

Match Exceptions

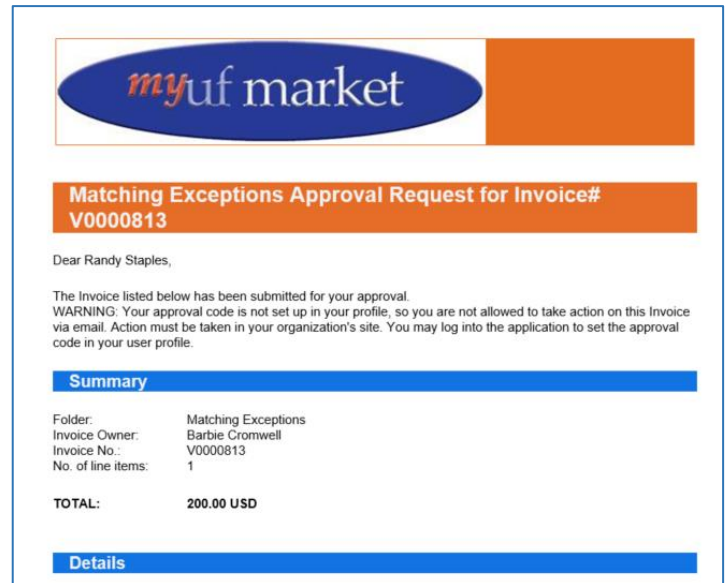
Overview

“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.

Additional Assistance

myUF Marketplace – Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335