



Bezala manual

A simple guide to get your money back

General information

As a member of an SHS committee, club or other organ, you are entitled to repayments for purchases you have made on the behalf of SHS. You can also get your SHS scholarships or club grants through Bezala. When creating your Bezala-account you should always use your SHS-email address, not your Hanken email. Receipts older than 1 month will not be accepted. When your Bezala-request has been approved it takes 2-3 weeks for it to be processed by our accounting firm and get paid to you.

As a president for a committee you will also be responsible for approving your committee members' Bezala-requests. Remember to check that the receipt is actually for your activities and that you have approved the purchase beforehand.

1. Create your account by clicking on the Bezala button on the “Kansliet” or “Administration” site at shs.fi OR by clicking on the link below
https://app.bezala.com/invite?load_spa=false&locale=sv&company_uuid=7a0cd365-e54a-419f-9209-c8fe7e977384

You must use SHS special link in order to be tied to our organization's account.





2. In the window below you will be able to create your account - this site will unfortunately be in Swedish, but you can change your language settings later on
 - a. In the “E-post” field, please insert your SHS-email
 - b. In the “Lösenord”, please create a password for your account
 - i. Don’t use the “google-login feature” or any other email since that account won’t be accepted by the program
 - ii. Don’t mind that it says “log in”, you are in fact creating an account
 - c. Once you’ve created your account you can submit your Bezala-request, but you’ll be able to log in to Bezala again first after Ekonsek has approved your account
 - i. Usually, this takes a couple of days, so don’t worry if you can’t log in the day after you’ve submitted your Bezala-request.


SHS

Reseräkningar och utlägg

Fyll i fälten och påbörja sändandet av dina reseräkningar och utlägg till SHS genom Bezala!

 Google

 Microsoft


 Okta

----- Eller logga in med lösenord -----

E-post *

Lösenord *

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Genom att använda Bezala accepterar du våra [användarvillkor](#).

Börja använda Bezala

3. In your personal settings, please add your IBAN and BIC, so that you can be reimbursed.
 - a. The IBAN and BIC are needed for the program to process your request, so if these fields are empty, we will not be able to refund your request. The IBAN is your bank account number e.g. FI00 1234 1234 1234 12 and the BIC is the bank identifier code e.g. NDEAFIHH for the Finnish bank Nordea.
 - b. In the Language section you can also change the language of the service.

SHS

New Expense

Your Personal Settings

Logout

Your details

Name

Email

IBAN

IBAN

BIC

BIC

SSN

SSN

Notifications

☐ Allow for email reminders to be sent to you

Bookkeeping settings

Default Purchase Type

Default purchase type

Default Payment Method

Default payment method

Language

English

Change your password

New password

New password

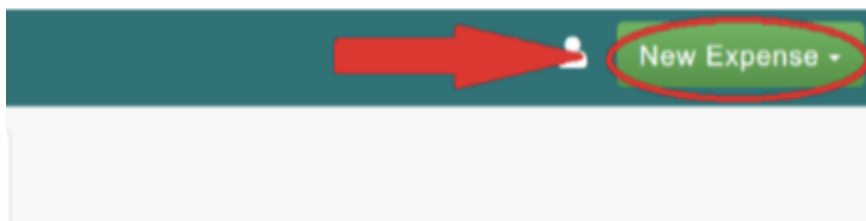
Password Confirmation

Password Confirmation

Did you know you can email your receipts to Bezala?

Bezala will take a picture of the email and add all PDF or image attachments as attachments to a new receipt. All you need to do is to send your receipt to this email:



4. To create a Bezala-request click on “New Expense” or “Nytt utlägg”



5. If you're applying to get a refund for your student union fee please add your name and date when you are applying for the refund and make it clear that it is the student union fee you are applying for. As cost, put the sum you are requesting to get back.

Please attach a scanned copy of the request form you have filled in and some kind of proof you have originally paid the student union fee, eg. a screenshot of your online bank showing the transaction has been made.

6. When creating your Bezala-request you should always remember to put the following information in the description field:
- a. The committee or club that is responsible for the purchase
 - b. The event or activity that the purchase is relating to
 - c. The date of the purchase (will usually be added automatically)
 - d. The sum on the receipt (will usually be added automatically)
7. The whole receipt should always be visible in the picture attached.

 **Kvitto** 

INKÖPETS UPPGIFTER

Beskrivning

Varför uppstod kostnaden eller @resans_namn...

KOSTNAD

Datum på kvittot	Valuta
30.8.2018	€ (EUR)

Pris

€ 0,00

[\(+\)](#) lägg till kostnad

SAMMANDRAG

Spara

If you have any questions regarding the usage of Bezala, as well as other questions regarding the economy at SHS, please email us at ekonomi@shs.fi.