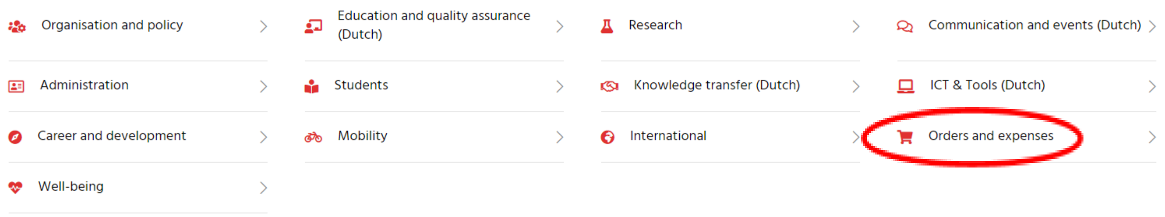
# Tutorial to order one or more books – procedure starting at 1.1.2015

## I Order request

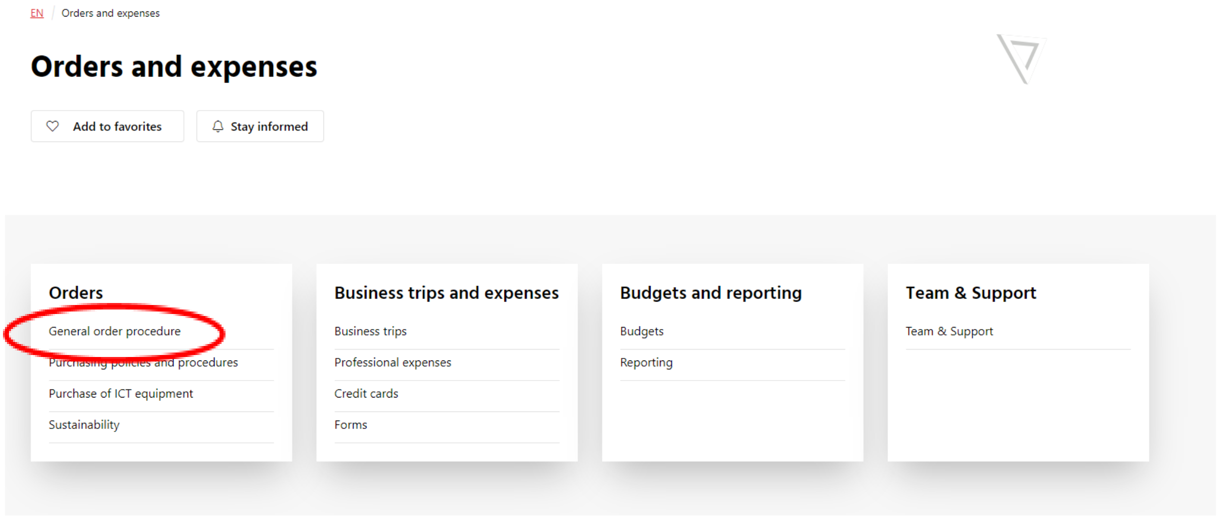
**1.** Go to the **FintrA-application**: https://fintra.uhasselt.be/.

[You find the FintrA-application on the Intranet of Hasselt University. Go to www.uhasselt.be/en and click in the topnavigation on "Faculty and staff" to go to the Intranet. Under "Orders and expenses" > "General order procedure' you find a link to "FintrA".]

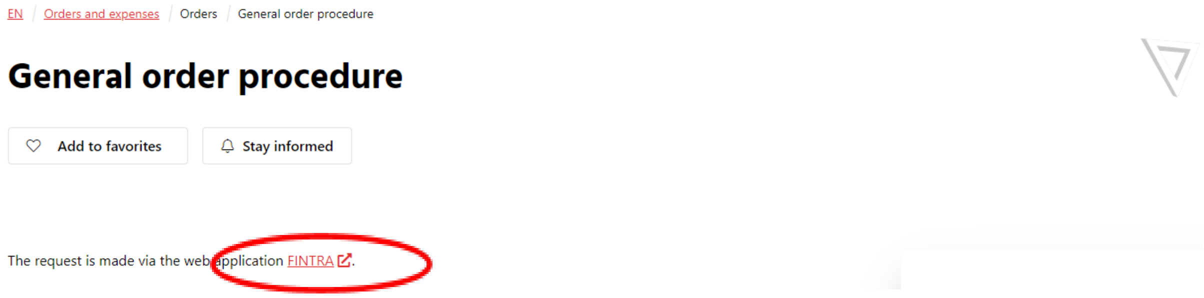
1. Select "Orders and expenses"


