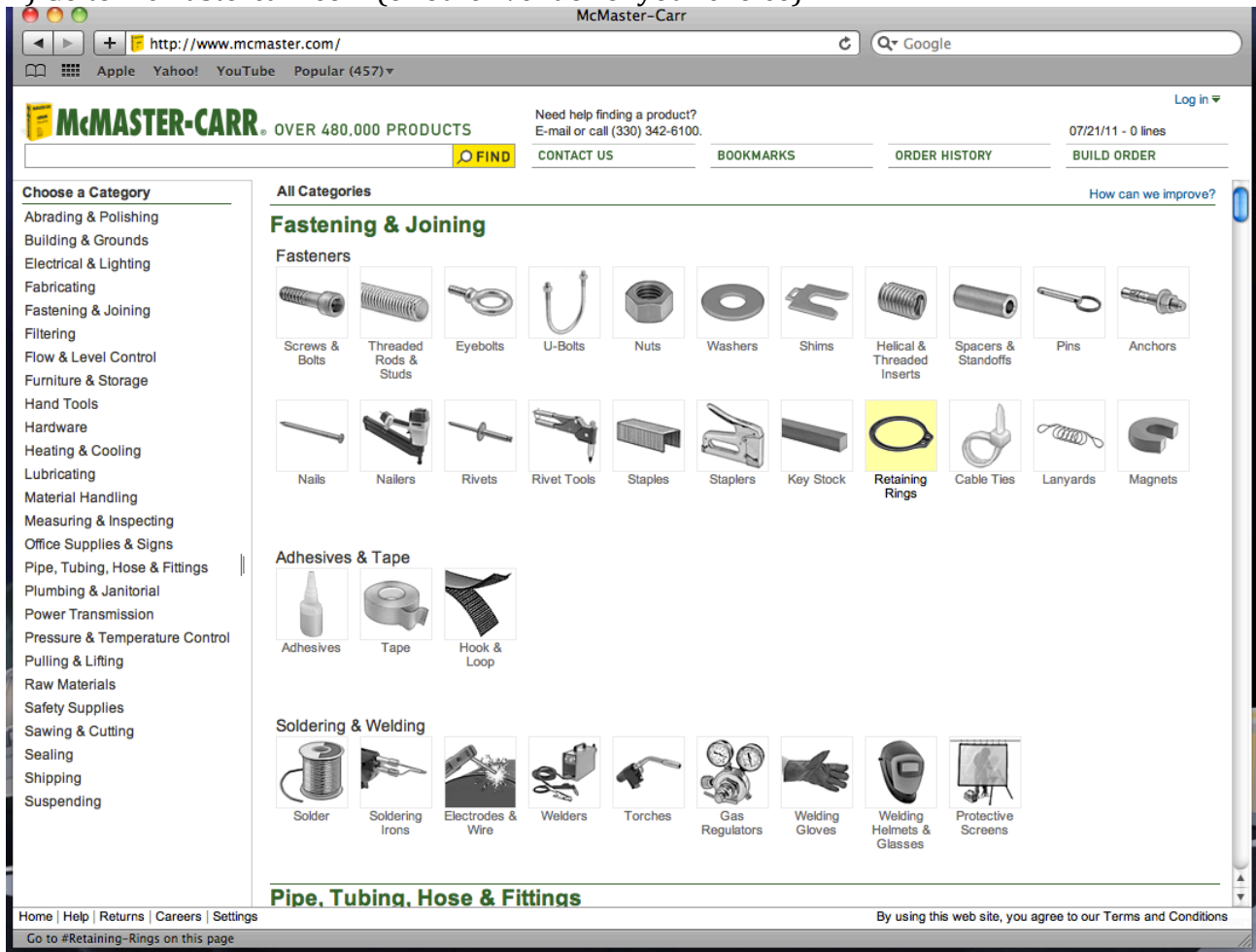


Purchasing Procedure

1.) Go to Mcmastercarr.com (or other vendor of your choice)



2.) Search for what you need and write down the product code, price, and quantity needed.

Search Results

kimwipes

4 Products

Light Duty Wipes

Great for single-use applications.

Nonscratching Tissue Paper

Also known as Kimwipes, these low-lint wipes are soft, gentle, and absorbent. Ideal for delicate cleaning tasks. Color is white.

Ply	Size	Wipes/Box	Boxes/Case	Per Box		
				Partial Case	Full Case	
One	4 3/8" x 8 3/8"	280	60	7367T38	\$3.39	\$3.02
One	14 11/16" x 16 5/8"	140	15	7367T43	9.38	8.35
Two	14 11/16" x 16 5/8"	90	15	7367T41	13.08	11.65
Three	11 13/16" x 11 13/16"	119	15	7367T56	10.40	9.27

3.) Go to erso.berkeley.edu

4.) Click on the “intranet” link on the left

Engineering Research Support Organization - UC Berkeley

http://www.erso.berkeley.edu/

UC Berkeley - Engineering Research Support Organization

erso

TOOLS & SERVICES
PEOPLE
ABOUT US
CONTACTS
NEWS

INTRANET
HR DATABASE
GSR APPT. REQUEST SYSTEM
COMMUNICATIONS
QUICK LINKS
FORMS & PROCEDURES
FAQ
FEEDBACK
College of Engineering

Welcome to ERSO

The Engineering Research Support Organization functions as a central hub, providing research administration support to all research centers, departments, and affiliated ORUs in the UC Berkeley College of Engineering. ERSO focuses on providing effective and efficient research administration, which allows the faculty to focus on developing and growing the research enterprise rather than managing business services. ERSO will maintain a customer-oriented operation, with appropriate levels of faculty and staff oversight to support a culture of continuous improvement.

