

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 the title, there are fields for 'Business Unit' (set to 'COLUM'), 'Invoice Number', and 'Invoice Date'. A table with columns for 'Attachments (0)', 'Description', 'Cost Sub-Total', 'Misc Charge Amount', 'Freight Amount', and 'Total Amount' is visible. The 'Attachments (0)' link is highlighted with a red rectangular box. Below the table is a 'Notes/Comments' section with a text area and a 'Save' icon. At the bottom, 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: 'Sign out', 'Home', and 'Add to Favorites'. Below the title, there are fields for 'Request ID' and 'Entered On Time'. A table with columns for 'Attachment ID', 'Attachment Name', 'Attachment Type', and 'Attachment Date' is visible. Below the table is an 'Add Attachment' button with 'OK' and 'Cancel' options.

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

Click [OK](#) button.