

### 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](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
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.

Supplier and Item Information	
<b>Supplier</b>	National Taiwan Museum <a href="#">more info...</a> <a href="#">select different supplier</a>
<b>Fulfillment Address</b>	no 2 Xian-Yang Rd: (preferred) no 2 Xian-Yang Rd Taipei, 10045 TW

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**.

Catalog No.	<input type="text"/>
Description	Digital Equipment and Paiwan and Chinese translation services 193 characters remaining <a href="#">expand</a>   <a href="#">clear</a>
Quantity	<input type="text" value="1"/>
Packaging (UOM)	<input type="text" value="1"/> EA - Each <a href="#">v</a>
Unit Price	<input type="text" value="6,000.00"/>
Commodity Code	13 - Professional Services & Traini... <a href="#">v</a>
Invoice Attachment	
Attachments	<input type="text"/>
Internal Attachments	<a href="#">add attachment...</a>

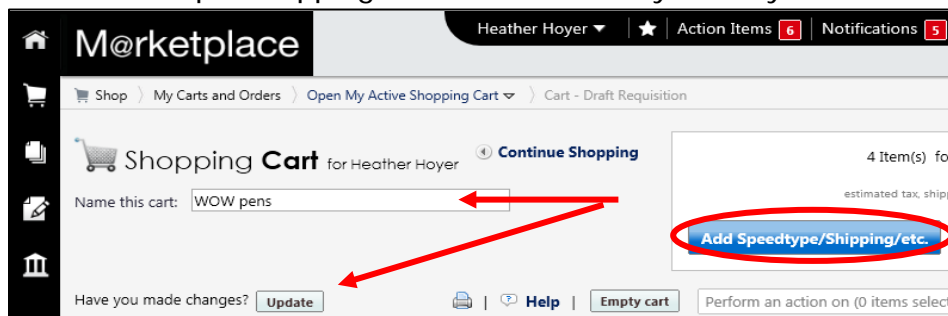
- e. If appropriate, select a different **Packaging (UOM)** measurement.

- 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 are 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.

Justification for Not Creating an Upfront PO ?	
Explanation of the Reason for the ATF	<div>The total of the translation services was unexpectedly higher than anticipated.</div> <div>1921 characters remaining</div> <div>expand   clear</div>
Date of the ATF	<div>9/28/2011</div> <div>mm/dd/yyyy</div>
Evaluation of Pricing	<div>The equipment was based off Taiwan pricing and converted to USD. The translation services was based off of hours worked in USD.</div> <div>1872 characters remaining</div> <div>expand   clear</div>
Description of Preventive Procedures	<div>Going forward, the Administrative office will work with all Faculty and Staff to ensure PO's are in place prior to work completion.</div> <div>1871 characters remaining</div> <div>expand   clear</div>
Confirmation of Funding	<div>Cu reporting System m-Fin operating Summary as of 9/28 10:35 am shows the Available Balance at \$24,621.26</div> <div>1895 characters remaining</div> <div>expand   clear</div>
Disbursement Has Already Occurred	<div>No <input checked="" type="checkbox"/></div>

## Quick Step Guide CU Marketplace

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 [finalize the shopping cart](#) and submit the shopping cart as a requisition.