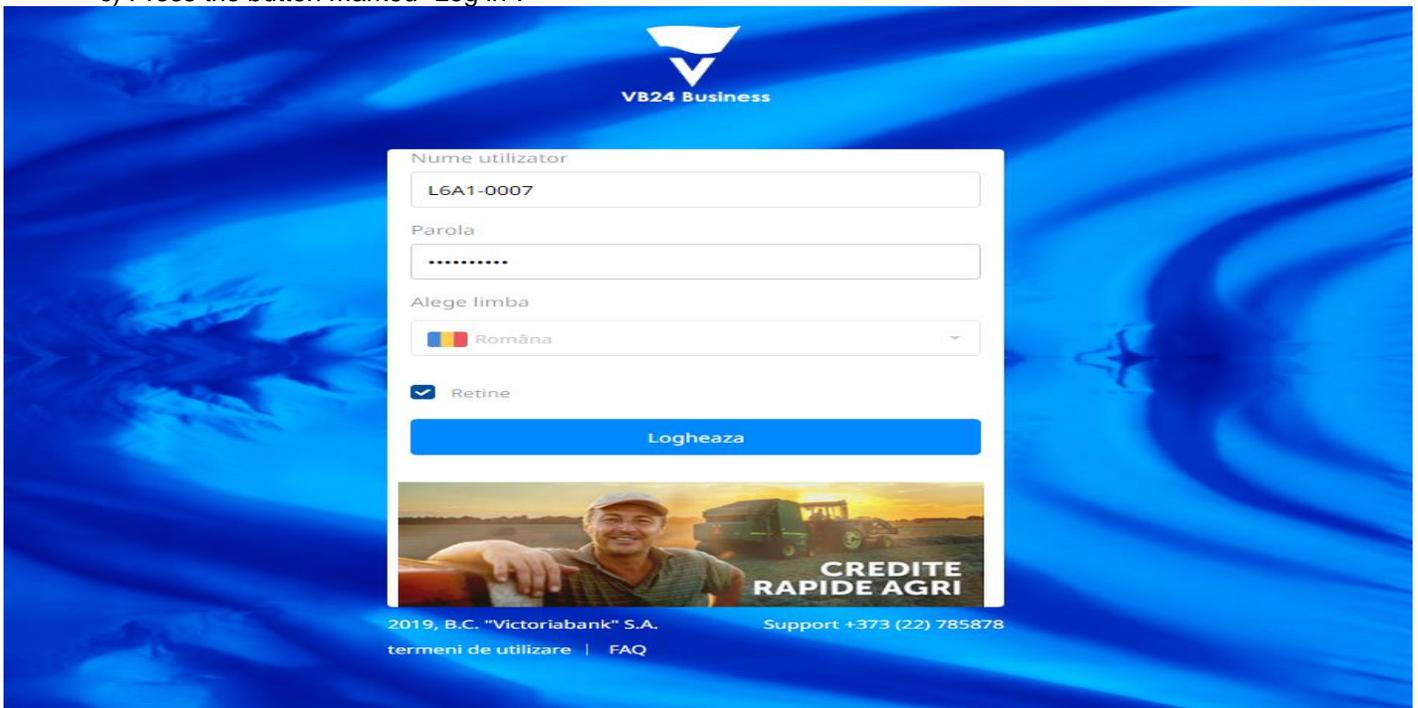
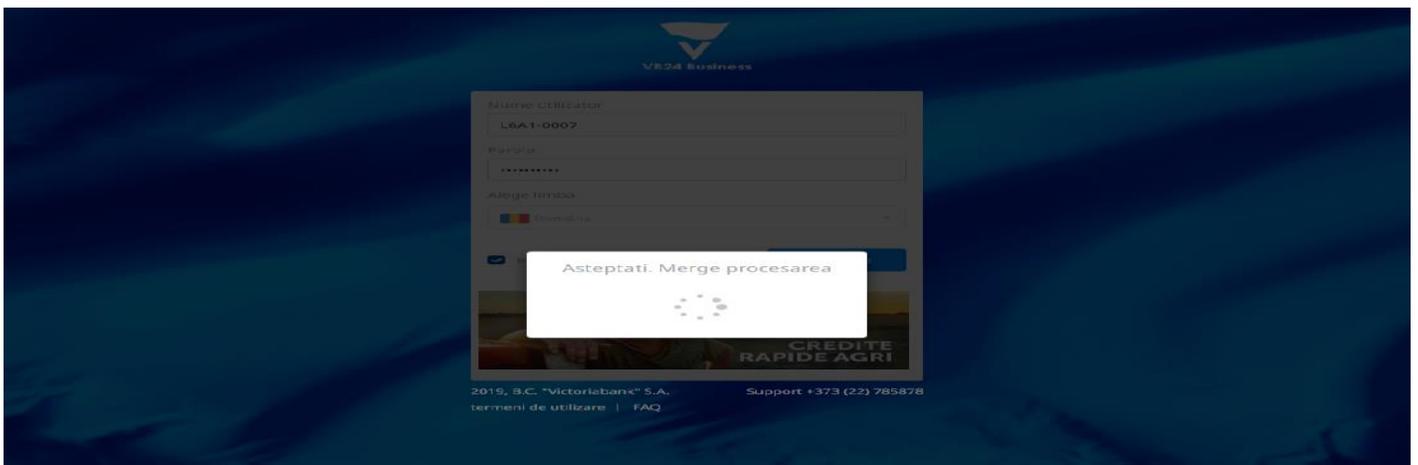


## I. How to access VB24 Business

1. If we have electronic signature certificates, we open the Internet Explorer browser and visit the website [www.victoriabank.md](http://www.victoriabank.md) or [vb.md](http://vb.md).  
Once the link to VB24 Business has been accessed, we select the certificate. As a result, a window will appear as in the picture below.  
To get into the system, you need to take the following steps:
  - a) Select the language for the program interface from the "Choose Language". The system stores the last language setting. If you want to save your login and language – mark the cell "Remember". The system will remember the last login entered.
  - b) Enter the Customer Identifier (login and password) provided in the envelope received from the Bank. The user login is entered in the marked cell with the name "User name". The user password is entered into the cell marked "Password". The password must be entered exactly as it appears in the envelope issued by the Bank (the envelope must be kept).
  - c) Press the button marked "Log in".



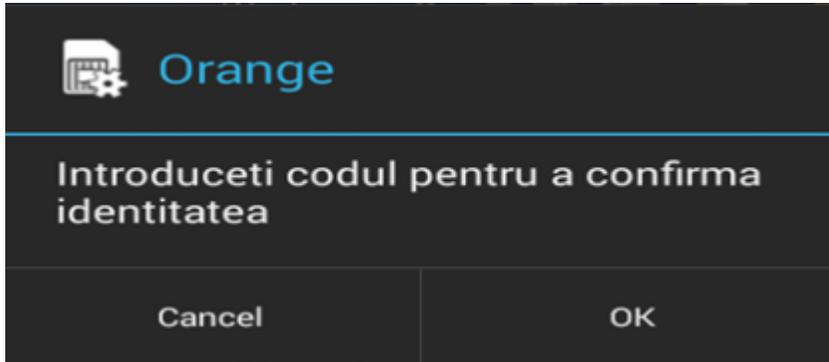
After the "Log in" button is launched, the following picture will appear:



If everything has been entered correctly within a few seconds after accessing the button, the VB24 Business main page will open.

2. In another case where you do not have electronic signature certificates, but you have a mobile signature, open any other browser, and visit the site [www.victoriabank.md](http://www.victoriabank.md) or [vb.md](http://vb.md). Once the VB24 Business link has been accessed, a window will appear where the login and user password will be entered.

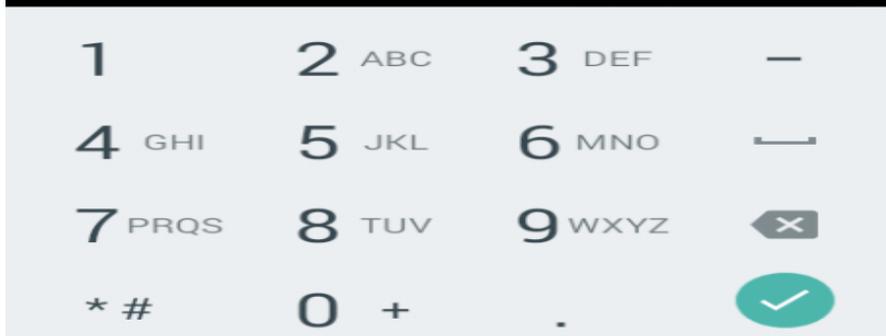
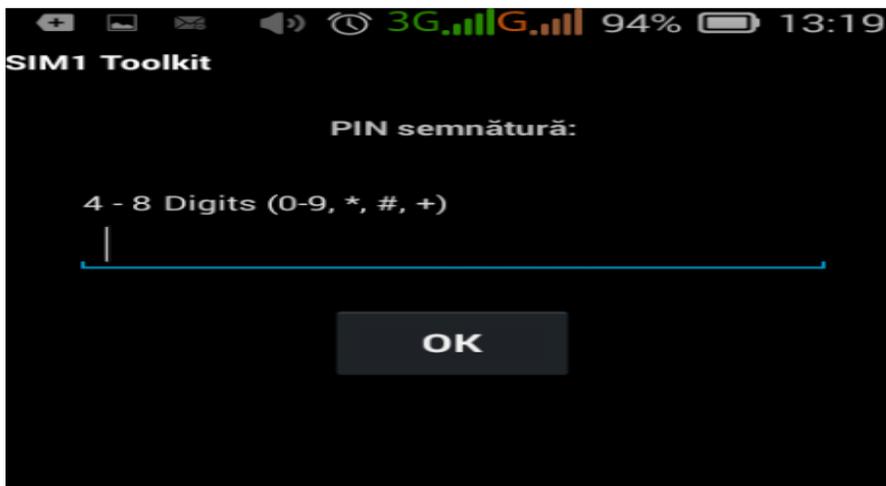
The following message will then appear on your mobile phone:



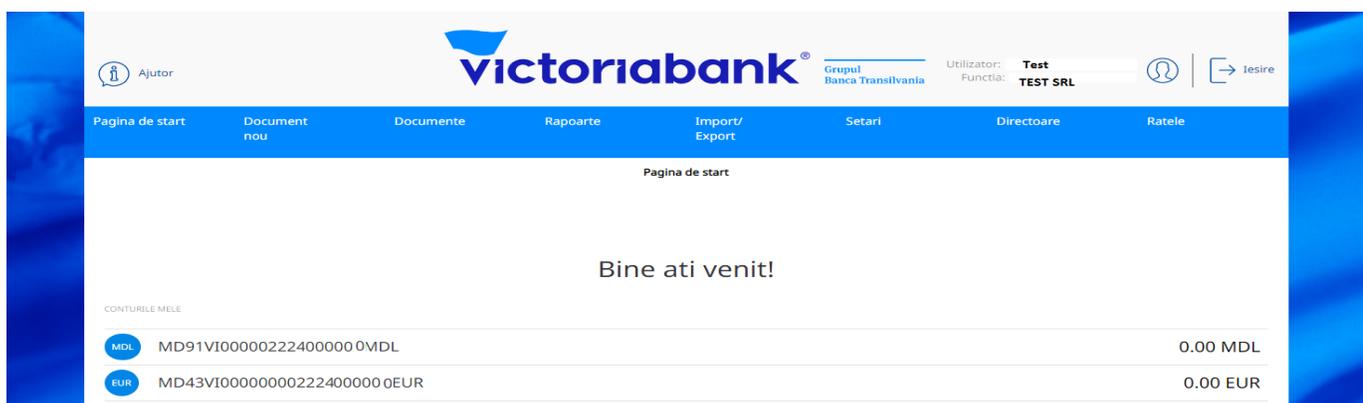
cancel VB24 Business signing with your mobile signature.



this action indicates that you want to confirm your identity by a code that you know only when you sign the contract for the mobile signature with the chosen mobile operator (Moldcell, Orange), as shown below.



