

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.

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 the navigation bar is the ERSO logo and the text "Berkeley Regional Services". A main navigation menu includes "About", "Services", "Systems", and "Resources". The "Systems" menu is open, showing options: "Intranet", "HR Database", "GSR Appointment Request", and "Employee ID Crosswalk". A red arrow points to the "Intranet" link in the dropdown menu. On the left side of the page, there is 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. At the top left is the ERSO logo and the text "Intranet Business Portal". At the top right, there is a user profile section with "Role(s): User", "My Profile", and "Logout" links. Below the navigation bar, there 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 a list of links: "Entertainment", "Payment", "Purchase", and "Travel". The "HR Services" section includes a "View More" button and a list of links: "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 sidebar with a "Quick Links" section and a "Training Resources" section.

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 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.

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