Tutorial to order one or more books – new 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 "staff" to go to the Intranet. In the footer (at the bottom of the page) you find a link to ”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.]
3. Fill in the fields marked in pink:
   - **Summary**: 'Book purchase'
   - **Supplier**: 'BIB-UHASLT'

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**”.
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).

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.]
7. Finally, you click on the button "Send request".

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.