Match Exceptions

Overview
“What do I do if I get a Match Exception?”

This guide will provide you with helpful information for handling Match Exceptions.

Navigation
When a match exception is detected while your invoice is being budget checked, you will receive an email from the marketplace with details about the invoice.

To address the exception, you should:

1. **Click the link** in the email. This will take you to your invoice approvals.
2. **Complete a Change Order** to correct it. *The Complete a Change Order instruction guide has guidance.*
3. Call the myUF Marketplace help desk.
### myUF Marketplace – Marketplace Help Desk

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<thead>
<tr>
<th>Email</th>
<th><a href="mailto:myUFMarketplace@ufl.edu">myUFMarketplace@ufl.edu</a></th>
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<tbody>
<tr>
<td>Phone</td>
<td>(352) 392-1335</td>
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