Organisation and policy
Education and quality assurance (Dutch)
Research
Communication and events (Dutch)
Administration
Students
Knowledge transfer (Dutch)
ICT & Tools (Dutch)
Career and development
Mobility
International
Orders and expenses
Well-being

2. Select "General order procedure"


EN / Orders and expenses
Orders and expenses
Add to favorites
Stay informed
Orders
General order procedure
Purchasing policies and procedures
Purchase of ICT equipment
Sustainability
Business trips and expenses
Business trips
Professional expenses
Credit cards
Forms
Budgets and reporting
Budgets
Reporting
Team & Support
Team & Support

3. Select “Fintra”



EN / Orders and expenses / Orders / General order procedure

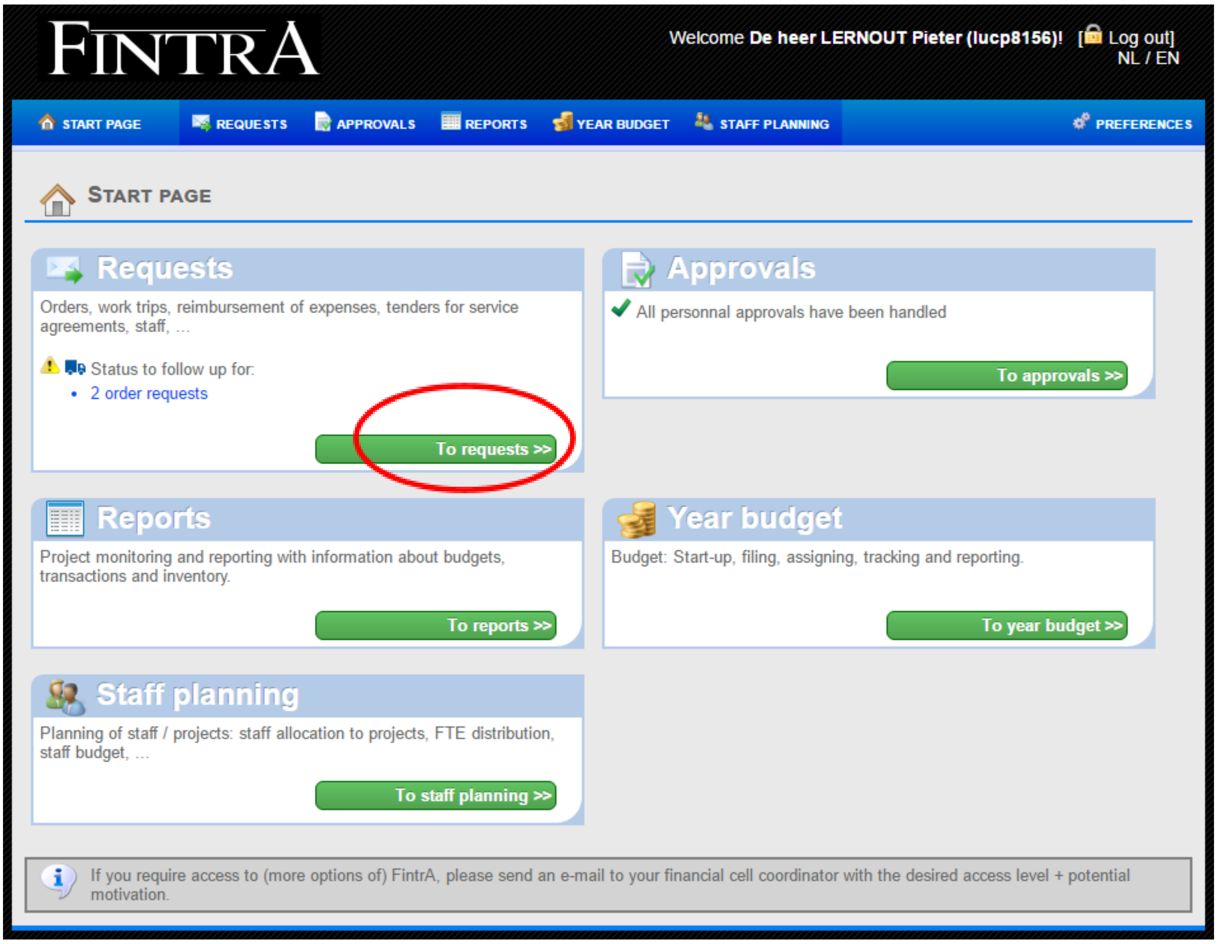
General order procedure

Add to favorites
Stay informed

The request is made via the web application FINTRA.

**2.** Go to the screen “**Requests**” and then click on the green cross beneath the item “**Add new**”.

[If you have placed an order previously, you can open this order using the item “Add duplicate” and change the request where necessary (ISBN, title, price). This can save you a lot of time.]



