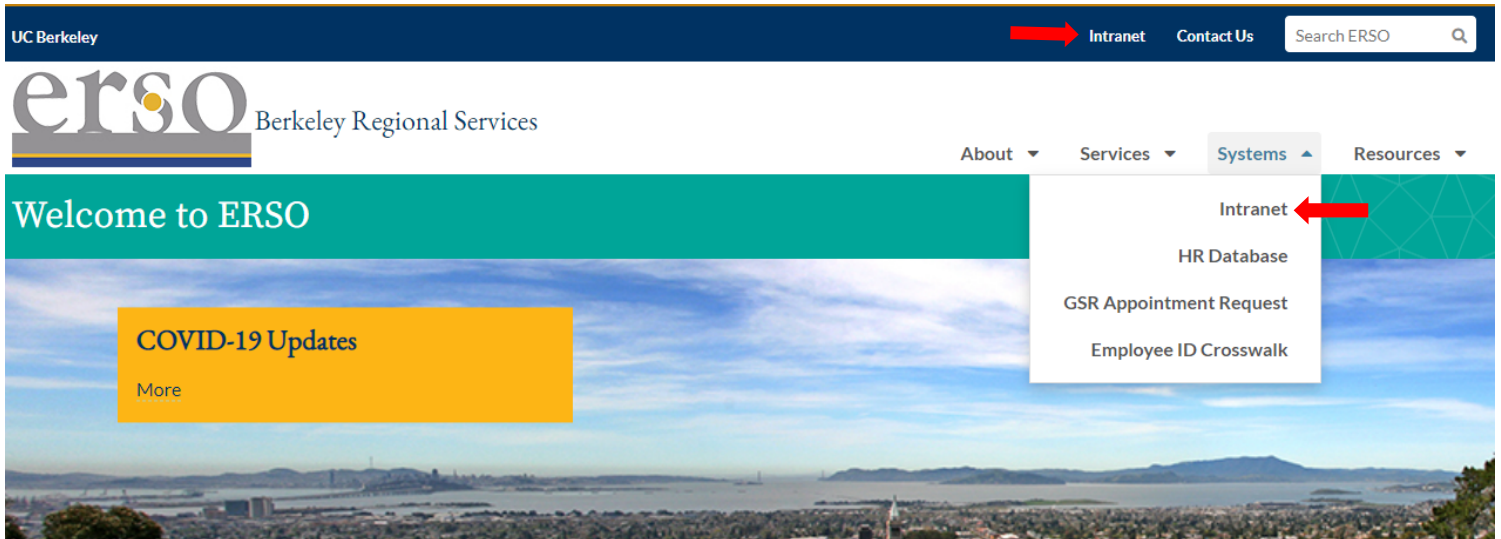


Paying Invoices

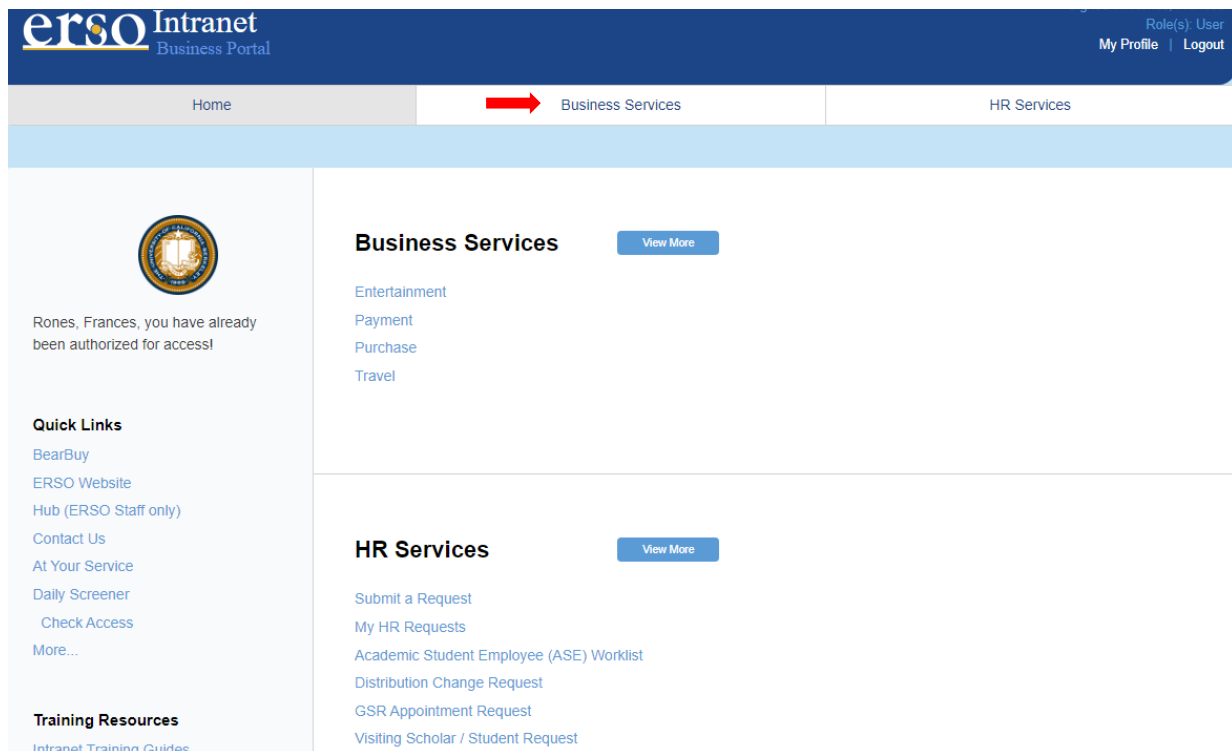
Payment Request

1. Gather invoice in electronic format.
2. Complete the Purchase Order/Vendor Payment Request Form. Find all forms at <https://www.me.berkeley.edu/services/financial-services/>
3. Submit your request in the ERSO Intranet.
4. Follow instructions on the following page.

1. Go to erso.berkeley.edu. Click on the Intranet link on the top right side of the homepage. Or click on Systems and choose Intranet.



2. Once you are logged in, click on the Business Services tab.



3. Submit a Payment Request by clicking on Submit Payment.

Travel

Submit Travel

Submit for:

- Travel Reimbursement
- Conference registration
- Payment to hotel or third party
- Travel Advance

Entertainment

Submit Entertainment

Submit for:

- Entertainment reimbursements / Payments
- Catering Services / Conferences
- Business meetings
- Contract review

Purchase

Submit Purchase

Submit for:

- Goods and services
- After the fact vendor payments
- Independent Contractors
- Memberships

Payment

Submit Payment

Submit for:

- Non-T&E Reimbursement (supply)
- Honoraria (non-employee)
- Participant Support
- Deliveries / Utilities
- Petty Cash / Refunds

4. Fill out the form. Under PI/Center/Department choose **Mechanical Engineering** if you want to use departmental funds. Choose your name if you want to use research funds. Attach the Vendor Payment Request form along with the invoice before you submit your request. Contact financialcluster@me.berkeley.edu if you have any questions.

PI/Center/Department *

Select

Payee name *

EID, SID or Vendor ID (optional)

Business Purpose & Payee Information *

Item description *

Amount *

+ Add Line Item

Compute Total 0.0

Attach files * [File types & size limits](#)

Select File

Add more files

Personally identified information (PII) may not be uploaded to ERSO Intranet, unless the notice triggering data is redacted and completely unreadable. Please remove this data from documents before uploading it. [Learn more here.](#)

I certify that the expenses claimed were incurred by me on official University business on the dates shown. I will upload the receipt as required by University policy.

Submit Save for Later