

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: By Click This Button, You Acknowledge Receipt Of Goods And Services On Behalf of UF**

Complete: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf Of UF

*Tip: Unless a specific invoice line has a GL allocation listed, it will use the invoice header to pay the invoice line

