## *<sup>my</sup>*uf marketplace

## 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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🖙 Main Menu

- ⇒ My Self Service
- ⇒ myUF Marketplace

1. On the **comments Tab** of the invoice, click the + icon to include the required information for capitalization: Received Date, Location, Manufacturer, Model, Responsible Party and Serial number and click the check icon to save.

Entry Summary Matching Supplier Message	es Comments Attachments History
Records Found: 0	Show comments for Invoice
No comments have been added	
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cords Found: 0	Show comments for Invoice • +
ADD COMMENT	×
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	File Choose File Upload your file
	Contact Us

Additional Assistance

Marketplace Help Desk Phone: (352) 392-1335

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