

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

### On the Payment Request Form Step 1 (Summary Information)

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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: COLUMBIA

Request ID: [Field]

Invoice Number: [Field]

\*Invoice Date: 04/24/2015

Entered By: Training ID - AP/PO

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

Description: [Field]

\*Cost Sub-Total: [Field]

Misc Charge Amount: [Field]

Freight Amount: [Field]

Total Amount: [Field]

\*Currency: USD

Notes/Comments: [Field]

**Attachments (0)**

Exit | Save for Later | Next

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

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Payment Request Attachments

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

Details

Attached File	Description	User	Name	Date/Time Stamp
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Add Attachment

OK Cancel

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

Click **OK** button. **OK**