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

Contact Us

Phone: (352) 392-1335