

Including Asset Information in an Invoice

Overview

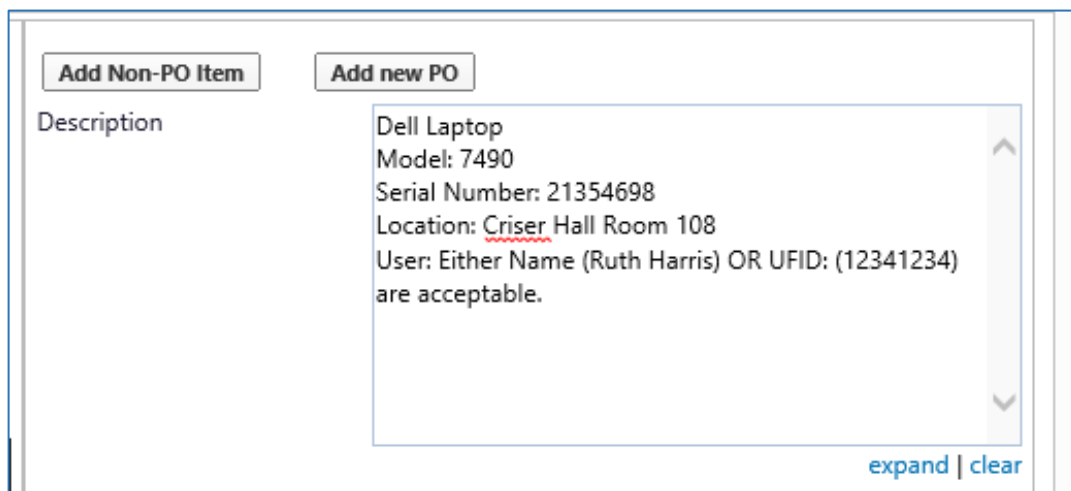
This guide will show you how to add asset information when manually creating an invoice.

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**.



The screenshot shows a web interface for adding a new purchase order (PO). At the top, there are two buttons: "Add Non-PO Item" and "Add new PO". Below these buttons is a "Description" label and a text input area. The input area contains the following text: "Dell Laptop", "Model: 7490", "Serial Number: 21354698", "Location: Criser Hall Room 108", and "User: Either Name (Ruth Harris) OR UFID: (12341234) are acceptable." The text "Criser Hall Room 108" has a red underline. At the bottom right of the input area, there are two links: "expand" and "clear".

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

Add Comment [Close]

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 Training1 (Prepared by) <disbursements@ufl.edu>
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Dell Laptop
Model: 7490
Serial Number: 21354698
Location: Criser Hall Room 108
User: Either Name (Ruth Harris) OR UFID: (12341234) are acceptable.

849 characters remaining

Attach file to this document (optional):

Attachment Type: File [v]
File Name: []
File: [Browse...]

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Marketplace Help Desk

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