If everything has been entered correctly within a few seconds after accessing the button, the VB24 Business main page will open.



## II. How to make a payment in national currency

To make a Payment Order in MDL, you must: Go to the top bar in the "New Document" section of the "Payment Order" option (see below):



Ajutor



Grupul  
Banca Transilvania

Utilizator: **Test**  
Funcția: **TEST SRL**



Pagina de start

Document  
nou

Documente

Rapoarte

Import/  
Export

Setari

Directoare

Ratele

Ordin  
de plata

Ordin de plata  
inrabancara in valuta

Ordin de  
plata in valuta

Cerere de  
conversiune a valutei

Cards Payment

Bine ati venit!

CONTURILE MELE

MDL

0.00 MDL

EUR

0.00 EUR

## Ordin de plata

NUMARUL:	1286	DATA DIN DOCUMENT:	24/12/2018	CODUL TRANSACTIEI:	001 Transferurile ordinare de credit
SUMA:	100.00	EXECUTAT:	24/12/2018	PRIORITATE:	Normal
<b>PLATITOR</b>					
CODUL BANCI:	VICBMD2X416	BANCA PLATITOARE:	B.C."VICTORIABANK" S.A. fil.nr.3 Chisinau		
CONT:	MD50V122510000000001MDL	NUMELE PLATITORULUI:	(R) TEST SA		
COD FISCAL:	1000000005867				
<b>BENEFICIAR</b>					
CODUL BANCI:	VICBMD2X	BANCA BENEFICIARA:	B.C."VICTORIABANK" S.A.		
CONT:	MD04V1000000022500003MDL	NUMELE BENEFICIARULUI:	(R) TEST ICS		
COD FISCAL:	1000000043319				
VAT (%):	20	Include TVA			
DESTINATIA PLATEI:	achitare marfa				
<input type="button" value="Creeaza"/>					

Fill in the form that appears in the new window with the information you need in the following way:

- In the "Order number" field, specify the document number;
- In the "Amount" field, enter the amount of money to be transferred;
- In the "Date of the document" field, indicate the date of issue of the payment order;
- In the "Date of execution" field, indicate the date of execution of the payment order;
- In the "Transaction code" field, select the transaction code from the nomenclature:
  - 001 – in the case of ordinary transfer;
  - 101 – in the case of budget transfers.
- In the "Priority" field select the transfer mode "Normal" or "Urgent", as required;
- In the "Beneficiary" section enter the beneficiary's data. The beneficiary bank code can be entered either completely or just the last three digits of the code (for example, 319). In the Account field, enter the beneficiary's IBAN.
- If you initiate a payment order to the budget related to the activity of your own subdivisions, under the heading "Subdivision Code" indicate the code of the Payer subdivision consisting of 4 symbols;
- In the "Destination of payment" field, indicate what the payment is made for. After completing the "Payment Destination" heading, when calculating and entering your VAT quota, go to the "Include VAT" button. If necessary, you can change the VAT rate.

## Ordin de plata

NUMARUL:	1286	DATA DIN DOCUMENT:	24/12/2018	CODUL TRANSACTIEI:	101 Transferurile de credit bugetare
SUMA:	100.00	EXECUTAT:	24/12/2018	PRIORITATE:	Normal
AMOUNT P102:	0.00	AMOUNT M102:	0.00	AMOUNT A102:	0.00

**PLATITOR**

CODUL BANCI:	VICBMD2X416	BANCA PLATITOARE:	B.C."VICTORIABANK" S.A. fil.nr.3 Chisinau
CONT:	MD50VI2251000X000001OMDL	NUMELE PLATITORULUI:	(R) TEST SA
COD FISCAL:	1000000005867	CODUL SUBDIVIZIUNII:	

**BENEFICIAR**

CODUL BANCI:	TREZMD2X	BANCA BENEFICIARA:	Ministerul Finantelor - Trezoreria de Stat
CONT:	MD74TRGAAC12210001200000	NUMELE BENEFICIARULUI:	(R) MF - Trezoreria de Stat
COD FISCAL:	1006601000037		

DESTINATIA PLATI:

Prime de asigurare obligatorie de asistenta medicala in forma de contributie procentuala la salariu si la alte recompense, achitate de angajatori si angajati

Creeaza

After completing all required fields, go to the "Create" button.

The system will inform you by a message displayed at the top if the payment order has been created. The payment order will not be created if you have not completed all required fields, the system will display an error message.

Creat cu succes

If you are entitled to a signature, then you can sign the payment order by clicking on the "Sign" button.

Document este semnat

Go to the "Print" button to print your order, selecting the number of copies at the same time.

### III. How do I make a payment order in foreign currency?

To make a payment order in foreign currency, you must: Go to top, in the "New Document" section, the "Foreign currency payment order" option (see below):

## Ordin de plata in valuta

### GENERAL INFO

ORDER NR.:

3

EXECUTED DATE:

24/12/2018

32A AMOUNT:

300.00

CURRENCY:

USD

50. PAYER:

BIC:

VICBMD2X416

BANK NAME:

B.C. "VICTORIABANK" S.A. fil.nr.3 Chisinau

ACCOUNT:

MD84VI00022240010000000

840

ACCOUNT NAME:

(R) TEST ICS

RSC CODE:

101262000000

50K ORDERING CUSTOMER:

/MD84VI0002224001000000 I0  
TEST ICS

57. Recipient Bank:

TYPE:

BIC

BIC:

CEKOCZPPXXX

BANK NAME:

CESKOSLOVENSKA OBCHODNI BANKA, A.S., (HEAD OFFICE), PRAGUE

PARTY IDENTIFIER:

56A. Additional Info :

56A INTERMEDIARY INSTITUTION:

BIC



BIC:

IRVTUS3NXXX

BANK NAME:

THE BANK OF NEW YORK MELLON, NEW YORK,NY

PARTY IDENTIFIER:

59. RECEIPT :

RECEIVER ACCOUNT:

CZ04003001760321221

BENEFICIARY CUSTOMER:

TEST

70 REMITTANCE INFORMATION:

71A DETAILS OF CHARGES:

OUR



72 SENDER TO RECEIVER INFORM:

PRIORITY:

Normal



Creeaza

- a) In the "Order No." field, specify the document number;
- b) In the "32A Amount" field, enter the amount of money to be transferred. The literary currency code appears automatically and corresponds to the numeric currency code on the payer's account;
- c) In the "Executed data" field indicate the date of execution of the payment order;
- d) In the "57 Beneficiary bank" field indicate the data of the beneficiary's bank. Select the "BIC" option and fill in the SWIFT code of the beneficiary's bank below, which will automatically generate the full name of the beneficiary bank in field 2. Field 3 is filled in at choice if the corresponding bank account of the beneficiary's bank is placed in an intermediary bank. Begin to fill in this field with the "/" sign. If you do not know the code "BIC" or if it is in accordance with requirements, this code is forbidden (as in case of transfers in Russian rubles, hryvnia, Belarusian rubles), then select the "Name & Address" option and enter in the first field the full name of the institution. Field 2 is filled in at your choice if the corresponding bank account of the beneficiary's bank is placed in an intermediary bank. Begin to fill in this field with the "/" sign. In the case of transfers in Russian rubles, Belarusian hryvnia or rubles, the completion of field 2 is mandatory.
- e) Under "56A Intermediary Institution" enter the intermediary bank data. Select the "BIC" option and fill in the SWIFT code of the intermediary bank below, which will automatically generate in the field 2 the full name of the intermediary bank. Field 3 is not filled in, it is only for special situations. If you do not know the code "BIC" or if it is in accordance with requirements, this code is forbidden (as in the case of transfers in Russian rubles, hryvnia, Belarusian rubles), then select the "Name & Address" option and enter the full name of the bank in the first field. Field 2 is only filled for the payment orders in Russian rubles, it is an optional field, but it is recommended to be filled in with the name of the intermediary bank, especially when the beneficiary bank is less well known.
- f) In the "59 Receiver" field, enter the beneficiary's account. Fill in this field is mandatory and must start with the "/" sign. For transfers in the EURO area, beneficiaries' accounts have a special format called IBAN that includes information about the beneficiary's bank, the beneficiary bank branch, and the beneficiary's account.
- g) In the "Beneficiary costumer" field enter the full name and address of the beneficiary.
- h) In the "Remittance Information" field, enter details of the transfer such as the contract number and the date of its signature and / or the invoice number and date of issue, as well as the subject of the payment, the payment method (advance or term).

**Example: advance payment for bitumen, contr. N.36 of 16.02.2000, invoice N.3 of 14.04.2000.**

**Remarks:**

- When the contract or invoice does not have a registration number, this is specified by the f / n abbreviation (no number);
- For transfers in Russian rubles and hryvnia, the details of the transfer will be entered in a special format.

**!ATTENTION:**

- Cyrillic characters are not allowed (due to incompatibility with the SWIFT program) and no special symbols like:!, @, #, \$, %, ^, &, \* {}, [ ], >, ? ,, -
- Only capital letters should be used for editing!

Once you've filled out all required fields, go to the "Create" button. The system will inform you by a message displayed at the top if the spot order has been created. Your payment order will not be created if you have not completed all required fields, and the system will eventually inform you about this. If you are entitled to a signature, then you can sign the payment order by clicking the "Sign" button. The system will inform you by a message displayed at the top left if the electronic signature has been applied.

Go to the "Print" button to print your order, selecting the number of copies at the same time.

#### IV. How to make an intra-bank payment in foreign currency?

In order to make an intra-bank payment in foreign currency, you must select the option "Intra-Bank Payment Order" at the top of the "New Document" department and get a form as in the picture below:

**Ordin de plata intrabancara in valuta**

NUMARUL:	DATA EXECUTARE:
<input type="text" value="1"/>	<input type="text" value="24/12/2018"/>
SUMA:	
<input type="text" value="500.00"/>	
EVENIMENTUL:	
<input type="text"/>	
<b>PLATITOR</b>	
COXUL BANCI:	BANCA PLATITOARE:
<input type="text" value="VICBMD2X416"/>	<input chisinau"="" fil.nr.3="" type="text" value="B.C." victoriabank"s.a.=""/>
CONT:	NUMELE PLATITORULUI:
<input type="text" value="MD84V1000222400100'000580"/>	<input type="text" value="(R) TEST ICS"/>
COO FISCAL:	
<input type="text" value="1012620005867"/>	
<b>BENEFICIAR</b>	
COXUL BANCI:	BANCA BENEFICIARA:
<input type="text" value="VICBMD2X"/>	<input type="text" value="B.C." victoriabank"s.a."=""/>
CONT:	NUMELE BENEFICIARULUI:
<input type="text" value="MD22V1000222410100105080"/>	<input type="text" value="(R) TEST ICS"/>
COO FISCAL:	
<input type="text" value="1012620005867"/>	
COMMISSION TYPE:	
<input type="text" value="OUR"/>	
DESTINATIA PLATI:	
<input type="text" value="TEST"/>	

- In the "Number" field, the document number of the document.
- The "Amount" field shows the amount for the transfer.
- In the "Execution Date:" field, must be indicated the execution date of the document.
- In the "Account" field, enter the IBAN for the recipient.
- In the "Destination of payment" field must be indicated the reason for the transfer.

