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:

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⇒ 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**.

**Add Comment**

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):
- AP Training (Prepared by) <disbursements@ufl.edu>

**Dell Laptop**
- Model: 7490
- Serial Number: 21334609
- Location: Criser Hall Room 108
- User: Either Name (Ruth Harris) OR UFID: (12341234) are acceptable.

840 characters remaining

**Attach file to this document (optional):**

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>File</th>
<th>File Name</th>
<th>File</th>
</tr>
</thead>
</table>

Add Comment Close

**Additional Assistance**

**Marketplace Help Desk**

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335