FINTRA
START PAGE
REQUESTS
APPROVALS
REPORTS
YEAR BUDGET
STAFF PLANNING
PREFERENCES
To requests >>
To approvals >>
To reports >>
To year budget >>
To staff planning >>

Welcome De heer LERNOUT Pieter (lucp8156)! [Log out]
NL / EN

START PAGE

Requests

Orders, work trips, reimbursement of expenses, tenders for service agreements, staff, ...

Status to follow up for:
- 2 order requests

Approvals

All personnal approvals have been handled

Reports

Project monitoring and reporting with information about budgets, transactions and inventory.

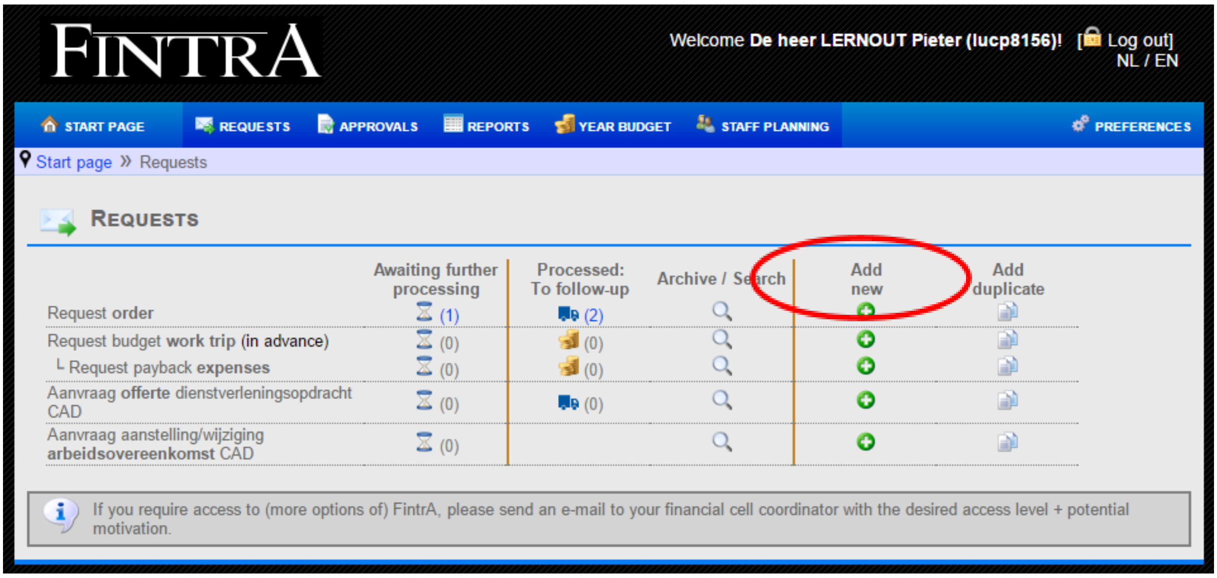
Year budget

Budget: Start-up, filing, assigning, tracking and reporting.

Staff planning

Planning of staff / projects: staff allocation to projects, FTE distribution, staff budget, ...

If you require access to (more options of) FintrA, please send an e-mail to your financial cell coordinator with the desired access level + potential motivation.