**Attention: This document is used internally only when the customer has accounts in foreign currency in different branches for balance transfer.**

## V. How to make an exchange request

To make a exchange request, you must: Go to the "New Document" section at the top, select "Exchange" and fill out the form that appears in the new window with the necessary data as follows: (see below)

### Cerere de conversiune a valutei

DATA EXECUTARII:

26/12/2018

#### VINDE

CODUL BANCI:

VICBMD2X416

CONT:

MD50VI22510000000000 IMDL

498

COD FISCAL:

1012620000000

VALOAREA DE GAJ:

1,756.88

BANCA PLATTOARE:

B.C. "VICTORIABANK" S.A. fil.nr.3 Chisinau

NUMELE PLATITORULUI:

(R) TEST ICS

#### CUMPARA

CODUL BANCI:

VICBMD2X416

CONT:

MD22VI000222410100'00000 I

840

COD FISCAL:

1012620000000

VALOAREA DE GAJ:

100.00

BANCA BENEFICIARA:

B.C. "VICTORIABANK" S.A. fil.nr.3 Chisinau

NUMELE BENEFICIARULUI:

(R) TEST ICS

VINDE / CUMPARA RATA:

17.5688

498

840

CUMPARA / VINDE RATA:

0.0569

840

498

INFORMATIA ADITIONALA

DESTINATIA PLATII:

Cumpararea valutei

Creeaza

- a) In the "Date of execution" field, indicate the date of execution of the exchange request;
- b) In the "Sell" field, in the "Account" field, select your account by accessing the three-point button;
- c) In the "Amount" field, specify the amount of money to be converted (in the case of a sales request);
- d) In the case of the sales request, enter the commercial rate under "Buy / Sell Rate";
- e) In the "Buy" field, in the "Account" field, select your account by accessing the three-point button;
- f) In the "Value" field, specify the amount of money to be converted (in the case of a purchase request);
- g) In the case of the purchase request, under the heading "Sell / Buy Rate" enter the commercial rate;
- h) The system will automatically calculate the amount of funds required to be credited to the account;
- i) In the "Destination of payment" section, in the case of a currency purchase request, enter the purpose of the purchased currency, contract or other payment document.

Once you've filled out all required fields, go to the "Create" button. The system will inform you by a message displayed at the top if the conversion request has been created.

Your currency conversion request will not be created if you have not completed all the required fields, and the system will eventually inform you about this fact.

If you have the right to sign, you can sign the exchange request by clicking on the "Sign" button.

The system will inform you by a message on the top of the page if the electronic signature has been applied. The electronic signature will not be applied if you have not done anything right and the system will eventually inform you by a message.

Go to the "Print" button to print the payment order by choosing the number of copies required.

## **VI. How to create a Victoriabank card payment order for individuals / businesses**

At the top of the "New Document" department, select "Card's payment".

- a) In the "Amount" field, enter the amount you want to transfer;
- b) In the "Execute data" field, indicate the date when the transfer is made;
- c) In the "Card Number" field, enter IBAN (MD..VI ....). As a result, in this field, the input will be transformed into the customer's internal 2259 ... account;
- e) The Destination field indicates the destination of the payment.

**ATTENTION: This type of document is only used when the beneficiary is a customer of VictoriaBank.**

## Inscrierea cardului

NUMBER:

108

AMOUNT:

100.00

DISCUTE DATE:

24/12/2018



DEBIT:

MFO:

VICBMD2X416



BANK NAME:

B.C. "VICTORIABANK" S.A. fil.Nr.3 Chisinau

ACCOUNT:

2251000000000 MDL

498



ACCOUNT NAME:

(R) TEST ICS

FISCAL CODE:

1012620000000

CREDIT:

CARD NUMBER/IBAN:

22590000000000

CLIENT NAME:

Test

FISCAL CODE:

0983101000000

COMMISSION TYPE:

OUR



DESTINATION:

alimentare card

Creeaza

## VII. How to sign documents in VB24 Business

1. Open a new document:

### Ordin de plata

NUMARUL: 1286	DATA DIN DOCUMENT: 21/12/2018	CODUL TRANZACTIEI: 001 Transferurile ordinare de credit
SUMA: 150.00	DECIJAT: 21/12/2018	PRIORITATE: Normal
<b>PLATITOR</b>		
CODUL BANCI: VICBMD2X416	BANCA PLATITORE: B.C."VICTORIABANK" S.A. fil.nr.3 Chisinau	
CONT: MD50VI22510000000001MDL	NUMELE PLATITORULUI: (R) TEST SRL	
COD FISCAL: 100000005867		
<b>BENEFICIAR</b>		
CODUL BANCI: VICBMD2X	BANCA BENEFICIARA: B.C."VICTORIABANK" S.A.	
CONT: MD04VI000000022510000MDL	NUMELE BENEFICIARULUI: (R) TEST ICS	
COD FISCAL: 1000000043319		
VAT (%): 20	Include TVA	
DESTINATA PLATI: achitare serviciu		
<input type="button" value="Creeaza"/>		

After completing all required fields, go to the "Create" button. The system will inform you by a message displayed at the top if the payment order has been created. The payment order will not be created unless all required fields have been filled in, the system displaying an error message.

Creat cu succes



The holder of the right of signing may sign the payment order by accessing the "Sign" button, after which the system will inform by a message displayed at the top if the payment order has been signed.

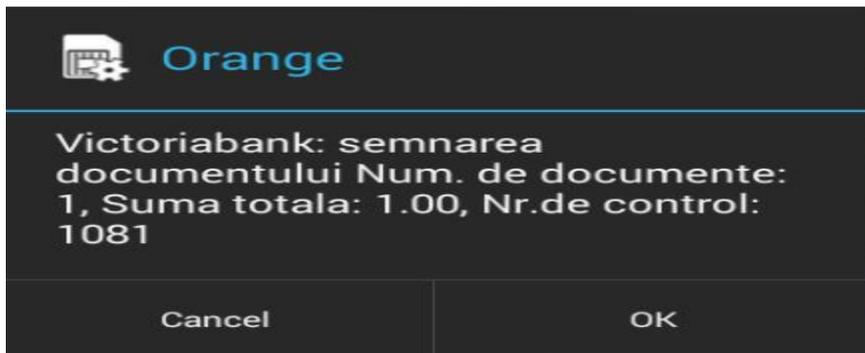
Document este semnat



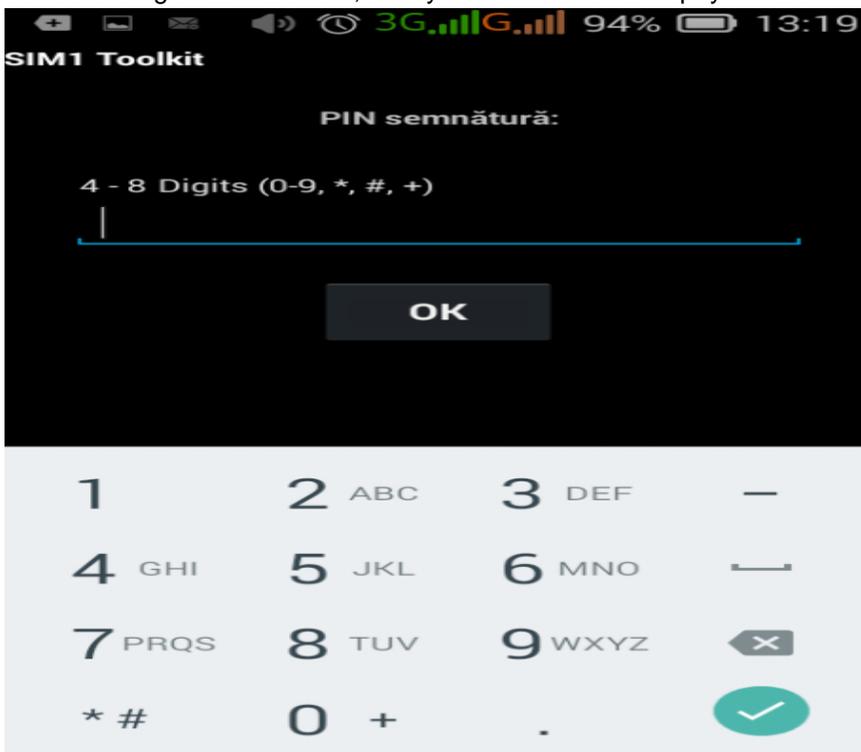
- The holder of the mobile signing, can sign the payment order by accessing the button "Sign" after which the system will send a message similar to the one in the image:



After you type the "Ok" button on your mobile phone, a confirmation message appears indicating the code and details of your payment, as in the picture below:



After selecting the "Ok" button, the system will ask for the payment confirmation PIN.



If the PIN is correct, you will receive the confirmation message for the signed documents shortly.





To get the statement in a .txt file, go to "Export to 1C".

To get the statement in an .xml file, go to "Export to XML".

To get the statement in an .xls file, go to "Export to XLS".

05.12.2018	46770352112	4.50		4.50	1351	12	BC Victoriabank SA	Comisionul bancii nr1351	1002600000000
05.12.2018	MD29EN00000222465/000000	1,815.47		1,815.47	1351	1	(R) Test	pu asigurare RCAI, conf cont nr.94/12/AS din 04.12.2018 Fara TVA	1006600000000
05.12.2018	46770300000	4.50		4.50	1353	12	BC Victoriabank SA	Comisionul bancii nr1353	1002600000000
05.12.2018	MD12TRGAAA11463301300000	1,181.00		1,181.00	1353	1	(R)MF-Trezoreria de Stat	/P102/ suma 1181.00 lei, Taxa pentru folosirea drumurilor de catre autovehiculele inmatriculate in Republica Moldova	1006601000000
05.12.2018	Rulaje zilnice nominal	587,662.41	427,750.00			12			
05.12.2018	Rulaje zilnice echivalent	587,662.41	427,750.00			12			
05.12.2018	Sold Final de Zi		54,836.21	54,836.21		12			

## IX. How to import / export documents

To import a document from other recordsystems, it is necessary to proc the following steps:

- Go to the "Import / Export" section at the top of the "Importing Payments from the 1C File" entry;
- In the "Browser" field, select the file you want to import, then click the "Import" button.

Documents will be created and stored in the map with the name "Inbox" (the "Documents" department located at the top).

Pagina de start	Document nou	Documente	Rapoarte	Import/Export	Setari	Directoare	Ratele
Importul platilor din fisier 1C	Trimite fisier la banca	Lista de proiect de salarizare					


Platile de import din fisier

Apply the electronic signature on a document or more documents in the "Inbox" map.

1. To send files to the bank, you must access the Import / Export department option "Send File to bank" as in the picture. The "Number", "Sender", "Message" fields are optional at your disposal to facilitate the operator's work, but in the "Date" field the date of execution must be indicated. Go to "Browse," select your upload file, then click on the "Upload File" button, then select "Confirm on your own responsibility that the attached document corresponds to the original", then "Create"

and "Sign"

Pagina de start Document nou Documente Rapoarte Import/Export Setari Directoare Ratele

Importul platilor din fisier 1C Trimite fisier la banca Lista de proiect de salarizare

### Trimite fisier la banca

NUMARUL:  DATA: 24/12/2018

EXPEDITOR:

MESAJUL:

DESCRIERE FISIER:

Confirm pe propria raspundere ca documentul anexat corespunde originalului

**ATTENTION: In order to send the document, the maximum allowed file size is 2MB files (\* .doc, \* .xls (salary project), \*, pdf, \* .jpeg).**

To send a salary project file, go to the Import / Export department option "Salary project". Select the "Salary code" then press „Get” to get the list of employees as a result.

Pagina de start Document nou Documente Rapoarte Import/Export Setari Directoare Ratele

Importul platilor din fisier 1C Trimite fisier la banca Lista de proiect de salarizare

### Lista de proiect de salarizare

NUMELE CLIENTULUI: Test SRL CODUL FISCAL: 101262000:0005

DATA EXECUTARE: 24/12/2018  CODUL PROIECTULUI SALARIAL: FC1

In order to complete / modify the data in the salary project it is necessary:

Click the button  and indicate the needed amount, then save the information by activating the "Modify" button and the data will be placed in the payroll list.

By activating the "Download File" button, you will get an excel file. You can save it to your computer and make the necessary changes to it, and then upload it to VB 24 Business.

In order to modify the data in the payroll project, we type the "Upload file" button and the data list is updated with the information in the updated file. Then "Create" and "Sign", the salary project to be sent to the bank.

