

## Creating a Non-Purchase Order Invoice

### Overview

This guide will show you how to manually create an invoice from a Non-Purchase Order.

### Navigation

Within myUFL, navigate to:

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

### Process



1. Click on the **Accounts Payable icon**.
2. Click **AP Home**.
3. Within the **Create Invoice** section of the dashboard:

- Check the dropdown list says **Invoice**.
  - Make sure the *From:* dropdown says **Non-PO**.
  - If it doesn't, click the arrow to change the selection from PO to Non PO.
4. Add the **Supplier Name** and click **Create**.

From the **Simple Manual Entry Tab**

5. Edit the **Invoice Date** as necessary.
6. Check the **Override the Due Date** box if necessary and type in the due date.
7. Add the **Supplier Invoice Number**.
8. Add a **Non-PO Item**.
9. Add a **Description**.
10. Enter the **Subtotal**.

11. Click **Save**.

You may notice a check box below the Subtotal called “(Do Not Use – Invoice will Fail)”. This is **NOT** where you need to add any information. Any information inserted in these fields will create an error. Discount, tax, shipping, and handling information should be added as [Non-PO Lines](#).

In the Buyer Invoice Tab

12. In the General section of the Buyer Invoice tab, click the second **edit button** from the top. This one is located beside the Invoice Date line.
13. If Special Handling is required...In the **Payment Justification** field, select the Handling Code needed, provide the justification, contact information, etc.
14. Click **Add Attachments** and add an internal attachment to the Invoice.  
*Existing documents from the purchase order may be present. You can still attach documents as advised above. You don't need to modify the existing attachments. If you don't have space to attach your documents, contact the myUF Marketplace Helpdesk.*
15. Scroll down to add Chartfield information.
16. Enter a justifiable **Business Purpose**.
17. Add the **PO Business Unit**.
18. Enter your **Chartfield information** (the Chartfields below are required on all transactions).
  - Dept ID
  - Fund
  - Program
  - Account
  - Budget Reference
19. Click **Complete**.

Additional Assistance

Marketplace Help Desk

Email: [myUFMarketplace@ufl.edu](mailto:myUFMarketplace@ufl.edu)

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