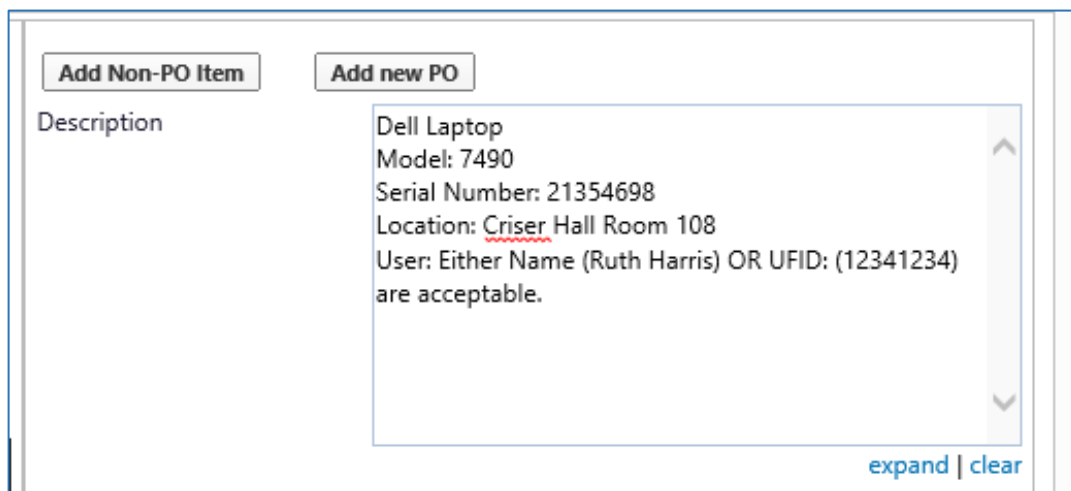# Including Asset Information in an Invoice

Overview

This guide will show you how to add asset information when manually creating an invoice.

Navigation

Within myUFL, navigate to:

⇨ Nav Bar
⇨ Main Menu
⇨ My Self Service
⇨ myUF Marketplace

1.
2. Within the Manual Entry tab of the invoice, include important information for Asset Management in the **Description**.

3. Include the same information in the **Comments tab**.

Additional Assistance

Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335