

Attaching Documents to the BearBuy Meeting & Entertainment Payment Request Form

Attachments are sometimes required on the BearBuy Meeting & Entertainment Payment Request form for a number of reasons such as supporting documentation requirements, signed approvals, quotes, or the declaration of a missing receipt.

To add attachments to this form:

1. (not shown) Sign into [BearBuy](#) and scroll down to the Meeting and Entertainment (Special Approval Required) section
2. Click the **Meeting and Entertainment Paymen...** icon
3. (not shown) Fill in the form as required (see the [BearBuy Meeting and Entertainment Payment Request Overview](#) for more information)
4. When completed, scroll down to and click the **Add Attachments** button at the bottom of the form, the Add Attachments window displays
5. Click the **Select Files** button
6. Browse for and select the file(s) you wish to attach (hold down the CTRL key and click multiple filenames if required)
7. Click **Open**
8. When the files are uploaded successfully and at 100 percent, click the **Save Changes** button.

Your files are now attached to the form and will be submitted along with the entered information.

