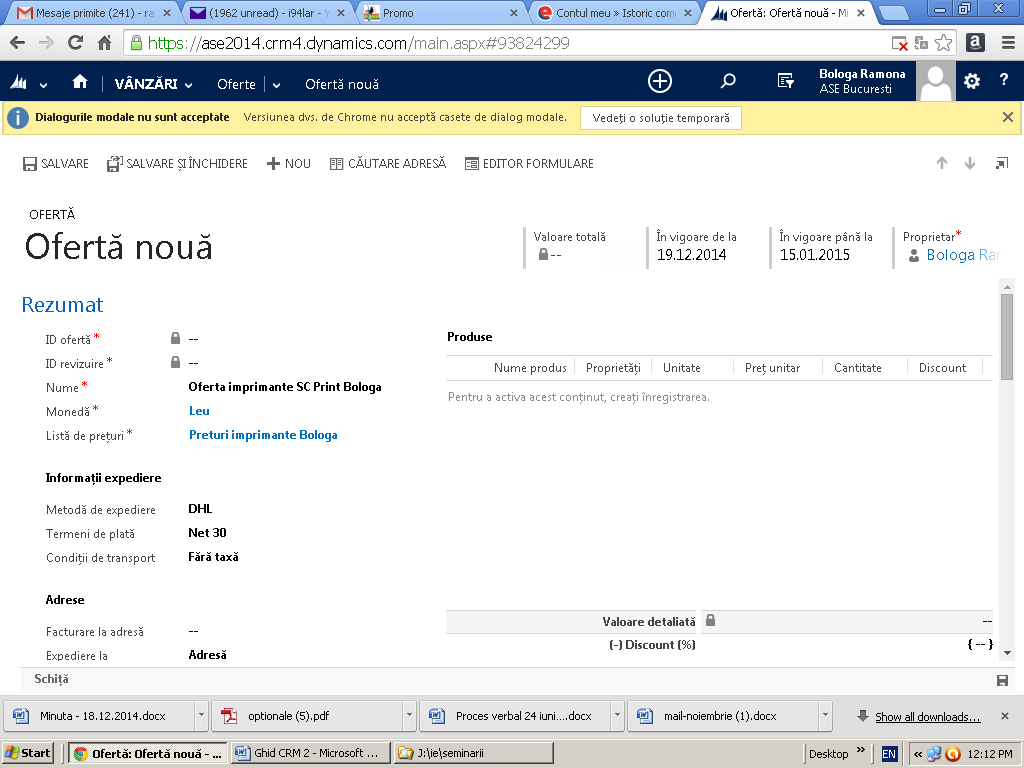
De la iconita **+Nou** din stanga-sus se creeaza o inregistrare noua.

****

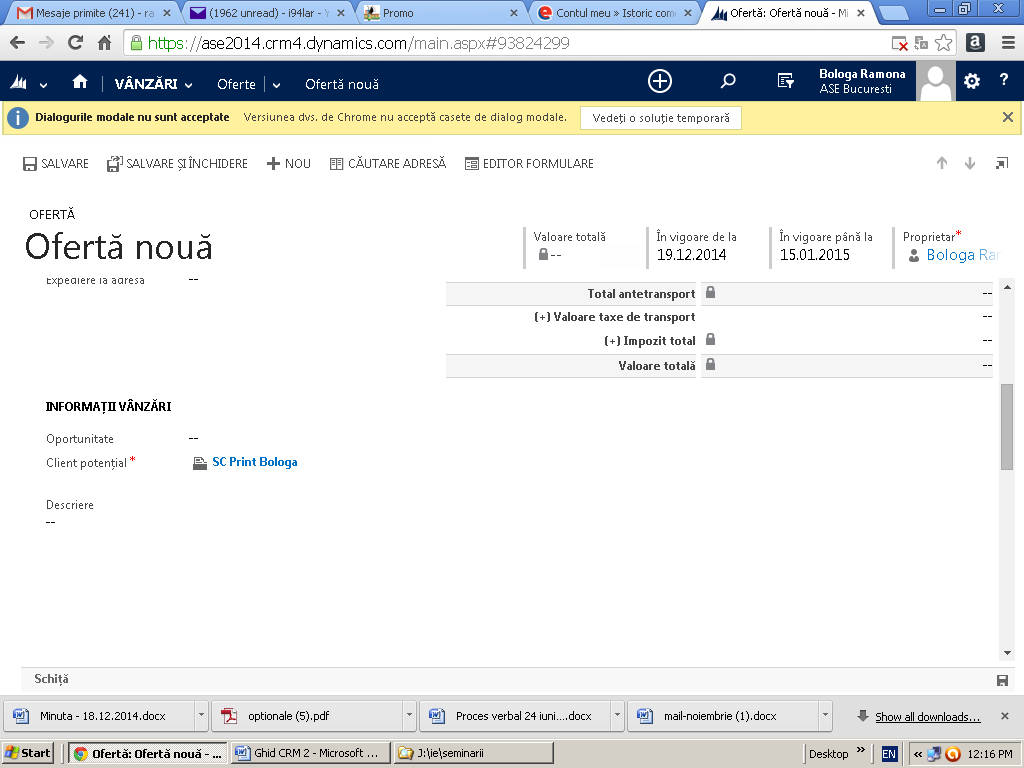
Dati o denumire ofertei, si selectati **Lista de preturi** din cele create de voi, apoi butonul **Adaugare.**