## Lista de proiect de salarizare

NUMELE CLIENTULUI:  CODUL FISCAL:

DATA EXECUTAREI:  CODUL PROIECTULUI SALARIAL:

NUMELE FISIERULUI:

DESCRIȚIUNEA:

### DATELE PROIECTULUI DE SALARIZARE:

	Numar	Nume	Prenume	Patronimic	Suma	Contul
<input type="checkbox"/>	0	Test	Test	Test	0.00	22592014014003000530
<input type="checkbox"/>	0	Test	VICTORIA	VICTOR	0.00	22592004002112000530

<input type="checkbox"/>	0	JEREGHI	VALENTINA	ION	0.00	225920030330221974982
--------------------------	---	---------	-----------	-----	------	-----------------------

Numar:  Nume:

Prenume:  Patronimic:

Suma:  Contul:

<input type="checkbox"/>	0	Test	Test	Test	0.00	225920140140030330
<input type="checkbox"/>	0	Test	VICTORIA	VICTOR	0.00	2259200400210030330

## X. How to use document maps

In the "Draft" map, we find the document that was created, but it was not signed:

- You can save it;
- You can make changes to the document if you have something wrong. For this operation you can use the „Edit” button.

c) Once you have accessed the "Create" button and until you reach the "Sign" button, you can liquidate the released document, if needed.

d)

In the "Inbox" map you can find imported documents which are waiting for their mobile / electronic signature.

In the "To sign" map there are the pending documents for the second mobile / electronic signature. To apply the mobile / electronic signature on a single document, check the document and go to the "Sign" button. To apply the mobile / electronic signature on multiple documents or all documents at once, access the buttons



and apply the "Select all" in consecutive mode and type the "Sign" button.

In the "Waiting Conf.bank" map are the documents that arrived at the bank to be authorized, if there are errors, the documents will be rejected to the customer.

The "Refused by Bank" map places the documents that were rejected by the bank operator. To view the reason for the refusal, open the document with the button  , in the "History" option you will find the cause of the refusal and the steps through which the document passed.

In the "For bank" map, are stored the documents that must be processed through the SAPI payment system (payments to be processed through the National Bank).

The "Archive" map places the documents that have passed all the stages and are already reflected in the customer account statement.

The "Deleted" map displays documents that have been liquidated by the client.

The "My Documents" map stores all documents indifferently of their status.



## XI. Useful information

Once you have signed the document, you can immediately create a new document of the same type, which will keep the same as in the previous document. For this operation, use the "Copy" option in the menu bar above in the newly opened Payment Order window.

To apply the second mobile / electronic signature it is necessary to:

- Got to the „To sign” map;
- Select the required document, the full list of documents can be viewed using the buttons  and  ;
- Go to the button next to the document  , to open the document;
- Go to the "Sign" button in the open document window.

If no other mobile / electronic signature is needed, the document will be sent to the bank, and the system will inform you of this via a message.

In each new window of the document at the top there is a menu bar with several options that you can use by accessing them. Below are the options described:

### Copiere

Copying: Access this button in the completed document with the necessary data, if the next document you have to create contains the same data (this is the creation of an exact copy without saving it).

### Deschiderea sablonului

Open template: This option allows you to select a template previously saved to create a new document.

### Salvarea sablonului

Save template: This option allows you to save a specific template, the document already filled in with certain data can be saved, and later you can use this data to create a new document.

**ATTENTION:** The templates you create are viewable and can only be used by you. Templates are created for each type of document separately. It is important that when saving the template do not use names that were previously used for other templates.

### Semnaturile

Document signatures: Access this button to get information about the signatures applied to the document.

### Istoria

Document history: steps through which the document passed through the system.

## XII. How to view the exchange rates

The Rates section displays the BNM rates and the commercial rates set by the bank.

Pagina de start	Document nou	Documente	Rapoarte	Import/Export	Setari	Directoare	Ratele
Pagina de start							
Ratele							
* Cursurile afisate sunt informativ si pot suferi modificari pe parcursul zilei							
Ratele BNM				Rate comerciale			
24/11/2018				23/11/2018 14:10:00			
 USD		17.1539	▼	 USD		17.1400   17.2700	
 EUR		19.5854	▼	 EUR		19.4100   19.6800	
 RUB		0.2618	▼	 RUB		0.2550   0.2650	
 RON		4.2067	▼				
 UAH		0.6181	▼				

### XIII. How to supply the deposit account

To make a payment order to supply your deposit account you must:

Go to the "New Order" section at the top of the "Payment Order" section (see below):

The screenshot shows the Victoriabank website interface. At the top, there is a navigation bar with the logo and user information. Below it, a secondary navigation bar contains menu items: 'Pagina de start', 'Document nou' (highlighted with a red box), 'Documente', 'Rapoarte', 'Import/Export', 'Setari', 'Directoare', and 'Ratele'. A third navigation bar contains 'Ordin de plata' (highlighted with a red box), 'Ordin de plata intrabancara in valuta', 'Ordin de plata in valuta', 'Cerere de conversiune a valutei', and 'Cards Payment'. The main content area displays 'Bine ati venit!' and a table of account balances:

CUR	Valuta	Salda
MDL	MDL	0.00
EUR	EUR	0.00

The screenshot shows the 'Ordin de plata' form in the Victoriabank system. The form is filled with test data:

- NUMARUL: 9011342
- DATA DIN DOCUMENT: 05/12/2019
- CODUL TRANZACTIEI: 001 Transferurile ordinare de credit
- SUMA: 1000000.00
- EXECUTAT: 05/12/2019
- PRIORITATE: Normal
- PLATITOR: B.C. "VICTORIABANK" S.A. fil.nr.8 Chisinau
- CONTI: MD01VI00000224400000004MDL
- COD FISCAL: 1000000000001
- BENEFICIAR: B.C. "VICTORIABANK" S.A.
- CONTI: MD01VI00000237500000001MDL
- COD FISCAL: 1000000000001
- VAT (R): 20
- DESTINATIA PLATI: Alimentarea contului de depozit

Fill in the form in the new window with the required data as follows:

- a. In the "Order number" field, indicate the document number;
- b. In the "Amount" field, indicate the amount of money to be transferred;
- c. In the "Document date" field, indicate the date of issue of the payment order;
- d. In the field "Date of execution" indicate the date of execution of the payment order;
- e. In the "Transaction code" field, select the transaction code from the nomenclature:
  - i. 001 - in case of ordinary transfer;
- f. In the "Priority" field, select the "Normal" or "Urgent" transfer mode, as needed;
- g. In the "Beneficiary" field, enter the beneficiary's details. In the Account field, enter the beneficiary's iban, the bank code appears automatically;
- h. In the "Payment destination" field, enter "Deposit account supply"

## XIV. How to create a withdrawal from your deposit account

In order to make a cash withdrawal from the MDL deposit account, you must:

Go to the "New Order" section in the "New Document" section above (see below):

The screenshot displays the Victoriana Bank web interface. At the top, there is a header with the bank logo, a help icon labeled 'Ajutor', and user information: 'Utilizator: Test' and 'Funcția: Test SRL'. Below the header is a navigation menu with the following items: 'Pagina de start', 'Document nou' (highlighted with a red box), 'Documente', 'Rapoarte', 'Import/Export', 'Setari', 'Directoare', and 'Ratele'. Underneath the navigation menu is a sub-menu with the following items: 'Ordin de plata' (highlighted with a red box), 'Ordin de plata intrabancara in valuta', 'Ordin de plata in valuta', 'Cerere de conversiune a valutei', and 'Cards Payment'. The main content area displays 'Bine ati venit!' (Welcome!). Below this, there is a section titled 'CONTURILE MELE' (My Accounts) with two rows: 'MDL' with a balance of '0.00 MDL' and 'EUR' with a balance of '0.00 EUR'.

Transfer from MDL deposit account to the company's current account:

The screenshot displays the Victoriabank online payment interface. At the top, the bank logo and name are visible, along with user information: Utilizator: TEST, Functia: Test SRL. A navigation menu includes options like Pagina de start, Document nou, Documente, Rapoarte, Import/Export, Setari, Directoare, and Ratele. Below this, a secondary menu shows Pagina de start, Copiere, Deschiderea sablonului, Salvarea sablonului, Semnaturile, and Istoria.

### Ordin de plata

**NUMARUL:** 9011342

**DATA DIN DOCUMENT:** 05/12/2019

**CODUL TRANZACTIEI:** 001 Transferurile ordinare de credit

**SUMA:** 1000000.00

**EXECUTAT:** 05/12/2019

**PRIORITATE:** Normal

**PLATITOR**

**CODUL BANCII:** VICBMD2X802

**BANCA PLATITOARE:** B.C."VICTORIABANK"S.A. fil.nr.8 Chisinau

**CONT:** MD01VI000002375000000001MDL

**NUMELE PLATITORULUI:** (R) Test SRL

**COD FISCAL:** 1000000000001

**BENEFICIAR**

**CODUL BANCII:** VICBMD2X

**BANCA BENEFICIARA:** B.C."VICTORIABANK"S.A.

**CONT:** MD01VI000002244000000004MDL

**NUMELE BENEFICIARULUI:** (R) Test SRL

**COD FISCAL:** 1000000000001

**VAT (%):** 20  Include TVA

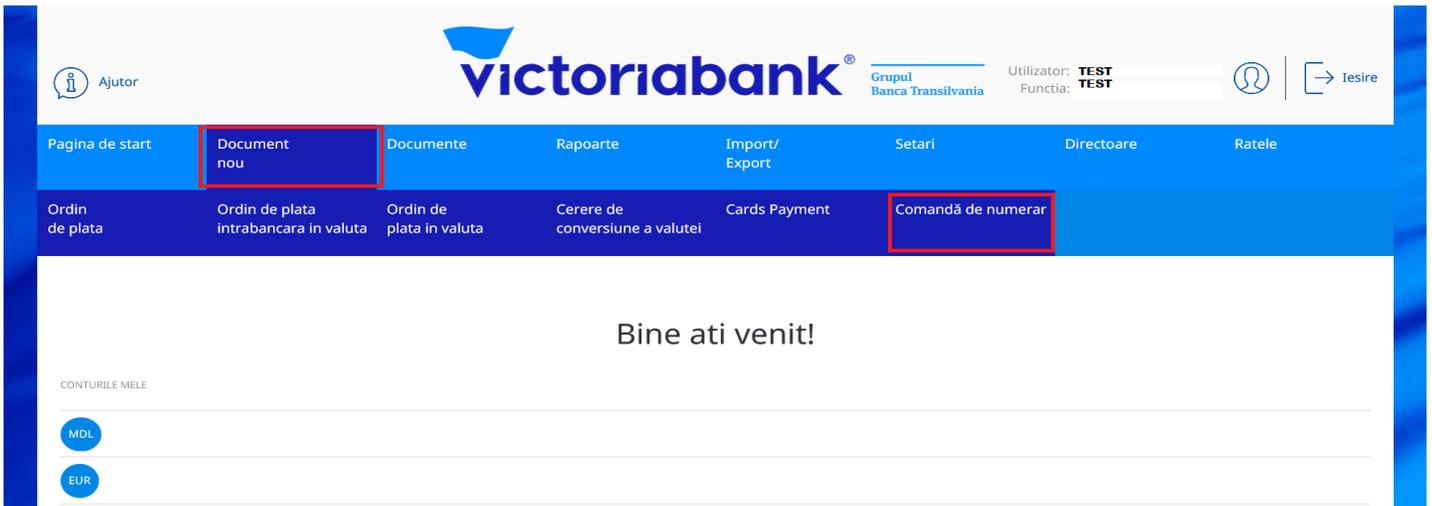
**DESTINATIA PLATII:** Retragere din contul de depozit

After completing all the required fields, go to the "Create" button.

The system will inform you by a message displayed in the upper left if the payment order has been created. The payment order will not be created if you have not filled in all required fields, the system will display an error message.

