Including Asset Information in an Invoice
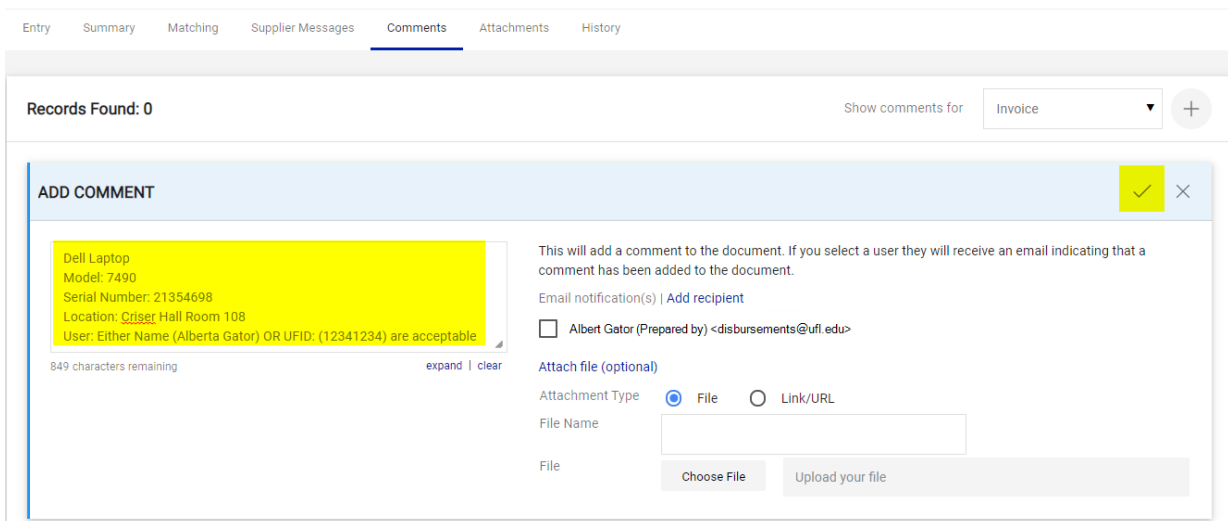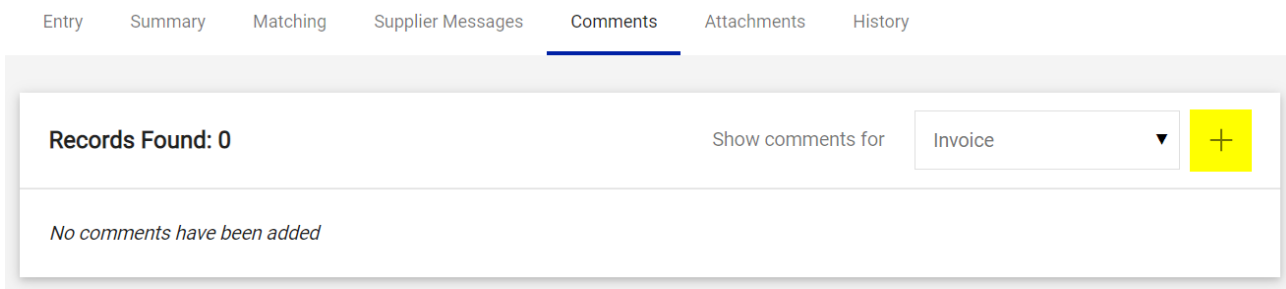
Overview

This guide will show you how to add asset information when manually creating an invoice.

Navigation

Within myUFL, navigate to:

⇨ Nav Bar
⇨ 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.