****

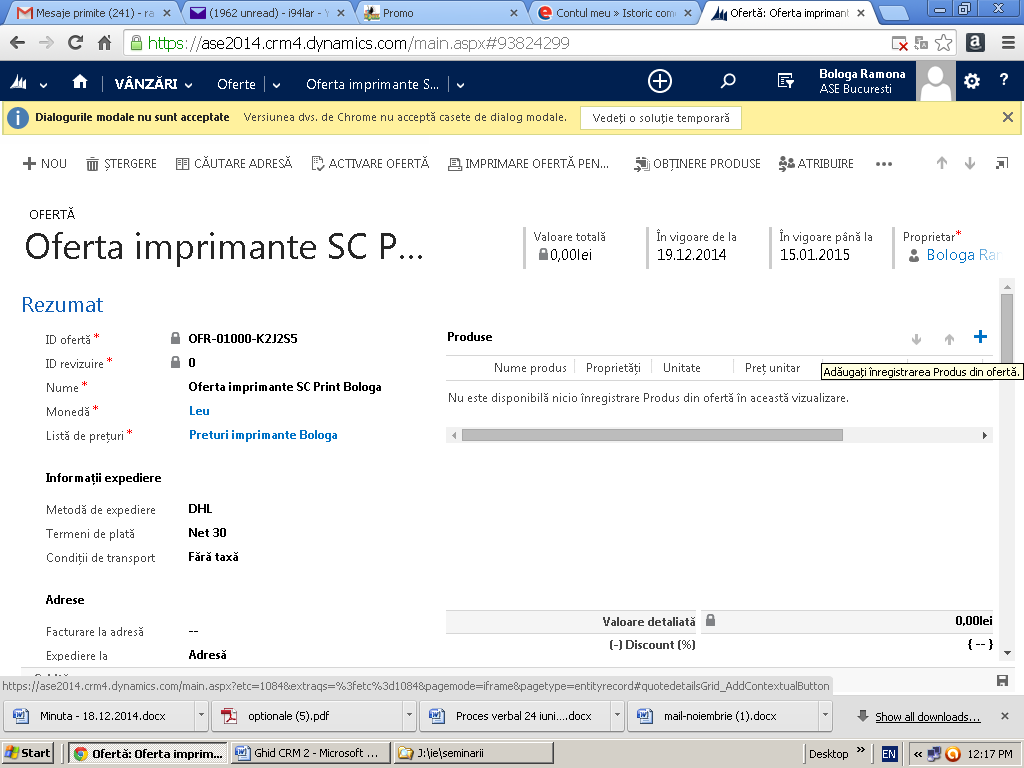
Se mai completeaza Metoda de expediere, Termen de plata, Conditii de transport, In vigoare de la…pana la…

