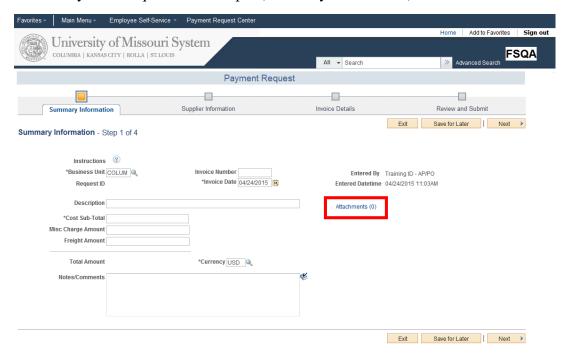
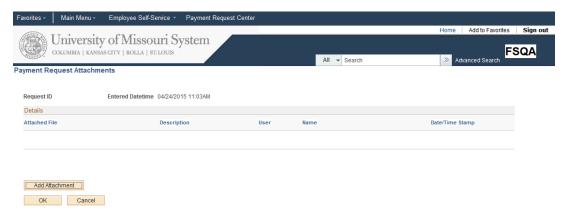
## How to attach documents to Payment Request Form for Non-PO Vouchers

On the Payment Request Form Step 1 (Summary Information)



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



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