Entering After-the-Fact Purchases into CU Marketplace

The entire After-the-Fact (ATF) procedure is discussed in the Step-by-Step Guide Entering After-the-Fact Purchases into CU Marketplace.

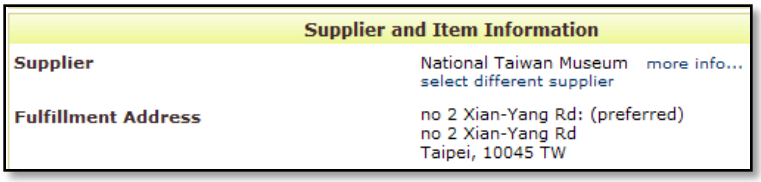
1. Begin by accessing CU Marketplace via your campus portal. Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.

2. From the **CU Purchasing & Payment Forms** section of the CU Marketplace home page, select the **After the Fact Form**. The form will appear in a separate window.

3. Enter the **Supplier** or click the **supplier search** link. Select the appropriate supplier from the list of results.

> **Can't find your supplier?**
> A supplier must be set up in CU Marketplace before you can enter a form. Refer to the CU Supplier Portal web page for guidance.

4. Verify that supplier information is correct. A **Fulfillment Address** specified by the supplier as preferred will default.



5. Enter the required item information, indicated by the boldfaced fields.

   a. If available, enter the **Catalog No**.

   b. Enter a detailed **Description**.

   c. Enter the **Quantity**.

   d. Enter the **Unit Price**.

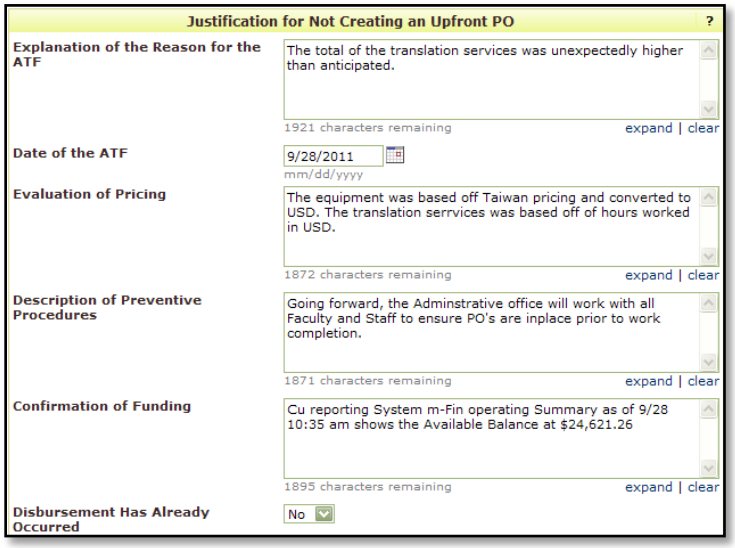
   e. If appropriate, select a different **Packaging (UOM)** measurement.

f. Select a **Commodity Code**.

g. Click the **add attachments...** link to attach the invoice(s) and other pertinent documentation. The invoice **must** be attached or the purchase will not be approved by the PSC.

6. Enter the required **Justification for Not Creating an Upfront PO**.

a. Enter an **Explanation of the Reason for the ATF**. Include a description of your department's internal controls and why controls did not prevent this situation from occurring. Also, include whether either party acted in bad faith or in a fraudulent manner.



b. Enter the **Date of the ATF**.

c. Provide an **Evaluation of Pricing** that assesses whether the prices or rates and fair and reasonable and the basis for that conclusion.

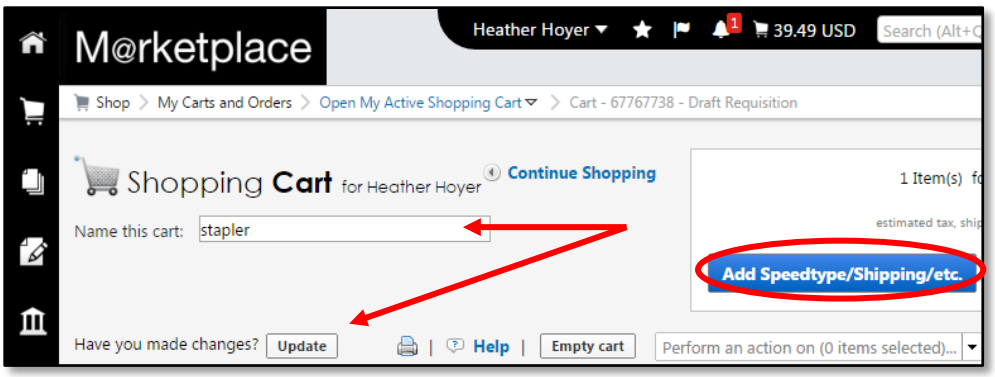
d. Provide a **Description of Preventive Procedures** which includes steps that are planned to prevent this situation from occurring again. Also, if similar violations have occurred in the past, explain why prior preventative actions did not work.

e. Attest that your department has the available resources to pay for this ATF in the **Confirmation of Funding** section.

f. Use the **Disbursement Has Already Occurred** dropdown menu to select whether or not payment has been made to the supplier.

7. Use the **Available Actions** dropdown menu located at the top of page and select *Add and go to Cart*; click the **Go** button.

8. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click the **Update** button to save your shopping cart's new name.



If you are a Shopper: You **must** assign your shopping cart to a Requestor for processing. (Before assigning your shopping cart, if appropriate, you can enter SpeedType and/or shipping information.)

If you are a Requestor: It is now time to add details to the shopping cart and submit the shopping cart as a requisition.