****

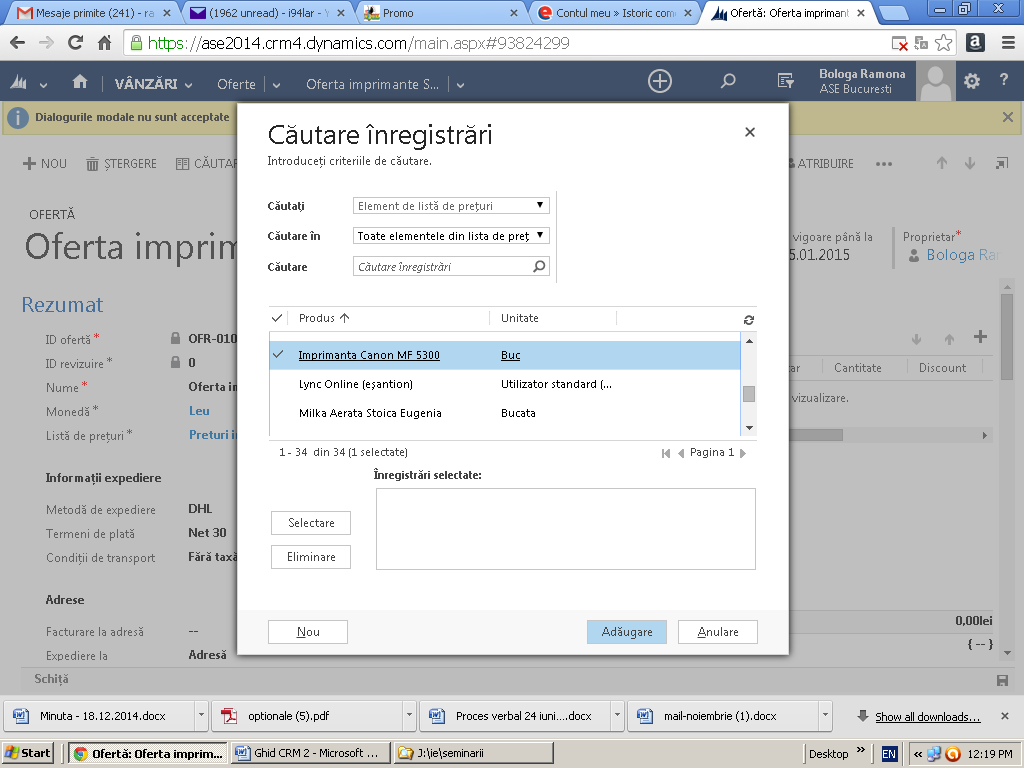
Mai jos, la Client potential, e obligatoriu sa trec firma pentru care fac oferta:



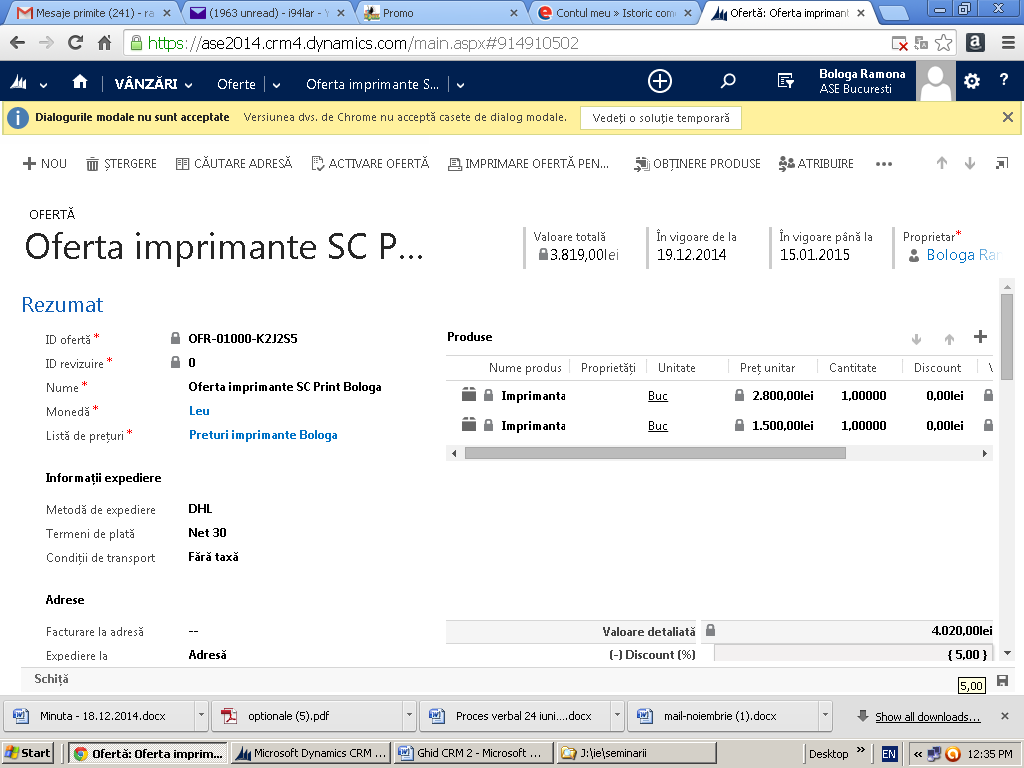
Pentru a putea adauga produse in **Oferta** trebuie mai intai sa dau **Salvare,** iar apoi imi apare butonul **+** de Adaugare produse in dreapta.

