



Invoice Adjustment Job Aid

Agency Customers may need to adjust an invoice due to credit on a vendor's invoice or for financial consequences built into their vendor's contract. MyFloridaMarketPlace offers a mechanism to add these adjustments when creating invoices in MFMP.

Begin creating your invoice and on the 'Add Item's page, click the 'Add Taxes & Charges' button.

Direct Invoicing

INV1234-3726075: INV1234-3726075

Items:1 Total: \$13,600.00000 USD

This is a summary of the item(s) you have added.

No.	Description	Order	Qty	Unit *	Price *	Amount	
1	Database Manager for Special Project	PO911263	160	hour	\$85.00000 USD	\$13,600.00000 USD	Add Taxes & Charges

Subtotal: \$13,600.00000 USD
Total Tax: \$0.00000 USD
Total: \$13,600.00000 USD

Place a checkmark in the box next to 'Add Discount.' Enter the invoice adjustment with a minus sign (-) in front of the amount and click 'Ok.'. In this example, the adjustment is for -\$1,000.00.

INV1234-3726075: INV1234-3726075

Items:5 Total: \$13,600.00000 USD

Select a check box to enter information about the line item you wish to add.

Adding taxes & charges for invoice item 1

TAXES

Add Taxes

SHIPPING CHARGES

Add Shipping Charges

HANDLING CHARGES

Add Handling Charges

DISCOUNT

Add Discount

Type: Discount

Amount: -1000.00 USD

On the 'Add Items' page, click the arrow in front of the line item where you added the adjustment. Place a checkmark in the box in front of the newly added line, titled "Discount – line level." Click the 'Edit' button to edit the name of the new line.

INV1234-3726075: INV1234-3726075
Items:2 Total: \$12,600.00000 USD Add More Items Summary

This is a summary of the item(s) you have added.

No.	Description	Order	Qty	Unit *	Price *	Amount	
<input type="checkbox"/>	1 Database Manager for Special Project	PO911263	160	hour	\$85.00000 USD	\$13,600.00000 USD	Add Taxes & Charges
<input checked="" type="checkbox"/>	Discount - line level					-\$1,000.00 USD	

Subtotal: \$12,600.00000 USD
Total Tax: \$0.00000 USD
Total: \$12,600.00000 USD

Update the 'Description' of the invoice adjustment, as desired. You will also be required to add a commodity code. Click 'Ok.'

Items:2 Total: \$12,600.00000 USD OK Cancel

LINE ITEM DETAILS

Type: Discount
No.: 2

Description: Financial Consequences for missing a monthly SLA (DEL001).

Supplier Part Number: DEL001

Supplier Auxiliary Part ID:

Amount: -\$1,000.00 USD

Commodity Code: * 80101500: Business an

Supplier:
Contact:

Click the 'Summary' button. It is a best practice to add a comment explaining why an adjustment was made. Add the comment on the Summary page. Before clicking 'Submit,' review the total to ensure that it correctly reflects the adjustment made.

Items:2 Total: \$12,600.00000 USD ◀ Prev Submit Exit

You can continue to edit the invoice before submitting it for approval.

Summary Approval Flow

TITLE - INVOICE

Buyer Contact: Tammy Clark	Order: PO911263
ID: INV1234-3726075	Supplier:
Supplier Invoice #: 1234	Vendor Location:
Supplier Invoice Date: Tue, 8 Sep, 2015	Invoice Received Date: Today
	Service Start Date: Sat, 1 Aug, 2015
	Service End Date: Mon, 31 Aug, 2015

Line Items Show Details

No.	Description	Order	Qty	Unit *	Price *	Amount
<input type="checkbox"/> 1	Database Manager for Special Project	PO911263	160	hour	\$85.00000 USD	\$13,600.00000 USD
<input type="checkbox"/>	Financial Consequences for missing a monthly ...					-\$1,000.00 USD

Subtotal: \$12,600.00000 USD
 Total Tax: \$0.00000 USD
 Total: \$12,600.00000 USD

COMMENTS - ENTIRE INVOICE

Comments

Tammy Clark The vendor missed delivering the required monthly DEL001. The contractual penalty for this missed deliverable is \$1,000.00.
 [Tuesday, September 8, 2015 at 4:41 PM]

ATTACHMENTS - ENTIRE INVOICE

Please contact the **MFMP Customer Service Desk** if you have any questions.

Phone: 866-352-3776

Email: BuyerHelp@myfloridamarketplace.com