

Getting Started in Our Unit:

Preparers - those requesting goods, services or reimbursement

1. Go to <http://ecnr.berkeley.edu> PMB associated employees go to <http://epmb.berkeley.edu>
2. Click: "Login" located on the dark blue navigation bar; enter your CalNet ID and passphrase. If you do not have a CalNet ID or have trouble logging in or obtaining access to the system, please contact: cnrit@berkeley.edu
3. At the top of this page in the dark blue navigation bar, go to: "Purchasing/Reimbursement" link. Click on the link.
4. Two thirds down the page, go to "Queue a purchase or reimbursement request for review & approval" section. At "Select name" use the pull down menu and choose the name of your faculty member or manager who has the project or funding that will benefit from the order or reimbursement.
5. You have 4 options: Enter supply request, Request reimbursement for supply purchase, Request reimbursement for entertainment expense, and Request reimbursement for travel expense. See the Job Aid for the process you wish to complete.

Approvers - those approving the orders and reimbursements and assigning the correct funding chartstring; you may also prepare (request) orders. Faculty will need to log into the system and create their Our Unit password. It is under your control whether you assign this Approver role to someone else by providing them with your created password.

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3. At the top of this page in the dark blue navigation bar, go to: "Purchasing/Reimbursement" link. Click on this link.
4. Under "Access purchasing & reimbursements functions for a unit for which you have ordering password" Click on "Update ordering password" link. This link only displays for the CalNet identified Faculty member or managers of funding; this is a security function. Create and enter a password of up to eight characters twice and select **Update password**. The system will return you to the Purchasing page where you may enter your new password and click "Validate Password".
5. You have 4 options: Enter supply request, Request reimbursement for supply purchase, Request reimbursement for entertainment expense, and Request reimbursement for travel expense. See the Job Aid for the process you wish to complete.

Again, the faculty has the control and ability to assign this Approver role to someone else by providing the password created for Our Unit. Congratulations, you are now ready to not only approve orders and reimbursements but you can also prepare them as well.