

How to add a Non-PO Line to a PO Invoice

Overview

This guide will show you how to add a Non-PO Line to a PO Invoice.

Navigation

Within myUFL, navigate to:

- ⇒ Nav Bar
- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

Process

For this example, we will be adding a freight line.

1. Click on **Accounts Payable icon**.
2. Click **AP Home**.
3. You should have an invoice already created to complete this process. If you don't, use the Create an Invoice instruction guide.



If you have an invoice number, start here.

1. Start at the **Dashboard**.
2. Find the **invoice** and click on the **Blue Invoice Number**.

Accounts Payable > Invoices > Search For Invoices > Search Invoices				
My Searches << Search Invoices Save As				
Manage Searches My Invoices My Recent Approvals Favorite Searches You do not have any favorite searches yet.				
Created Date: Last 90 days <input type="text" value="UIT1901786"/> <input type="button" value="Q"/> <input type="button" value="Add Filter"/> <input type="button" value="Clear All Filters"/>				
1-1 of 1 Results				
Invoice Number	Supplier Invoice Number (s)	Supplier	Purchase Order Number	
V0001321	123456	New England Biolabs Inc	UIT1901786	

3. Scroll down to the **Line Item Details** and click the button **Add Non-PO Item**.
4. Fill out the form.
 - Add a **Description, Quantity and Price**.
5. Click **Save and Close**.

Add Non-PO Item

PO Number

Description	Catalog No.	Quantity	Price Estimate	UOM
Freight costs	<input type="text"/>	1	25.00	EA

241 characters remaining [expand](#) | [clear](#)

[Product Details](#)

Commodity Code

[Save and Close](#)

6. **Scroll** to check for errors.
7. If you notice a mistake, click **View/Edit by line item** and make adjustments.

[View/edit by line item.](#)

Line Item Details

[Show line details](#)

[Add new PO](#) [Add Non-PO Item](#)

UIT1901786 [Add more lines from this PO](#)

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	1 B2BTalk upgrade to 2018. Test PO Import after WebMethods changed URL on logger side more info...	1	EA	5.00 USD	1 EA	5.00 USD	edit
UIT1901786							
2	Freight costs more info...		EA	25.00 USD	1 EA	25.00 USD	edit
						Subtotal	30.00
						Discount	0.00
						Tax1	0.00
						Tax2	0.00
						Shipping	0.00
						Handling	0.00
						Total	30.00 USD

8. To add an alternate distribution for a line, edit **Accounting Codes**.
9. Enter **Alternate Chartfield Information** then **Save**.
You will see the new chartfield for that line.

Additional Assistance

myUF Marketplace – Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335