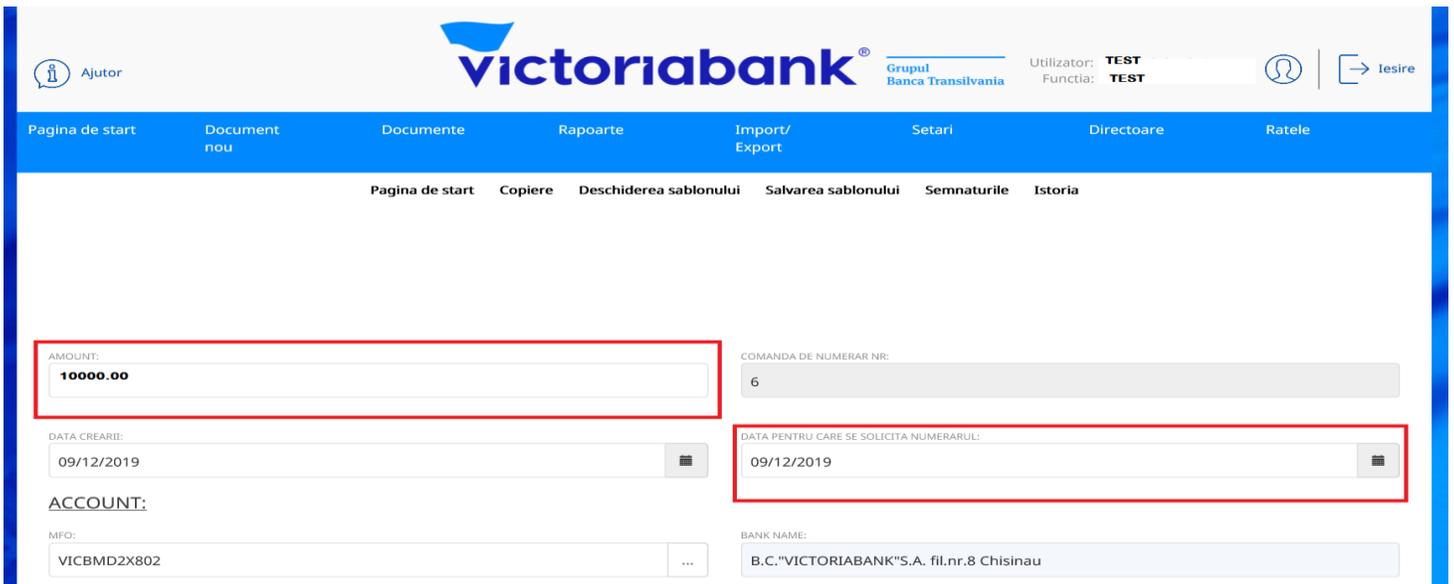
## XV. How to create a cash order

To place a cash order, go to the "Cash Order" option in the New Document section.



The screenshot shows the Victoriabank web interface. The top navigation bar includes 'Ajutor', the bank logo, 'Grupul Banca Transilvania', and user information 'Utilizator: TEST' and 'Funcția: TEST'. The main navigation menu has 'Pagina de start', 'Document nou' (highlighted with a red box), 'Documente', 'Rapoarte', 'Import/Export', 'Setari', 'Directoare', and 'Ratele'. Below this, there are options for 'Ordin de plata', 'Ordin de plata intrabancara in valuta', 'Ordin de plata in valuta', 'Cerere de conversiune a valutei', 'Cards Payment', and 'Comandă de numerar' (highlighted with a red box). The main content area displays 'Bine ati venit!' and 'CONTURILE MELE' with buttons for 'MDL' and 'EUR'.

The "Amount" field indicates the amount to be withdrawn, and then indicates the date on which the cash is to be withdrawn:



The screenshot shows the 'Comandă de numerar' form in the Victoriabank web interface. The form includes the following fields: 'AMOUNT:' with the value '10000.00', 'COMANDA DE NUMERAR NR:' with the value '6', 'DATA CREĂRII:' with the value '09/12/2019', 'DATA PENTRU CARE SE SOLICITA NUMERARUL:' with the value '09/12/2019', 'ACCOUNT:' with the value 'VICBMD2X802', and 'BANK NAME:' with the value 'B.C."VICTORIABANK" S.A. fil.nr.8 Chisinau'. The 'AMOUNT:' and 'DATA PENTRU CARE SE SOLICITA NUMERARUL:' fields are highlighted with red boxes.

Indicate the subdivision of the bank from which the cash order is to be picked up:

### ACCOUNT:

MFO: VICBMD2X802

BANK NAME: B.C."VICTORIABANK" S.A. fil.nr.8 Chisinau

ACCOUNT: MD00VI0000000000000000MDL

ACCOUNT NAME: Test

SUBDIVIZIUNEA DE ELIBERARE A MIJLOACELOR BĂNEȘTI: [VICBMD2X740]:Sucursala nr. 1 Balti

FISCAL CODE: 100000000000

In the field **Representers:** press the button  and fill in the data from the identity card of the person authorized to withdraw the cash:

CHECK BANKNOT:

Representers:

FIRST NAME:  LAST NAME:  FISCAL CODE:

PRESENTED:  SERIA:  NUMBER:



Then press the "Save" button to save the data:

CHECK BANKNOT:

Representers:

		Firstname	LastName	FiscalCode	Seria	Number	Presented
		Test	Test	100000000000002	B	01010203	BI

The payment purpose field opens with the button  and choose the symbol and purpose of the payment, then confirm the amount:

SCOPULPLATII

CASH ORDER PLAN SYMBOL:  SCOPE AMOUNT:



Then press the "Save" button:

SCOPULPLATII

		Simbol	Destination	Amount
		25	Eliberari pentru salarii	10000.00
Total				10,000.00

The Nominal field opens with the button  choose the desired nominal and confirm the amount by the right number of banknotes:

NOMINAL

NOMINALS: 200 lei [bancnotă]      QUANTITY: 50.00

Save

To save the data, click on the "Save" button:

NOMINAL

	Nr	Nominal	BanknoteName	Quantity	Total
1	200 lei	bancnotă	50	10000	
<b>Total</b>					<b>10,000.00</b>

Banca este in drept sa modifice nominalul bancnotelor indicate de catre client

Attention: The bank is entitled to change the nominal value of the banknotes indicated by the customer!

The Nominal field is optional and does not require completion!

To send the data to the bank, press the button **Creeaza** if the document was created the information will appear:

Creat cu succes

Ulterior, se semnează documentul si se aplica prima și a doua semnătură.

## XVI. Data transfer to M-Pay

To send the data list to M-Pay, access from the Import / Export section the option "Data transfer to M-Pay".

Ajutor

**victoriabank**® Grupul Banca Transilvania

Utilizator: TEST  
Funcția: TEST SRL

Iesire

Pagina de start	Document nou	Documente	Rapoarte	<b>Import/Export</b>	Setari	Directoare	Ratele
Importul platilor din fisier 1C	Trimite fisier la banca	Lista de proiect de salarizare	<b>Transfer de date catre M-Pay</b>				

Bine ati venit!

CONTURILE MELE

MDL MD29VI000002251000000MDL

10.10 MDL

perform the following steps:

Select "Salary project code" then activate the "Get" key, then the "+ Salary project data" button, and as a result the list of employees is displayed.

Pagina de start Document nou Documente Rapoarte Import/Export Setari Directoare Ratele

Importul platilor din fisier 1C Trimite fisier la banca Lista de proiect de salarizare **Transfer de date catre M-Pay**

### Transfer de date catre M-Pay

NUMELE CLIENTULUI: MOLDOVA SRL CODUL FISCAL: 1000001000000 DATA EXECUTARII: 02/02/2021

CODUL PROIECTULUI SALARIAL: TEST **Obtine**

Browse... Incarcati fisierul Descarcati fisierul

**+** DATELE PROIECTULUI DE SALARIZARE:

Nume: Prenume: Patronimic: IDNP: IBAN:  Accept

In order to complete / modify the data from the salary project it is necessary:

- a) Access the button  tick in both fields:  Accept

Prin prezența, în conformitatea cu Lege nr. 289/2004 privind indemnizațiile pentru incapacitate temporară de muncă și alte prestații de asigurări sociale, compania MOLDOVA SRL ICS solicită transmiterea către compania M-Pay lista persoanelor, care au manifestat acordul de a primi indemnizația pentru incapacitate temporară de muncă prin conturile de carduri salariale emise de BC Victoriabank SA.

then save the information by activating the "Modify" button and the data is placed in the payroll project list.

### Transfer de date catre M-Pay

NUMELE CLIENTULUI: MOLDOVA SRL CODUL FISCAL: 100.0000.:0000. DATA EXECUTARII: 02/02/2021

CODUL PROIECTULUI SALARIAL: TEST **Obtine**

Browse... Incarcati fisierul Descarcati fisierul

**-** DATELE PROIECTULUI DE SALARIZARE:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nume	Prenume	Patronimic	IDNP	IBAN	data de incheiere	Accept(salvat)	Data salvarii	M-Pay	M-Pay eroarea
	<input type="checkbox"/>	<input type="checkbox"/>	ABRA	VLADISLAV	ANATOLIE		MD00VI2259200000000003	01.02.2021	<input type="checkbox"/>	01.02.2021		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACOP	ALEXEI		200000000003	MD00VI2259200000000003		<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	ADAM	OXANA		200000000003			<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	ALBU	ION		200000000003	MD00VI2259200000000003		<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	ALCA	ION		200000000003	MD00VI2259200000000003		<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	ALEI	ADRIANA		200000000003	MD00VI2259200000000003		<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	ALEXA	VICTORIA		200000000003	MD00VI2259200000000003		<input type="checkbox"/>			

- b) Check the correctness of the data to be transmitted to M-Pay. In the list of the salary project in the section "Accept" it is necessary to display the check mark next to each employee whose data is to be transmitted to M-Pay.

**Transfer de date catre M-Pay**

NUMELE CLIENTULUI:  CODUL FISCAL:  DATA EXECUTARII:

CODUL PROIECTULUI SALARIAL:

**DATELE PROIECTULUI DE SALARIZARE:**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accept	Nume	Prenume	Patronimic	IDNP	IBAN	data de incheiere	Accept(salvat)	Data salvarii	CNAS	CNAS eroarea
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buga	Ion	Ion	000000000000	MD00VI000000000000000000	20/08/2019	<input checked="" type="checkbox"/>	20/08/2019		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dadu	Galina	Andrei	000000000000	MD00VI000000000000000000	20/08/2019	<input checked="" type="checkbox"/>	20/08/2019		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rotaru	Maria	Iacob	000000000000	MD00VI000000000000000000	23/08/2019				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

- c) After the data has been placed in the payroll project list, access the "Create" and "Sign" button to send the data to M-Pay.

NOTE: In order to transmit the data to M-Pay, it is necessary to apply the signatures of the authorized persons (Accountant and Director, DirCont).

Prin prezența, în conformitatea cu Lege nr. 289/2004 privind indemnizațiile pentru incapacitate temporară de muncă și alte prestații de asigurări sociale, compania **TEST** solicită transmiterea către compania CNAS lista persoanelor, care au manifestat acordul de a primi indemnizația pentru incapacitate temporară de muncă prin conturile de carduri salariale emise de BC Victoriabank SA.

Prin prezența, în conformitatea cu Lege nr. 289/2004 privind indemnizațiile pentru incapacitate temporară de muncă și alte prestații de asigurări sociale, compania **TEST** solicită transmiterea către compania CNAS lista persoanelor, care au manifestat acordul de a primi indemnizația pentru incapacitate temporară de muncă prin conturile de carduri salariale emise de BC Victoriabank SA.

- d) To check the data that has already been sent to M-Pay, access the Import / Export section, the option "Data transfer to M-Pay", activate the "Get" key, then the button "+ Payroll project data", and as a result the list of employees is displayed.

The "Accepted (saved)" field will display the check mark, and the "Saved date" field will display the date on which the data was transmitted.

## Transfer de date catre M-Pay

NUMELE CLIENTULUI:  CODUL FISCAL:  DATA EXECUTARII:

CODUL PROIECTULUI SALARIAL:

**DATELE PROIECTULUI DE SALARIZARE:**

<input type="checkbox"/>	<input type="checkbox"/>	Accept	Nume	Prenume	Patronimic	IDNP	IBAN	data de incheiere	Accept(salvat)	Data salvarii	CNAS	CNAS eroarea
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buga	Ion	Ion	000000000000	MD00VI000000000000000000	20/08/2019	<input checked="" type="checkbox"/>	20/08/2019		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dadu	Galina	Andrei	000000000000	MD00VI000000000000000000	20/08/2019	<input checked="" type="checkbox"/>	20/08/2019		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rotaru	Maria	Iacob	000000000000	MD00VI000000000000000000	23/08/2019	<input checked="" type="checkbox"/>	23/08/2019		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

## XVII. Payment for M-Pay services in VB24 Business

To generate a payment note, go to: [mpay.gov.md](http://mpay.gov.md) and choose the service you want to pay for.