SEARCH **GO!**

KEY CONTACTS

Associate Dean for Research
Tsu Jae King Liu ; adr@coe

Executive Director, Research Support
Cathy Jen; ckj@erso

Deputy Director, Business Services;
Jennifer Stone; jstone@erso

IN THE NEWS

ERSO Welcomes Henry Wong, New Employee
7/18/11

Welcome **Henry Wong** who joined ERSO on 7/18/11. Henry is working with Jane Doyle's team. He is located in 684 Soda Hall. Contact information is 642-9579, henryw@erso.berkeley.edu. Welcome to our

5.) Input Calnet ID. If this is your first time, you may need to submit a request for access (should be granted in about a weekday). It may also prompt you for personal profile data once you have access. Enter “210 Hearst Mining Building MC: 1760” for office location (not that this matters too much-it will end up at ERSO shipping/receiving anyway).

6.) Under "Services," click "purchase request."

Home

People

Finance

Services

What's New

ERSO Intranet will be down on July 12 from 8pm to midnight
ERSO Intranet New Release
GSR Appointment Request System Enhancements

→ **Services**

Purchase Requests
Supply Reimbursements
Travel Payment Requests
Entertainment Payment Requests

Finance

Financial Report
Nickname My Projects

People

View/Edit Group Delegation Authority List
My RSO
Individuals on My Payroll
GSR Appointment Request

Quick Links

Faculty Energy Interests & Funding Trends
Update here
Monthly Faculty Meetings
bspace
At Your Service
Blu
Effort Reporting System
HR Database
ERSO Web Site

Help

Contact ERSO Intranet



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7.) Select PI as Minor, Andrew M and click "purchase request."

Home

People

Finance

Services

Requesters: To submit a request for approval

Minor, Andrew M

Purchase Request

Supply Reimbursement

Travel Payment Request

Entertainment Payment Request

Review/Edit

Request History

Cancel

Upload

Contact ERSO Intranet



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8.) Click the “Instructions for Purchase Request Submission” for more specific directions. Enter vendor, business purpose and any special instructions, quantity, catalog number, item description, and unit price. Hit “Submit Request” when you’re done.

Purchase Request

Instructions for Purchase Request Submission

If you need assistance completing this purchase request, contact ERSOpurchasing@erso.berkeley.edu

- **Vendor:** Select a Vendor from the drop-down list; if not found, select **Not listed**
- **Business Purpose & Special Instructions:**
 - describe the business purpose of this request (required for BluCard purchase)
 - confirm or edit shipping address and add delivery contact name; the form defaults to the address in your profile
 - enter the **FAB#** if this is a purchase for fabrication
 - enter any details, clarifications or special instructions relevant to the purchase
 - If the vendor is not on the drop-down list above, enter **vendor name, vendor contact name, address, phone, fax and web address**
 - **Inspection Required:** items requiring inspection before payment should be specified in this section; once the item passes inspection, the requester should sign approval on packing slip, scan and email it to ERSOpurchasing@erso.berkeley.edu. ERSO automatically flags for inspection for all equipment over \$10K, used/refurbished equipment, items built per specification, wafers, motherboards, and live materials.
 - **Item requires Customs Clearance:** contact Jeanette Witt at jsw@erso.berkeley.edu
- **Quantity / UOM / Catalog# / Description / Est. Unit Price:** Enter the values in each field
- **Tax:** Select **N** from this drop-down if the item is non-taxable; default value is **Y** (taxable)
- **Cancel Order:** To cancel the order before submitting, click the **Cancel Order** button
- Click on **Calculate Total** to display total purchase amount
- Click the **Submit Request** button when completed; the **Upload Document** screen appears. Follow the on-screen instructions to add and upload documents related to the request

Unit:	Minor, Andrew M	Phone:	(510)642-2222	Address:	111		
Vendor:	MCMASTER CARR SUPPLY CO						
Business Purpose & Special Instructions (max 1000 chars.)	Ship to: 210 Hearst Mining Building MC: 1760						
Qty	UOM	Catalog#	Item Description (max 100 chars.)	Est. Unit Price	Total	Tax?	Delete line?
60	EA	7367T38	Box of small Kimwipes	3.02	197.06	Y	N
Order total:					197.06		
Add another line		Add 5 lines		Calculate total			

Submit Request



9.) If you need to upload a document related to your request, upload it now. Otherwise, you're done!

[Home](#)

[People](#)

[Finance](#)

[Services](#)

Submission Confirmation

Thank you for submitting your request. **Your Intranet request ID is: 54591.** You will receive a confirmation email shortly.

Upload Documents

To Upload Documents:

1. Click the **Browse** button to navigate to the desired document on your computer
2. Click on a **.PDF .XLS** or **.JPG** file in the navigation window; when the file is displayed in the **file name** field, click the **Open** button. The file name will appear in the intranet upload field. **Only .PDF .XLS or .JPG file formats are supported for upload purposes.**
3. Click **Upload**. The file will be displayed as a blue linked file name above the upload section
4. Repeat these steps until all documents are uploaded
5. Click on **Services** in the menu bar to return to the main menu

Documents previously uploaded appear below as links. Click on the link to view a document.

Avoid embedded spaces or special characters.

Upload order-related PDF/XLS/JPG from file location: no file selected

