Paying Invoices

Payment Request

1. Gather invoice in electronic format.
2. Complete the Purchase Order/Vendor Payment Request Form. Find all forms at http://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.

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.