**MPay** GUVERNUL REPUBLICII MOLDOVA  
SERVICIUL GUVERNAMENTAL DE PLĂȚI ELECTRONICE

RO Autentificare

**Rapid și comod**  
Economisește timp și evită cozile interminabile achitând online.

**Vreau să achit un serviciu**  
Acum poți solicita și achita serviciile publice electronice comod și rapid.  
**ALEGE SERVICIUL**

**Vreau să verific o notă de plată**  
Solicită verificarea statutului unei note de plată existente.  
**VERIFICĂ NOTA**

**New** Visa și MPay lansează Chatbotul educativ  
Învată cum să te protejezi de riscurile financiare la utilizarea cardului bancar, printr-un joc educativ, accesând „chatbot”-ul de mai jos, sau fă click aici, pentru a deschide într-o pagină nouă.

**Despre MPay**  
[Termeni și condiții](#)  
[Parteneri](#)  
[Întrebări frecvente](#)  
[Contacte](#)  
[Multimedia](#)

**MPay** GUVERNUL REPUBLICII MOLDOVA  
SERVICIUL GUVERNAMENTAL DE PLĂȚI ELECTRONICE

## Agencia Națională Transport Auto

  
**Autorizație transport internațional**  
Aici puteți achita taxa pentru folosirea drumurilor de către autovehiculele neînmatriculate în Republica Moldova a căror masă totală, sarcină maximă pe axă sau ale căror dimensiuni depășesc limitele admise (cod ECO 114632). Pentru a achita introduceți nr. 1.  
**CAUTĂ NOTA DE PLATĂ Q**

**Plată de bază**

**Nume platitor**

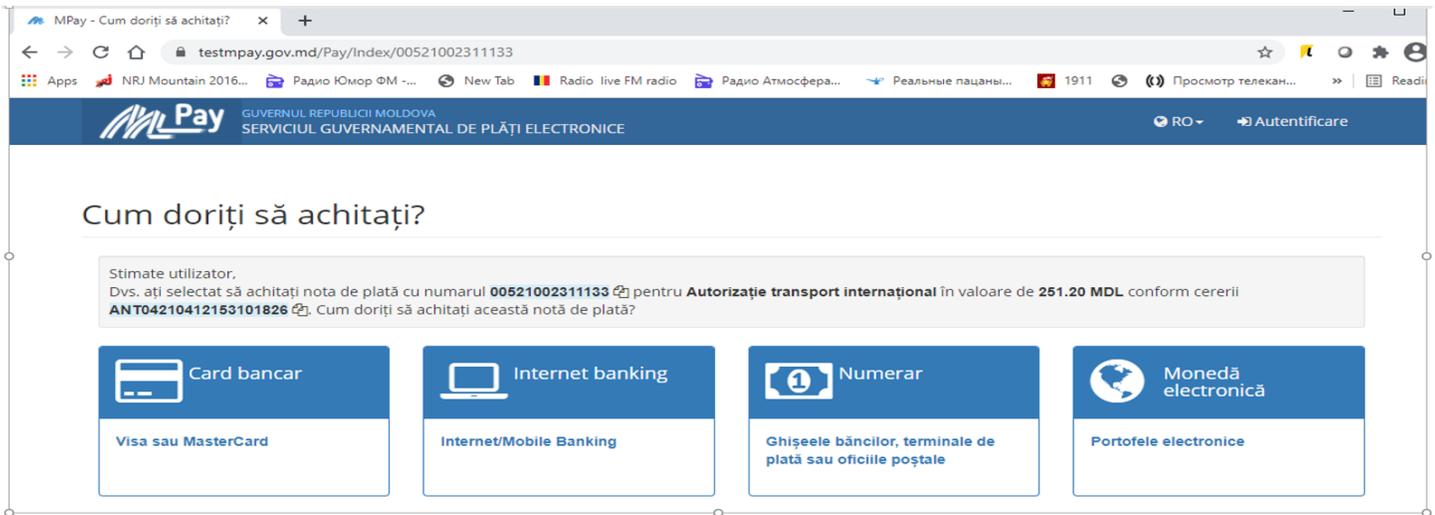
**Tip plătitor**

**IDNP plătitor**

**Suma (MDL)**

Am citit și accept **Termenii și Condițiile de utilizare** ale MPay și îmi exprim consimțământul pentru prelucrarea datelor mele cu caracter personal la efectuarea acestei plăți.

After filling in the fields and accessing the “Pay” button, the payment note number and the information about the service to be paid and the status of the payment note will be generated.



Example: Payment note number - 00521002311133 for International Transportation Authorization in the amount of 251.20 MDL according to the request ANT04210412153101826



To pay the bill generated through mpay.gov.md, go to “Reports” -> “Invoices”.



In the "Personal key" field, enter the payment note number and key in the "Get" button.

Victoriabank® Grupul Banca Transilvania

Utilizator: ANA AND Functia: | Iesire

Pagina de start Document nou Documente Rapoarte Import/Export Depozite Setari Directoare

Ratele Pagina de start

Facturi

Cheia personala: 00521002311133

Obține

Număr de factură	Numele Organizatiei	Suma	Data expirării	Destinatie
No data				

Check the information generated and type the "Generate Invoice" button.

## XVIII Reconciliation guide

In order to obtain extended data regarding the collection of payments from third parties in favor of the organization (reconciliation), it is necessary to access in VB24 Business the section "Reports" -> "Reconciliation".

Victoriabank® Grupul Banca Transilvania

Utilizator: Director Functia: A.C.C NR.55 | Iesire

Pagina de start Document nou Documente Rapoarte Import/Export Depozite Setari Directoare

Extras din cont Extras din pos terminal Soldul clientilor la sfarsitul anului Reconciliation Facturi

Bine ati venit!

Select the date and go to the "Download to Excel" button to generate the information.

Victoriabank® Grupul Banca Transilvania

Utilizator: Director Functia: A.C.C NR.55 | Iesire

Pagina de start Document nou Documente Rapoarte Import/Export Depozite Setari Directoare

Ratele Pagina de start

Reconciliation

Cod fiscal: 100004004434

Data: 29/03/2021

Descarcă în XML Descarcă în Excel

## XIX How to make a deposit in VB24Business?

From the Deposits menu, select the "Open New Deposit" option to create a new deposit.



When setting up the deposit, it is mandatory to complete the amount of the deposit, the currency and the term (indicated in months).

### Deschide depozit

NUMELE CLIENTULUI: TEST SRL

ID CLIENTULUI: 89017

COD FISCAL CLIENT: 1000000000000

DATA EXECUTARII: 03/06/2021

SUMA: 100500.00

VALUTA: MDL

TERMEN(LUNI): 12.00

TIPUL DEPOZITULUI: ...

PARAMETRII TIPULUI DE DEPOZIT:

CONTUL DEPUNATORULUI: VICBMD2X884

CONTUL LA EXPIRAREA DEPOZITULUI: VICBMD2X884

CONTUL LA DOBINDA DEPOZITULUI: VICBMD2X884

Creeaza

Below the document it is necessary to select the type of deposit, then all the parameters of the required type of deposit will be filled in. The account of the depositor from where the initial balance of the deposit is constituted must also be indicated.

The selected current account will be automatically added in the fields: the account at the expiration of the deposit and the interest on the deposit.

## Deschide depozit

NUMELE CLIENTULUI:	ID CLIENTULUI:	COD FISCAL CLIENT:	DATA EXECUTARII:
TEST SRL	89017	1000000000000	03/06/2021
SUMA:	VALUTA:	TERMEN(LUNI):	
100500.00	MDL	12.00	
TIPUL DEPOSITULUI:			
PARAMETRII TIPULUI DE DEPOZIT:			
CONTUL DEPUNATORULUI:		CONTUL LA EXPIRAREA DEPOZITULUI:	CONTUL LA DOBINDA DEPOZITULUI:
VICBMD2X884	VICBMD2X884	VICBMD2X884	

Creeaza

Select the Deposit Type:

									Search...
Denumirea	Valuta	Dobinda(%)	Suma minima	Termen(luni)	Autoprelungire	Retragere partiala	Inchiderea inainte de timp	Frecventa platii dobi	
Q	= MDL	Q	Q	Q	(All)	Q	Q	Q	
ClasicPJ VB 12L CU PROROG	MDL	4	100000	12	<input checked="" type="checkbox"/>	Nu se permit	Primele 3 luni se retine t...	lunar	
ClasicPJ VB 12L FARA PROR...	MDL	4	100000	12	<input type="checkbox"/>	Nu se permit	Primele 3 luni se retine t...	lunar	
<input checked="" type="checkbox"/> [Valuta] Equals 'MDL' <span style="float: right;">Clear</span>									
Inchide									

After completing the data in the mandatory deposit agreement, the document is created and signed.

The system will inform you by a message displayed in the upper left if the payment order has been created.

The payment order will not be created if you have not filled in all required fields, the system will display an error message.

Creat cu succes

The document is signed using the first and second signature (Director / Accountant) or the only signature (DirCont).

Document este semnat

## Deschide depozit

NUMELE CLIENTULUI:  ID CLIENTULUI:  COD FISCAL CLIENT:  DATA EXECUTARII:

SUMA:  VALUTA:  TERMEN(LUNI):

TIPUL DEPOSITULUI:

PARAMETRII TIPULUI DE DEPOZIT:

- Valuta: MDL
- Suma minima: 100000
- Termen(luni): 12
- Dobinda(%): 4
- Bonus(%): 0
- Frecventa platii dobinzii: lunar

Autoprelungire: false  
 Reinvestirea: false  
 Aprovizionarea cu depozit: Nu se permit  
 Retragere partiala: Nu se permit  
 Inchiderea inainte de timp: Primele 3 luni se retine toata dobanda

CONTUL DEPUNATORULUI:   498

CONTUL LA EXPIRAREA DEPOZITULUI:

CONTUL LA DOBINDA DEPOZITULUI:

In the Deposits menu, the Contract List option, the constituted deposits are displayed:



### Lista contractelor de depozit

ID	Contract ID	Valuta	Balanta contului	Rata dobinzii	Data deschiderii	Data scadentii	IBAN contului	Tipul depozit
	AA21041P89QK	MDL	100.003,00	4,00	10.02.2021	10.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA21041V09VL	MDL	0,00	4,00	10.02.2021	10.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA21041X7PYJ	MDL	0,00	4,00	10.02.2021	10.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA210423R632	MDL	100.050,00	4,00	11.02.2021	11.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA21044D0V4B	MDL	100.099,00	4,00	13.02.2021	13.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA21044DG97Y	MDL	100.005,00	4,00	13.02.2021	14.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L FARA PROROG
	AA21044DV29K	MDL	100.022,00	4,00	13.02.2021	13.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA21044PV8BL	MDL	100.025,00	4,00	13.02.2021	13.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA21044PZ864	USD	230,00	0,60	13.02.2021	13.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA21044XGZMP	MDL	100.039,00	4,00	13.02.2021	13.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA210458W0TH	MDL	100.005,00	4,00	14.02.2021	14.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA21045W38BX	MDL	101.000,00	4,00	14.02.2021	14.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L CU PROROG
	AA2104726P4N	MDL	100.500,00	4,00	16.02.2021	17.02.2022	MD78VI00000000000000000000	ClasicPJ VB 12L FARA PROROG

FILTRU

Contract ID

After setting up the deposit, the balance of the deposit account is displayed on the home page in VB24Business.

Bine ati venit!

