Home > Concur Request: Attaching Documents

Concur Request: Attaching Documents [1]

In the NextGen UI for **Concur Request**, attachments are added to the request by clicking <u>Attach Documents</u> in the **Attachments** menu on the **Expected Expenses** page.



Clicking Attach Documents opens the **Document Upload and Attach** dialog. Click **Upload and Attach** to add an attachment to the request.



After adding an attachment to a request, the attachments icon,

nage not found or type unknown

the Attachments menu to indicate that the request has attachments.



You can view, delete, or add additional attachments from the Attachments menu.

nage not found or type unknown

Source URL:https://www.cu.edu/psc/concur-request-attaching-documents

Links [1] https://www.cu.edu/psc/concur-request-attaching-documents