

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. The page includes a navigation bar at the top with 'Home', 'Add to Favorites', and 'Sign out' options. Below the navigation bar, there are buttons for 'Exit', 'Save for Later', and 'Next'. The main content area contains a table with columns for 'Attachments (0)', 'Description', 'Cost Sub-Total', 'Misc Charge Amount', 'Freight Amount', and 'Total Amount'. The 'Attachments (0)' link is highlighted with a red box. Below the table, there is a 'Notes/Comments' section with a text area and a 'Save' icon.

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

The screenshot shows the 'Payment Request Attachments' page. The page has a blue header with the University of Missouri System logo and navigation links. Below the header, there is a 'Details' section with a table of attachments. At the bottom of the page, there 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.