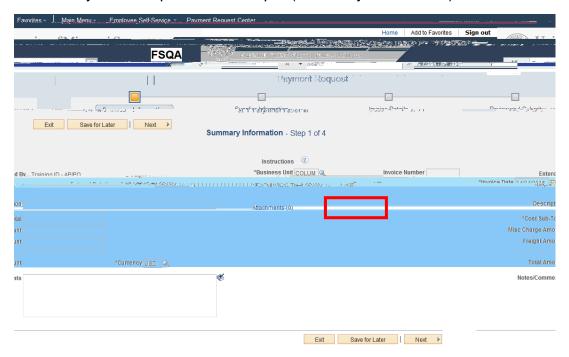How to attach documents to Payment Request Form for Non-PO Vouchers

On the Payment Request Form Step 1 (Summary Information)

You can add an 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.