

How to attach documents to Payment Request Form for Non-PO Vouchers

On the Payment Request Form Step 1 (Summary Information)

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Exit Save for Later Next

Summary Information - Step 1 of 4

Instructions ?

*Business Unit Invoice Number Entered By Training ID - AP/PO
Request ID *Invoice Date Entered Datetime 04/24/2015 11:03AM

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Total Amount *Currency

Notes/Comments

Attachments (0)

Exit Save for Later Next

You can add attachment to your payment request. Click the **Attachments (0)** link.

Payment Request Attachments

Request ID Entered Datetime 04/24/2015 11:03AM

Details

Attached File	Description	User	Name	Date/Time Stamp
---------------	-------------	------	------	-----------------

Add Attachment

OK Cancel

Use the **Payment Request Attachments** page to add attachments such as a copy of the invoice

Click **OK** button.