

New Agresso User Form

First Name

Surname

Employee Number

This is the number which appears on your payslip. Temporary staff will be assigned a number by the Finance department.

University Address

These details will form your default delivery address on a purchase order.

Department

**Floor/Room
Number**

Building

Contact Details

These details will be used for email alerts and will appear on purchase orders.

Telephone No.

Email Address

Type of Access Requested

Tick the appropriate box(es)

- * Access marked * will only be granted after the completion of the appropriate course. These can be booked through Staff Development.
- † Access marked † will only be granted once approval has been given from within the Finance Department. Reporting access will be restricted to relevant cost centres/job codes via your accountant.

Sales Ordering

Web Requisitioning and Invoice Manager

Requisition & Purchase Invoice Approval

Reporting

Finance Department

PBS Access

Sanctions Officer