****

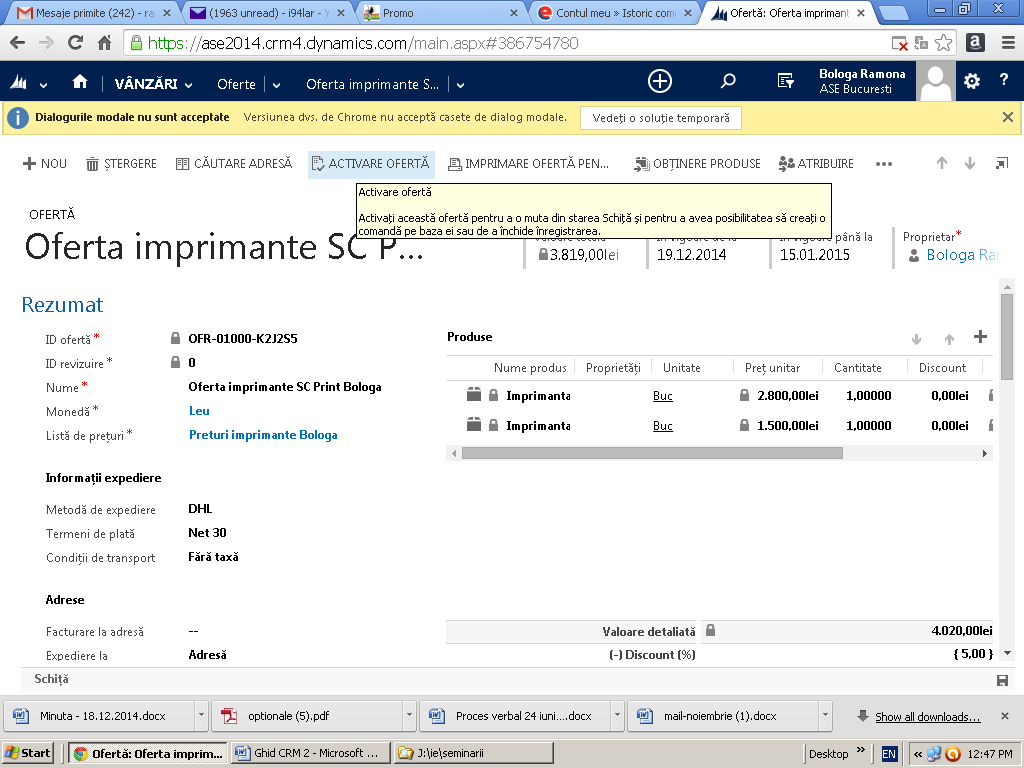
Vom adauga un **Produs existent,** cautand in **Toate elementele din lista de prêt** produsele noastre. Se bifeaza produsele, se apasa butonul **Selectare** din stanga La final, butonul **Adaugare.**

****

Se mai pot adauga discounturi suplimentare, procentuale sau in valoare absoluta, aici a fost adaugat un **discount de 5%** pe valoarea totala**.**