FINTRA
Welcome De heer LERNOUT Pieter (lucp8156)! [Log out]
NL / EN
START PAGE
REQUESTS
APPROVALS
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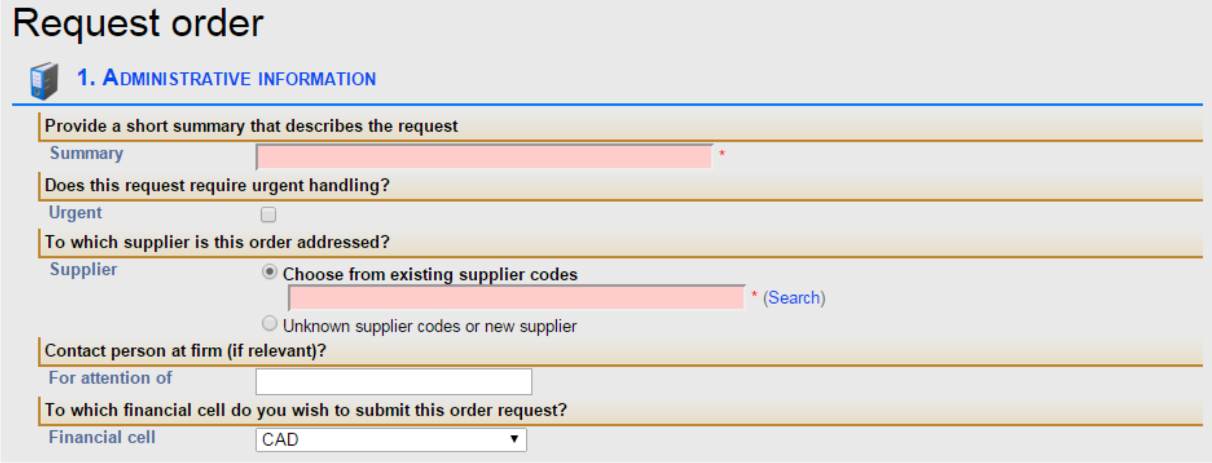
YEAR BUDGET
STAFF PLANNING
PREFERENCES
Start page » Requests
REQUESTS

| | Awaiting further processing | Processed: To follow-up | Archive / Search | Add new | Add duplicate |
|---|---|---|---|---|---|
| Request **order** | ⌛ (1) | 🚚 (2) | 🔍 | ⊕ | ❐ |
| Request budget **work trip** (in advance) | ⌛ (0) | 💰 (0) | 🔍 | ⊕ | ❐ |
| └ Request payback **expenses** | ⌛ (0) | 💰 (0) | 🔍 | ⊕ | ❐ |
| Aanvraag **offerte** dienstverleningsopdracht CAD | ⌛ (0) | 🚚 (0) | 🔍 | ⊕ | ❐ |
| Aanvraag aanstelling/wijziging **arbeidsovereenkomst** CAD | ⌛ (0) | | 🔍 | ⊕ | ❐ |

If you require access to (more options of) FintrA, please send an e-mail to your financial cell coordinator with the desired access level + potential motivation.

**3.** Fill in the fields marked in pink:

- **Summary**: '*Book purchase*'
- **Supplier**: '*BIB-UHASLT*'



Request order

1. Administrative information

**Provide a short summary that describes the request**

Summary ☐ *

**Does this request require urgent handling?**

Urgent ☐

**To which supplier is this order addressed?**

Supplier ● Choose from existing supplier codes

☐ * (Search)