CONTURILE MELE

MDL	MD16VI000000000000000000	0.00	MDL
MDL	MD16VI000000000000000000	0.00	MDL
MDL	MD16VI000000000000000000	0.00	MDL
MDL	MD16VI000000000000000000	0.00	MDL
USD	MD16VI000000000000000000	0.00	USD
EUR	MD16VI000000000000000000	0.00	EUR
MDL	MD16VI000000000000000000	0.00	MDL
MDL	MD16VI000000000000000000	0.00	MDL
MDL	MD16VI000000000000000000	100,500.00	MDL

In the deposit contract it is possible to perform operations such as: bank statement, closing, replenishment, deposit withdrawal.

## XX Unlocking the user

To unlock VB24 Business - click the "UNLOCK" button:

VB24 Business

Invalid Login or Password

Nume utilizator  
Q000-0004

Parola  
.....

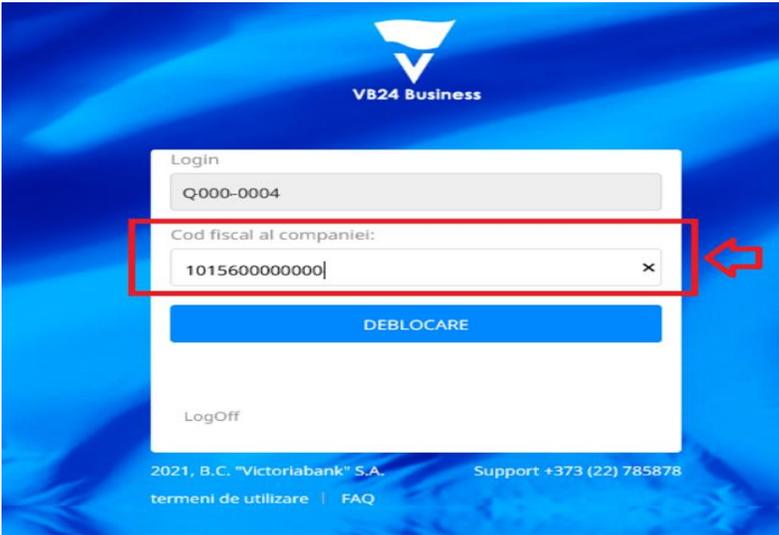
Alege limba  
Romana

Retine

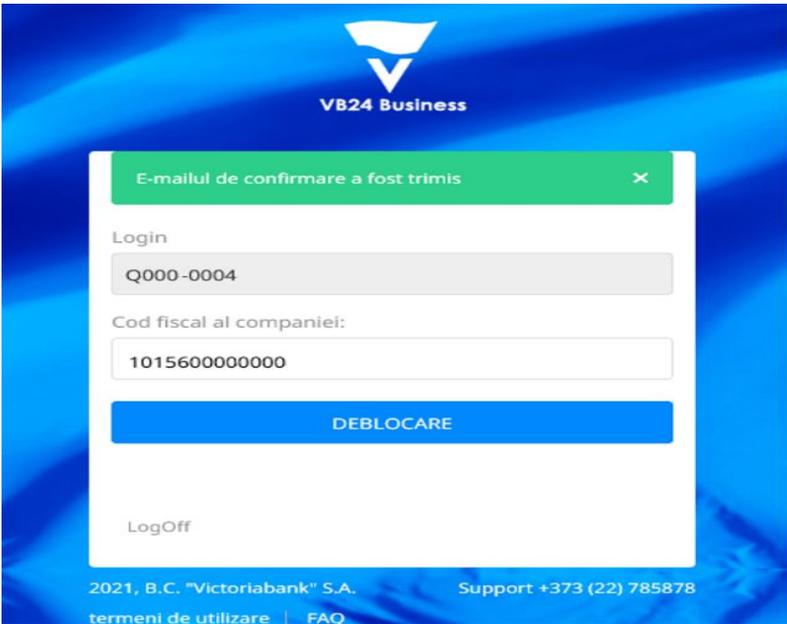
Logheaza

DEBLOCARE

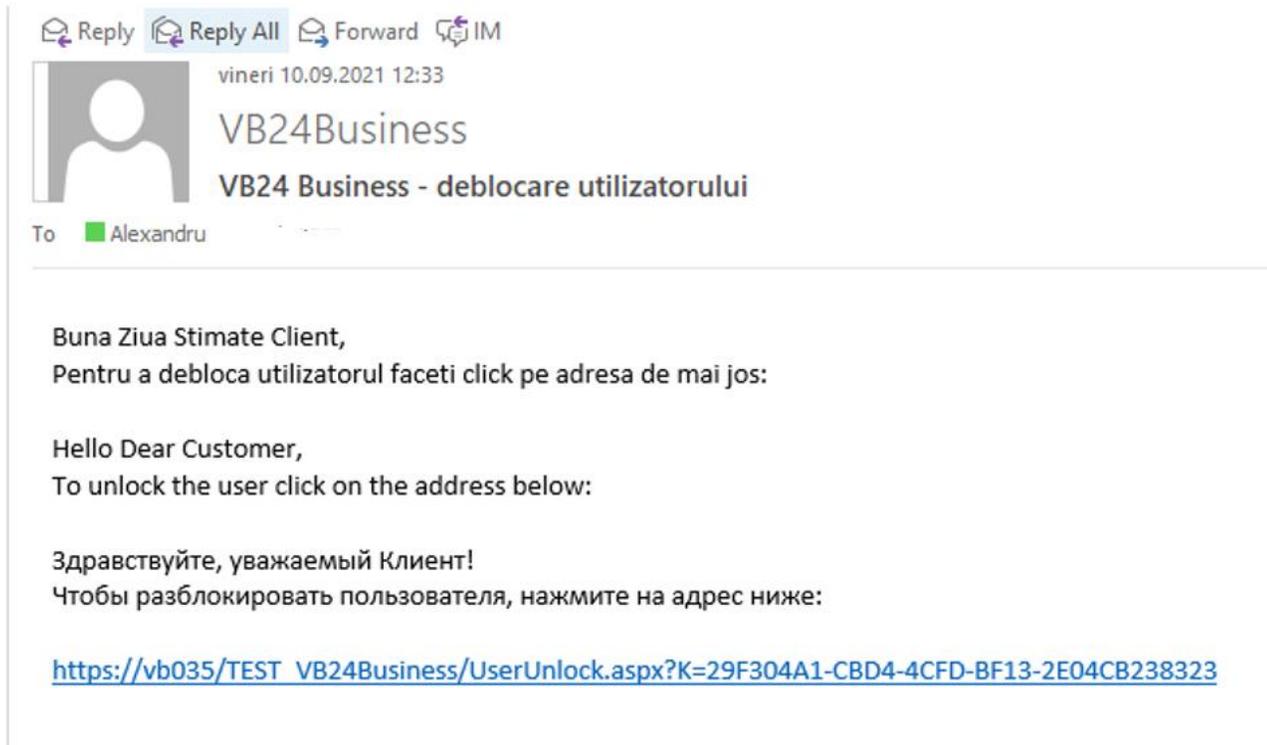
In the "Company fiscal code" field, enter the company IDNO and type the "Unlock" button.



The system will inform you via a message at the top if the confirmation email has been sent.

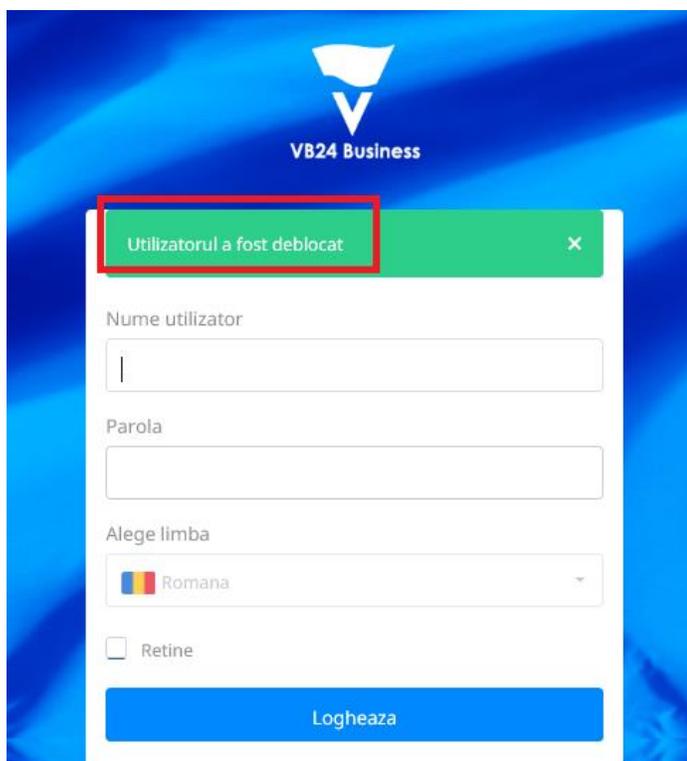


Check the e-mail and access the link received in the message:



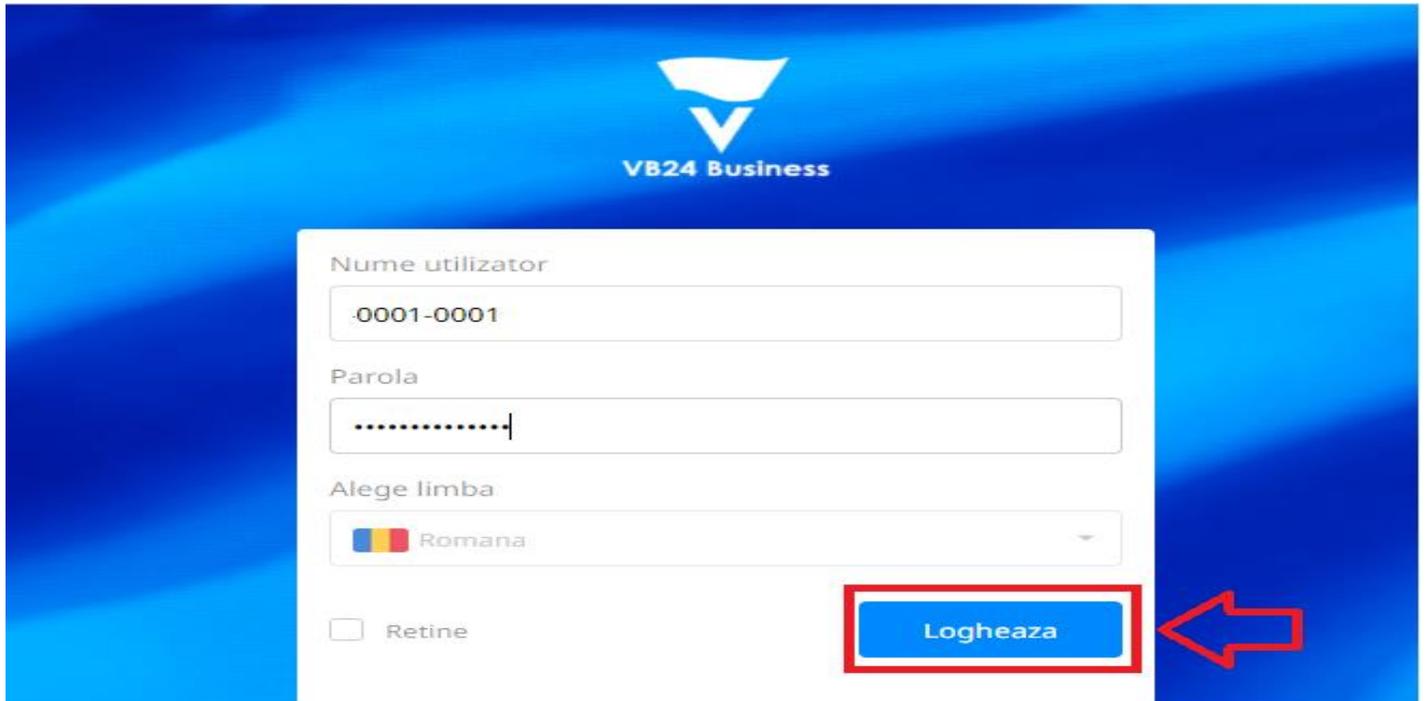
Set a new password for the VB24 Business user.

The system will inform you via a message at the top if the user has been unlocked.

