

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.

Supplier and Item Information	
Supplier	National Taiwan Museum more info... select different supplier
Fulfillment Address	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**.

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

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

- 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.

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

- 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.

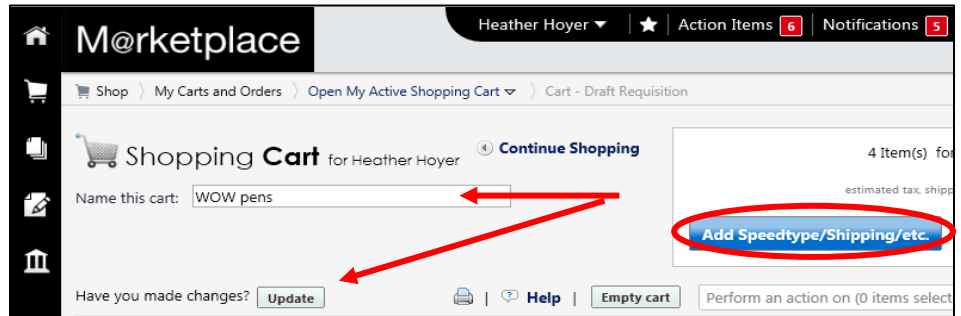
- d. Provide a **Description of Preventive Procedures** which includes steps that are planned to prevent this situation from occurring again. Also, if similar violations have occurred in the past, explain why prior preventative actions did not work.

- 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.

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.