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.
3.) Go to erso.berkeley.edu

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

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.”

7.) Select PI as Minor, Andrew M and click “purchase request.”
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.
9.) If you need to upload a document related to your request, upload it now. Otherwise, you're done!