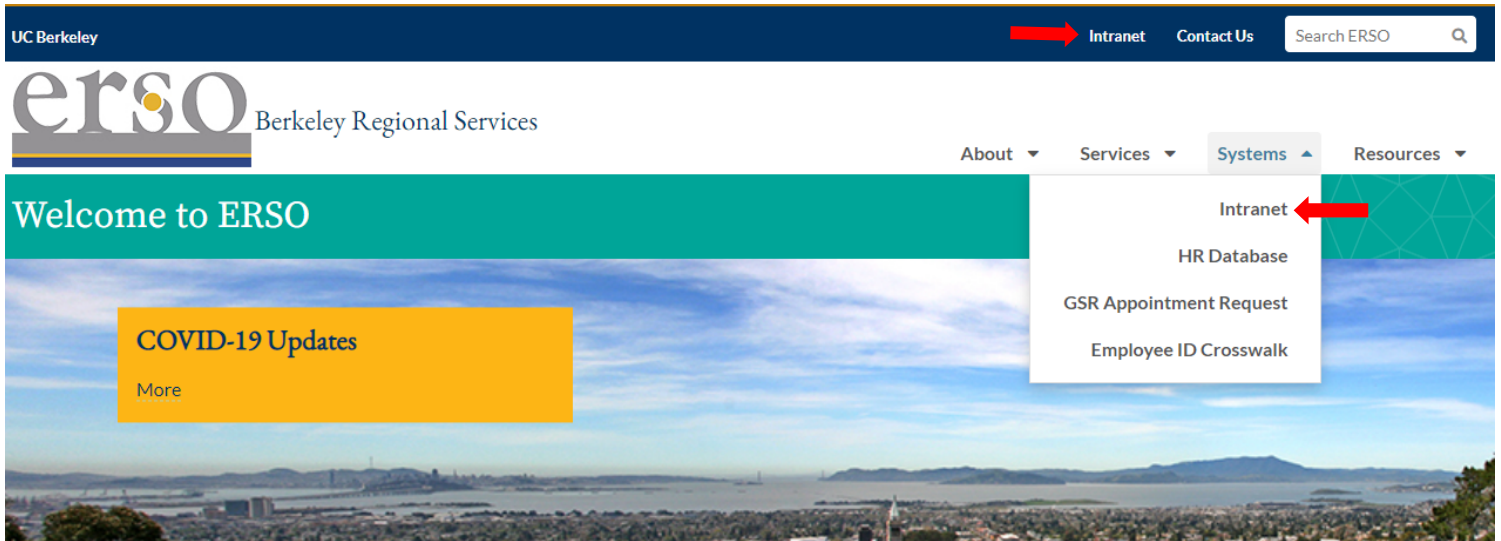


# Paying Invoices

## Payment Request

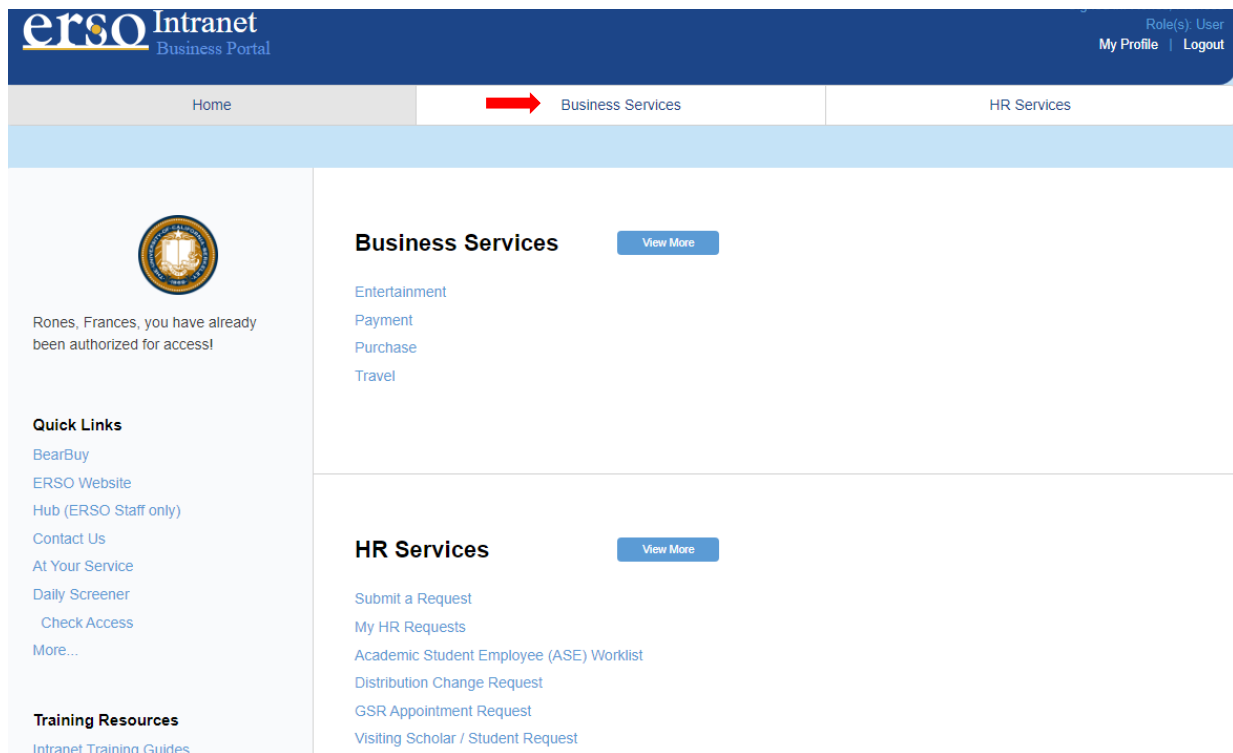
1. Gather invoice in electronic format.
2. Complete the Purchase Order/Vendor Payment Request Form. Find all forms at <https://nuc.berkeley.edu/department-financial-resources/>
  - a. Requester must get PI/group advisor's signature as their "Approver"
3. Submit your request in the ERSO Intranet.
4. Follow instructions on the following page.

1. Go to [erso.berkeley.edu](http://erso.berkeley.edu). Click on the Intranet link on the top right side of the homepage. Or click on Systems and choose Intranet.



The screenshot shows the ERSO homepage. At the top left is the UC Berkeley logo. At the top right, there is a navigation bar with 'Intranet' and 'Contact Us' links, and a search box labeled 'Search ERSO'. Below this is the ERSO logo and 'Berkeley Regional Services'. A navigation menu includes 'About', 'Services', 'Systems', and 'Resources'. The 'Systems' menu is open, showing 'Intranet', 'HR Database', 'GSR Appointment Request', and 'Employee ID Crosswalk'. A red arrow points to the 'Intranet' link in the top right and another red arrow points to the 'Intranet' option in the 'Systems' dropdown. The main content area features a 'Welcome to ERSO' banner and a 'COVID-19 Updates' section with a 'More' link.

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.