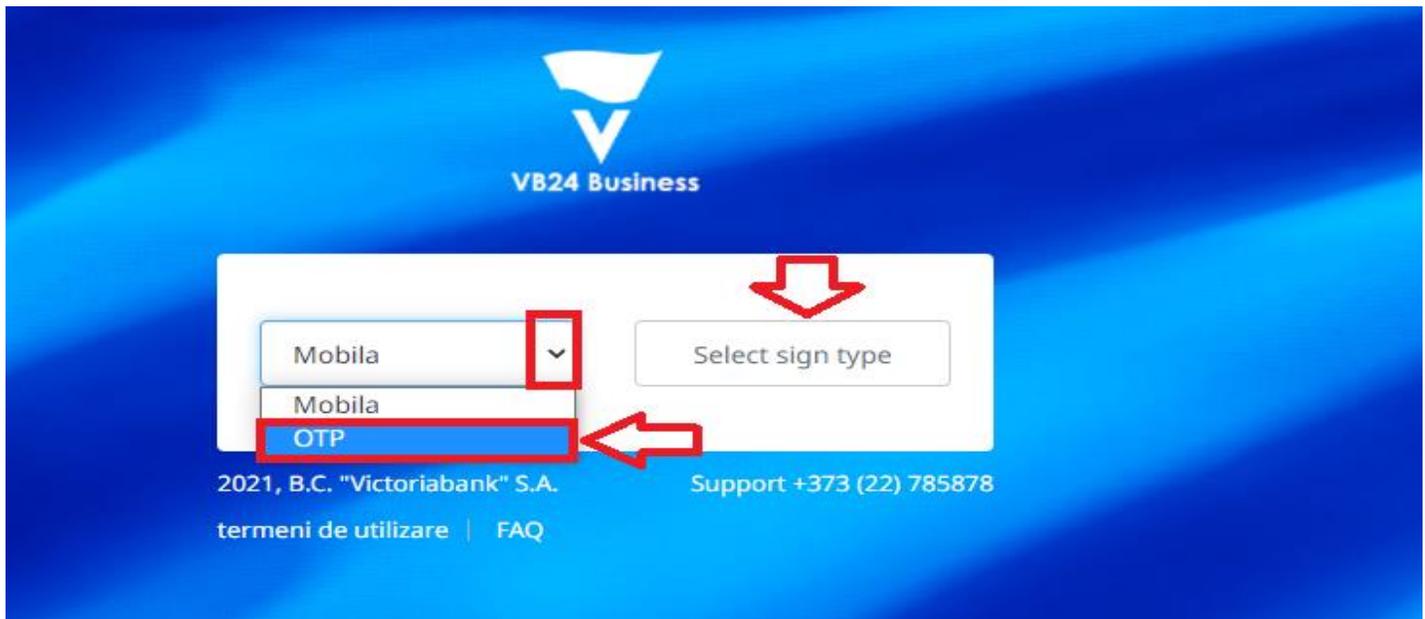


**XXI How do we use the OTP one-time password?**

We access the login page, and indicate the username and password, after which we type the "Login" button.



Select the "OTP" signature type.



An OTP password will be sent to your phone number.

Enter the OTP one-time password in the "OTPCode" field within 90 seconds, and type "Submit Code."



The VB24 Business homepage will be displayed shortly.

## XXII How to pay a loan in VB24 Business?

We launch the "CREDIT" menu from VB24 Business:



Select from the List of contracts, the requested credit:

Ajutor

**victoriabank**<sup>®</sup> Grupul Banca Transilvania

Utilizator: TEST  
Funcția: TEST

→ Iesire

Pagina de start Document nou Documente Rapoarte Import/Export Depozite **Credite** Setari

**Lista contractelor**

Lista contractelor de credit

	Nr. contract de credit	Suma contract	Valuta	Data contractului	Data scadentei	Sold credit	Suma neutilizata	Data urmatoarei pla?ii	Suma spre plata
	202000001	500.000,00	MDL	13.02.2021	11.02.2022	215.851,66	284.148,34	26.10.2021	457,79
	202000002	1.000.000,00	MDL	21.02.2021	21.02.2022	493.588,00	0,00	20.10.2021	0,00
	202000003	500.000,00	EUR	25.02.2021	25.02.2022	249.800,00	250.000,00	20.10.2021	19.710,71
	202000004	300.000,00	USD	25.02.2021	25.02.2022	169.230,76	100.000,00	26.10.2021	15.880,34

FILTRU

Contract ID

Obține

- All data about the credit agreement (Contract number, contract amount, Product, Credit account, etc.),
- Contract repayment schedule

Contract de credit

ID contract de credit: AA210443T8HB

Nr. contract de credit: 202000001

Contul principal: ME100VID1421000000000MDL

Produs: CO PJ Linie de credit

Suma contract: 500.000.00

Valuta: MDL

Rata dobanzii (%): 3.75

Data contractului: 13/02/2021

Data scaden?ei: 11/02/2022

Sold credit: 215,851.66

Suma neutilizata: 284,148.34

Data urmatoarei pla?ii: 26/10/2021

Sume spre plata, pentru urmatoarea data de plata: 457.79

Nr. de zile restante: 0

Sume restante: 0.00

OPERATIUNI

**Grafic de rambursare a contractului**

Achitarea liniei de credit

## Grafic de rambursare a contractului

Drag a column header here to group by that column



Search...

Data	Balanta	Principal	Dobinda	Comision	Penalitati	Total
22.02.2021	499885.66	0	468.7	0	0	468.7
26.02.2021	215851.66	83334	188.8	0	1500	85022.8
26.03.2021	174184.66	41667	1075.63	0	11.57	42754.2
26.04.2021	132517.66	41667	1051.84	0	0	42718.84
26.05.2021	90850.66	41667	887.7	0	0	42554.7
28.06.2021	49183.66	41667	833.24	0	0	42500.24
26.07.2021	7516.66	41667	585.46	0	0	42252.46
26.08.2021	0	7516.66	513.64	0	0	8030.3
27.09.2021	0	0	505.15	0	0	505.15
26.10.2021	0	0	457.79	0	0	457.79
26.11.2021	0	0	489.37	0	0	489.37
27.12.2021	0	0	489.37	0	0	489.37
26.01.2022	0	0	473.58	0	0	473.58
11.02.2022	0	0	0	0	0	0
28.02.2022	0	0	520.94	0	0	520.94
<b>299185.66</b>			<b>8541.21</b>	<b>0.00</b>	<b>1511.57</b>	<b>309238.44</b>

To pay the loan it is necessary to select:

### Contract de credit

ID contract de credit AA210443T8HB	Nr. contract de credit 202000001
Contul principal ME400VI01421000000000MDL	
Produc CO PJ Linie de credit	Suma contract 500,000.00
Valuta MDL	Rata dobanzii (%) 3.75
Data contractului 13/02/2021	Data scadenței 11/02/2022
Sold credit 215,851.66	Suma neutilizata 284,148.34
Data urmatoarei plăți 26/10/2021	Sume spre plata, pentru urmatoarea data de plata 457.79
Nr. de zile restante 0	Sume restante 0.00

#### OPERATIUNI

Grafic de rambursare a contractului

Achitarea liniei de credit

## Achitarea liniei de credit

ID contract de credit AA210443T8HB	Nr. contract de credit 202000001	Data contractului 13/02/2021
Suma contract 500,000.00	Produs CO PJ Linie de credit	Valuta MDL
Valoarea soldului principalului restant 0.00	SUMA P/U ACHITARE 1000.00	SELECTAREA IBAN P/U ACHITAREA VICBMD2X884
		MD00V100000225100000IMDL 498 ...

**Creaza**

After the action of creating / signing the document - the account statement will be verified:

In VB24Business:

Extras din cont

MD00V100000229000000IMDL : 9,468.20 MDL

De la: 28/02/2021      Obține extras 1C

Pina la: 28/02/2021      **Obține**      Tipar cu documente

**Soldul Initial: 9,877.20 MDL**

Data	Iesiri	Venit	Partener Detaliat	Destinatia
28/02/2021	2.00		BC Victoriabank SA 1002600001338 VICBMD2X 46771252115	Comisionul bancii nr9088111946
28/02/2021	100.00		GISTIC SRL 28195 VICBMD2X884 MD98V102258	test1
28/02/2021	2.00		BC Victoriabank SA 1002600001338 VICBMD2X 46771252115	Comisionul bancii nr9088111947
28/02/2021	101.00		MOLD. SRL 1002600001338 VICBMD2X884 MD85V122582	test2
28/02/2021	2.00		BC Victoriabank SA 1002600001338 VICBMD2X 46771252115	Comisionul bancii nr9088111948
28/02/2021	102.00		MEDIA SRL 10136 VICBMD2X884 MD51V102258	test3
28/02/2021	100.00		Short.name 89017 10046 VICBMD2X884 MD63V1014211200000006MDL	Rambursare credit
<b>Rulaje</b>	<b>409.00</b>	<b>0.00</b>		

## XXIII How to make a currency conversion request within Happy Hour

To generate a currency conversion within Happy Hour, access the module New document -> Currency conversion request Happy Hour.



The screenshot shows the Victoriabank web interface. At the top, there is a navigation bar with the logo and user information. Below it is a main menu with several categories: Pagina de start, Document nou, Documente, Rapoarte, Import/Export, Depozite, Credite, and Setari. Under the 'Document nou' category, there are several options: Ordin de plata, Ordin de plata intrabancara in valuta, Ordin de plata in valuta, Cerere de conversiune a valutei, Cards Payment, Cerere de conversiune a valutei Happy Hour, and Cerere de conversiune a valutei. The 'Cerere de conversiune a valutei Happy Hour' option is highlighted with a red box and a red arrow.

Bine ati venit!

CONTURILE MELE

In this window you select the current accounts between which you want to convert according to the official NBM exchange rate (automatically indicated exchange rate), the currency sold or bought and its amount.

### Cerere de conversiune a valutei

Conversiile valutare vor fi procesate in regim on-line – NON STOP, daca acestea corespund clauzelor specifice ale Conditiei Generale de Afaceri (capitolul Functionarea si operarea conturilor).

#### Happy Hour Business

DATA EXECUTARE:

02/02/2022

#### VINDE

CODUL BANCII

VICBMD2X884

CONT:

MD51VI0000022512:0000IMDL

498

COD FISCAL:

100460

SUMA:

0.00

#### CUMPARA

CODUL BANCII

VICBMD2X884

CONT:

MD57VI000000022515:0000;

978

COD FISCAL:

1004601L

SUMA:

0.00

BANCA PLATITOARE:

B.C."VICTORIABANK" S.A. suc.nr.12 Chisinau

NUMELE PLATITORULUI:

(R) MOLDOVA SRL ICS

BANCA BENEFICIARA:

B.C."VICTORIABANK" S.A. suc.nr.12 Chisinau

NUMELE BENEFICIARULUI:

(R) MOLDOVA SRL ICS

VINDE / CUMPARA RATE:

20.2221

498

978

CUMPARA / VINDE RATE:

0.0495

978

498

INFORMATIA ADITIONALA

DESTINATIA PLATEI:

happy

Creeaza

After completing all the required fields, go to the "Create" button.

The system will inform you by a message displayed at the top of the page if the document has been created.

Cerere de conversiune a valutei

Creat cu succes

Conversiile valutare vor fi procesate in regim on-line - NON STOP, daca acestea corespund clauzelor specifice ale Conditilor Generale de Afaceri (capitolul Functionarea si operarea conturilor).

Happy Hour Business

DATA EXECUTARII:  
02/02/2022

VINDE

If you have the right to sign, then you can sign the conversion request by clicking the "Sign" button.

The system will notify you via a message at the top of the page if the electronic signature has been applied.

**Note:** The Happy Hour service will be available in the VB24BUSINESS interface, for customers with CPAG and NELIMITAT packages.

Currency conversions within the Happy Hour, according to the official exchange rate of the NBM can be made between the current accounts of the same holder, for one hour, every working day, for amounts that, cumulatively, will not exceed 500 EUR / day (or equivalent).