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/
   a. Requester must get PI/group advisor's signature as their "Approver"
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. **You may need to request access to the Intranet the first time you use it.**
3. Submit a Payment Request by clicking on Submit Payment.

4. Fill out the form. Under PI/Center/Department choose Mechanical Engineering if the PI wants to use their department funds. Choose the PI's name if they want to use their research funds. Please attach the Vendor Payment Request form along with the invoice before you submit your request. Please contact financialcluster@me.berkeley.edu if you have any questions.