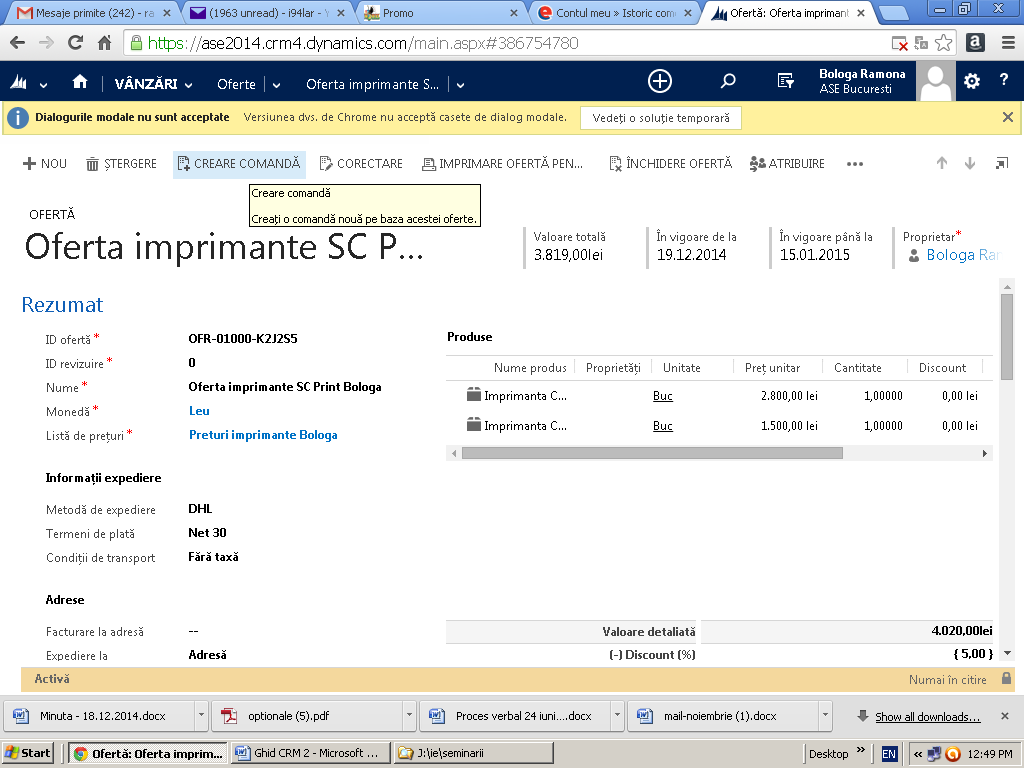
****

Se activeaza **Oferta,** trecand din stare **Schita** in stare **Activa.**

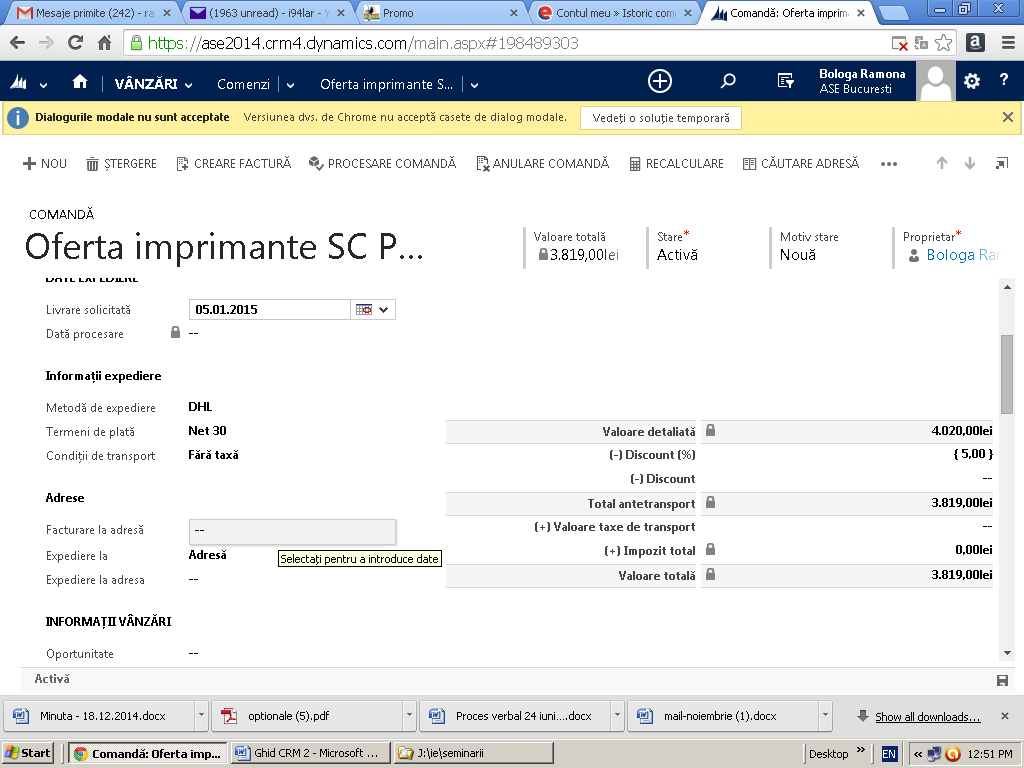
****

**2.d. Crearea unei Comenzi**

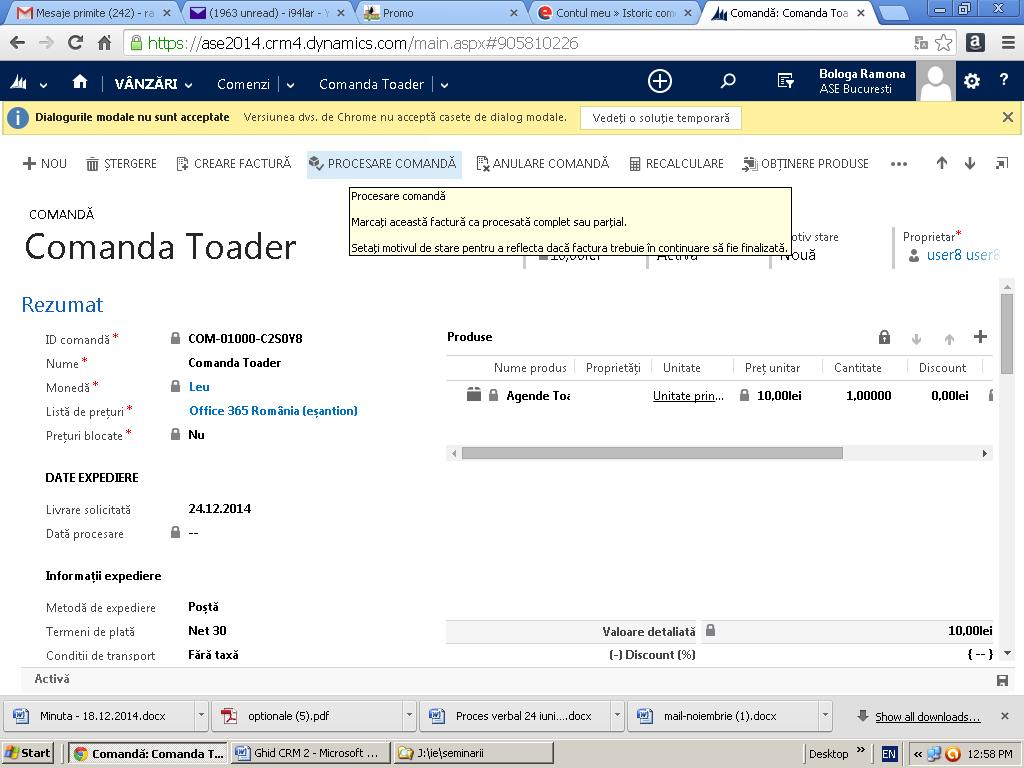
Din **Oferta** in stare **Activa**, alegem **Creare comanda**



Se vor prelua toate datele din oferta, ele pot fi modificate. Se vor completa si date referitoare la Termeni livrare, Adresa livrare si Adresa facturare.



In momentul in care bunurile comandate sunt expediate se va apasa butonul **Procesare comanda**, schimbandu-se starea Comenzii in **Procesata**.



Urmeaza sa se emita factura, apasand butonul **Creare factura**.