○ Unknown supplier codes or new supplier

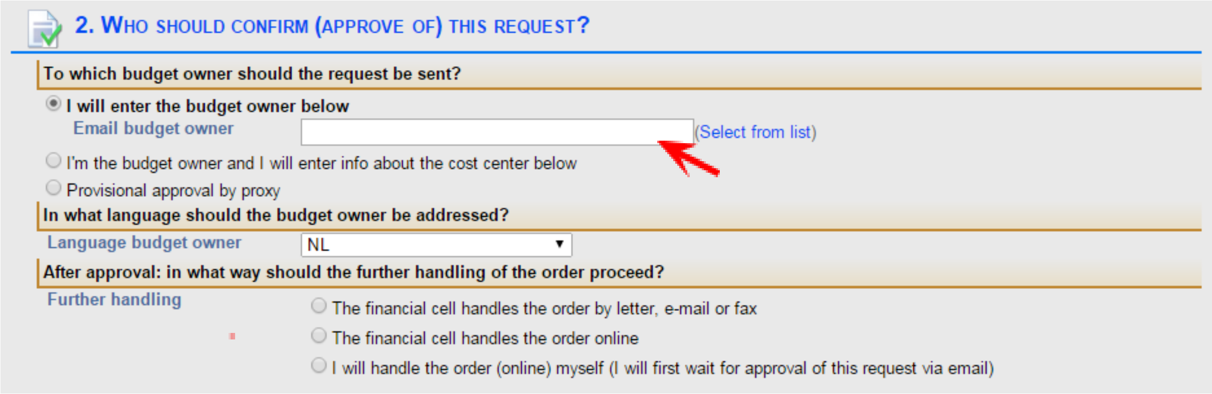
**Contact person at firm (if relevant)?**

For attention of ☐

**To which financial cell do you wish to submit this order request?**

Financial cell: CAD

**4.** Fill in the email address of your **budget owner** (your tutor, your project manager, your administrative director,…). In the field "Further handling" you choose the option "**The financial cell handles the order online**".



2. Who should confirm (approve of) this request?

**To which budget owner should the request be sent?**

● I will enter the budget owner below

Email budget owner ☐ (Select from list)

○ I'm the budget owner and I will enter info about the cost center below

○ Provisional approval by proxy

**In what language should the budget owner be addressed?**

Language budget owner: NL

**After approval: in what way should the further handling of the order proceed?**

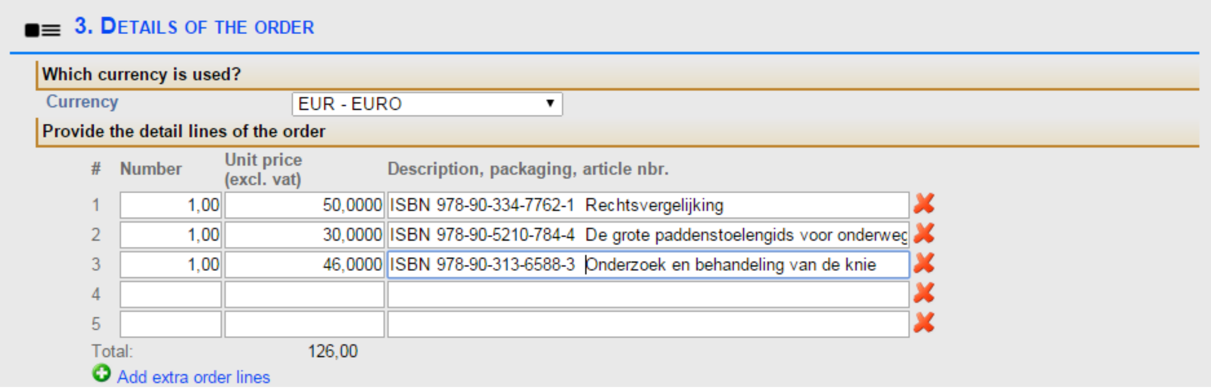
Further handling *

○ The financial cell handles the order by letter, e-mail or fax

○ The financial cell handles the order online

○ I will handle the order (online) myself (I will first wait for approval of this request via email)

**5.** In the section "**Details of the order**" you fill in the amount, the price (if you don't know the exact price, you can fill in an indicative price) and a description of the wanted book (at least the title and the ISBN).



