Log into Agresso by following the link

https://agressofinance.rhul.ac.uk/Agresso/System/Login.aspx?ReturnUrl=/Agresso

Fill in your Details:

Username _______________
Domain CC
Password _______________

Login

Left Hand Side

Procurement ➔ Requisitioning ➔ Requisitions – advanced

Right Hand Side

Fill in Requisition Entry as follows:

Type in Supplier = Key Travel (and it will bring up Key Travel code = 2000563)

Tab out

Fill in Subproject code (code you wish your travel to be charged to)

Tab Out

Fill in Delivery Date = Put the days date you raising the requisition

Tab Out

Fill In Delivery Details = Physics Department Loading Bay

Tab Out

Fill in Delivery for the attention of: YOU

Tab Out

Right Hand Side

Click on the Requisition Details tab

Click beneath the Requisition details table to create a new requisition row

Fill in Product field – TB01 Staff Travel or TB02 Student Travel

Tab Across

Right Hand Side

The Description field automatically updates BUT the contents need to be deleted and replaced with your Name, Key Travel Reference & Flight Details
The Unit, Supplier, Delivery date and Currency fields contain default information

Insert the Quantity of items to be ordered

Enter the Price of an individual item/service (there is no VAT on Air Travel)

Tab Out

Go down to GL Analysis which will show your details

You need to:

Click into the box

The Account, CostCode, Project, ResNo (your personnel number) and Subproject Code will automatically update

Tab Across to Tax Code

Change the Tax Code to PZ (Zero Rate VAT)

Tab Across

Ensure Percentage is 100%

Tab Across until out of GL Analysis

Note: If you need to split the cost between SubProj codes add another line, enter the second SubProj code and amend the Percentage or Amount fields to indicate how much of the purchase each budget will fund.

When the Requisition is completed click SAVE in the tools ribbon. If all of the mandatory fields have been completed and there are no errors the system will provide a successfully saved message containing a requisition number. The requisition will have entered workflow.

You may find it helpful to make a note of the requisition number in case you need to track your requisition.

FINALLY, you will receive an e mail from Agresso. Please go into your Agresso account and receipt as MISSING GOODS.