

How to attach documents to Payment Request Form for NERO Vouchers On the Payment Request Form Step 1 (Summary Information)

The screenshot shows the 'Summary Information - Step 1 of 4' page of the Payment Request Form. At the top, there are navigation buttons: 'Exit', 'Save for Later', and 'Next'. Below this, the form contains several input fields: 'Business Unit' (with 'COLUM' selected), 'Invoice Number', and 'Invoice Date'. A table with columns for 'Attachments (0)', 'Description', 'Cost Sub-Type', 'Misc Charge Amount', 'Freight Amount', and 'Total Amount' is visible. The 'Attachments (0)' link is highlighted with a red rectangular box. At the bottom of the form, there are 'Exit', 'Save for Later', and 'Next' buttons.

You can add attachments to your payment request. Click the [Attachments \(0\)](#) link.

The screenshot shows the 'Payment Request Attachments' page. At the top, there are navigation buttons: 'Exit', 'Save for Later', and 'Next'. Below this, the form contains several input fields: 'Request ID', 'Entered On Time', and 'Entered On Date'. A table with columns for 'Attachment ID', 'Attachment Name', 'Attachment Type', and 'Attachment Size' is visible. At the bottom of the form, there is an 'Add Attachment' button, and below it, 'OK' and 'Cancel' buttons.

Use the [Payment Request Attachments](#) page to add attachments such as a copy of the invoice

Click [OK](#) button.