**Which currency is used?**

Currency: EUR - EURO

**Provide the detail lines of the order**

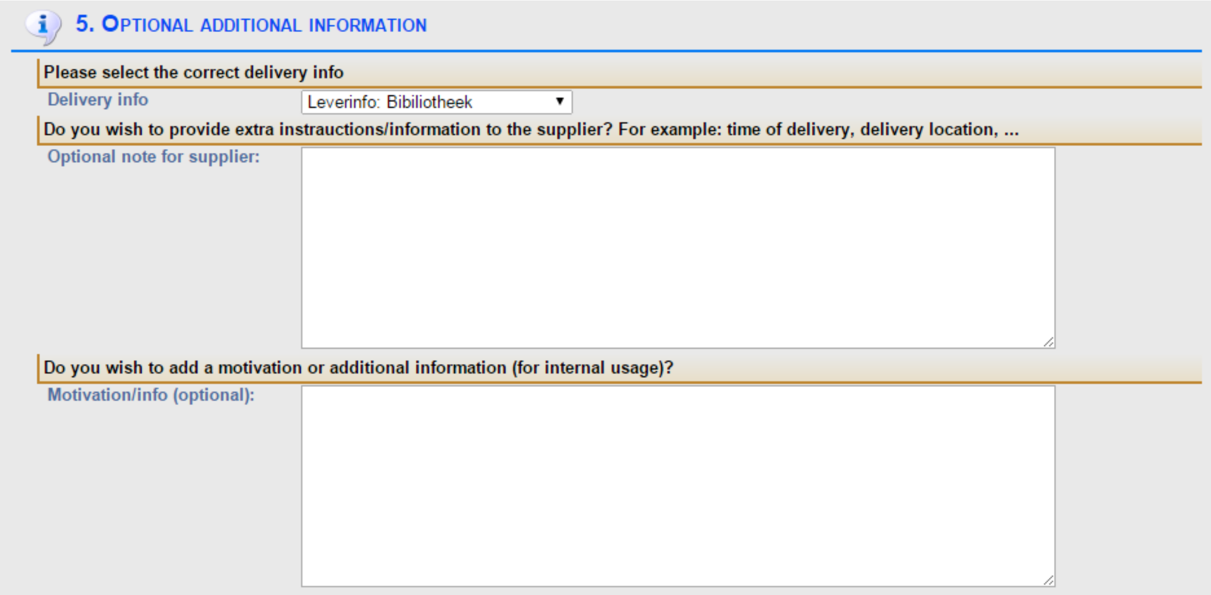
| # | Number | Unit price (excl. vat) | Description, packaging, article nbr. |
|---|---|---|---|
| 1 | 1,00 | 50,0000 | ISBN 978-90-334-7762-1 Rechtsvergelijking |
| 2 | 1,00 | 30,0000 | ISBN 978-90-5210-784-4 De grote paddenstoelengids voor onderweg |
| 3 | 1,00 | 46,0000 | ISBN 978-90-313-6588-3 Onderzoek en behandeling van de knie |
| 4 | | | |
| 5 | | | |
| Total: | | 126,00 | |

**6.** In the section "**Optional additional information**" you choose the library as place to deliver.

In "**optional note for supplier**" you can indicate that you immediately want to lend the ordered book using the extensive lending procedure, which gives you the opportunity to use the book during the rest of the academic year.

In this field, you can also ask the university library to place a rush order (delivery within 1 or 2 days), although this implies an extra cost. The library will inform you in advance which extra cost will be charged. Afterwards you can still decide whether or not you choose this option.

[Ideally, you also give a UDC code to the ordered books. UDC (Universal Decimal Classification) is an international library classification scheme that accommodates hundreds of thousands of concepts. This system makes it possible to classify and unlock books in a structured way.]



**Please select the correct delivery info**

Delivery info: Leverinfo: Bibiliotheek

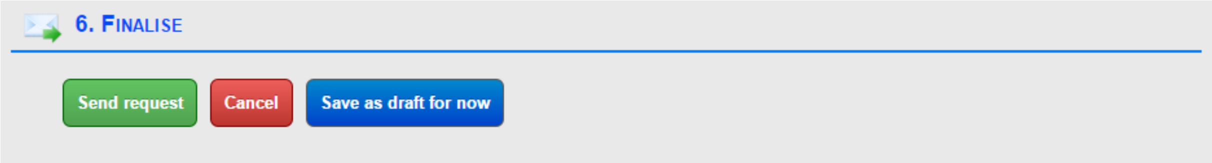
**Do you wish to provide extra instractions/information to the supplier? For example: time of delivery, delivery location, ...**

Optional note for supplier:

**Do you wish to add a motivation or additional information (for internal usage)?**

Motivation/info (optional):

7. Finally, you click on the button “**Send request**”.


6. FINALISE
Send request
Cancel
Save as draft for now

**II Handling of the order**

Your order is sent to the mailbox of your budget owner; he or she will (or won’t) approve your request.

After the request order is approved, the financial cell will send the order to the university library, who is responsible for further processing and of course keeps the applicant informed.