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.

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**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.

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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**.