The screenshot shows the ERSO Intranet Business Portal. The top navigation bar includes the ERSO logo, 'Intranet Business Portal', and user information: 'Role(s): User', 'My Profile', and 'Logout'. Below the navigation bar are three tabs: 'Home', 'Business Services', and 'HR Services'. The 'Business Services' tab is selected, indicated by a red arrow. The main content area is divided into two sections: 'Business Services' and 'HR Services'. The 'Business Services' section includes a 'View More' button and links for 'Entertainment', 'Payment', 'Purchase', and 'Travel'. The 'HR Services' section includes a 'View More' button and links for 'Submit a Request', 'My HR Requests', 'Academic Student Employee (ASE) Worklist', 'Distribution Change Request', 'GSR Appointment Request', and 'Visiting Scholar / Student Request'. On the left side, there is a 'Quick Links' section with links to 'BearBuy', 'ERSO Website', 'Hub (ERSO Staff only)', 'Contact Us', 'At Your Service', 'Daily Screener', 'Check Access', and 'More...'. Below that is a 'Training Resources' section with a link to 'Intranet Trainino Guides'. A message states: 'Rones, Frances, you have already been authorized for access!'.

### 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 **Nuclear Engineering** if the PI wants to use their department funds. Choose the PI's name if they want to use their research funds. Attach the Vendor Payment Request form along with the invoice before you submit your request. Contact [financialcluster@me.berkeley.edu](mailto: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