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After the Fact PO Form (ATF)

May 2018

After the Fact Overview

- **Policy/Guidelines**

- After the Fact (ATF) purchases
 - Are "unauthorized purchases" per UCOP [Bus 43](#) policy
 - Have been committed to the supplier without proper authorization
 - Are against policy and will be tracked for reporting purposes
 - Require justification for why this transaction was after the fact

- **When & How to Use**

- Use the BearBuy After the Fact PO Form to pay for goods/services for which a Purchase Order (PO) should have been created but was not
- Each supplier invoice should be submitted on a separate form
- It is a requirement that you attach a completed [After the Fact Justification Form](#), any necessary supporting documentation, and an invoice to the BearBuy After the Fact PO Form
- Read the [After the Fact PO How To Buy Guide](#) for additional guidance

- **How to Avoid After the Fact Purchases**

- Create a PO prior to requesting goods or services from a supplier
- Set up an Amount-based (blanket) PO for multiple payments to the same supplier for emergency services you may need over a period of time
- Do not approve a supplier to deliver goods or start services until you have a PO in place
- Consult your Central Buyer for advice on how to better plan purchases so you can avoid after the fact purchases



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HOW TO COMPLETE THE AFTER THE FACT PO FORM



Find & Select the Form

- Navigate to the **Forms for Specific Purchases** section at the bottom of the BearBuy Shopping Homepage
- Click on the **After the Fact PO Form** name to open the form



Supplier Information

- Read the instructions on the left side of the form and review the [After the Fact How To Buy Guide](#) linked on the form
- In the **Request Information** section of the form, type the supplier name in the **Enter Supplier** field
 - If the payee name is different from the supplier name, enter the name in the **Payee** field (optional)
 - To include a message with the payment, specify a message in the **Payment Message** field (optional)
 - Confirm the **Remit To Address** is correct

Request Information	
Supplier Info	
Supplier	AGILE SUPPLY more info... select different supplier
Fulfillment Address	AP, Dispatch: FAX: (preferred) 721 GREEN AVE SAN BRUNO, CA 94066 US
Distribution	
The system will distribute purchase orders using the method(s) indicated below:	
Fax	+1 (650) 871-5138
Manual	
Contract	select contract..
Payee (If different from supplier name)	<input type="text" value="Supply Corporation"/>
Payment Message (70 char. max)	<input type="text" value="This is for account #12345"/>
Remit To Address	<input type="text" value="PO BOX 1222, SAN BRUNO"/>
Remit To Location List	PO BOX 1222 SAN BRUNO, CA 94066

Invoice Information

- Enter the supplier's invoice number in the **Supplier Inv #** field
- Enter the date of the invoice in the **Invoice Date** field

Supplier Inv #

123456789

Invoice Date

03/01/2016

mm/dd/yyyy



Justification & Documentation

- In the **After The Fact Justification** Section Provide a brief summary of why the unauthorized purchase was made
- In the **Internal Attachments** section
 - Attach a completed and signed [After the Fact Justification Form](#)
 - Supplier's invoice
 - Any necessary supporting documentation (i.e. Certificate of Insurance, Conflict of Interest statement, pre-hire worksheet. etc.)

After The Fact Justification ?

Provide a summary of why the unauthorized purchase was made.

Justification summary entered here.

465 characters remaining [expand](#) | [clear](#)

Attach a completed and signed [After the Fact Justification Form](#), any necessary supporting documentation (see [After the Fact How To Guide](#) for more information), and your invoice below.

Internal Attachments

[Add Attachments](#)

After the Fact Ju... (33k)	Remove
Supplier Insuranc... (33k)	Remove
Supplier Invoice.pdf (33k)	Remove
Supporting Docume... (12k)	Remove

Goods or Services purchased After the Fact

- In the **Description** field, enter a description of the item or service purchased
- Enter the **Unit Price** and **Quantity** of the good or service purchased
- If multiple goods or services were purchased, use the second Description, Unit Price, and Quantity box to specify additional goods or services
 - Each good/service will create a separate line item
 - Additional After the Fact PO Forms may be used to specify additional goods or services lines
 - Separate taxable and non-taxable items into different lines

Goods or Services Purchased After The Fact ?		
Description	Unit Price	Quantity
<input type="text" value="Beaker"/> 248 characters remaining expand clear	<input type="text" value="15.00"/>	<input type="text" value="3"/>
Description	Unit Price	Quantity
<input type="text" value="Pipet"/> 249 characters remaining expand clear	<input type="text" value="10.00"/>	<input type="text" value="2"/>

HIPAA & Commodity Code

- Specify if the supplier has access to Protected Health Information (PHI) and is subject to the Health Insurance Portability & Accountability Act (HIPAA)
 - Select HIPAA if the supplier has access to PHI
 - Select NO if the supplier does not have access to PHI
 - This question is required
- Select a commodity code for the purchase
 - The Commodity Code applies to all items entered on the form

If the supplier has access to Protected Health Information (PHI), select HIPAA. Otherwise select NO.

NO ▼

Commodity Code

00111 - Lab Supplies-52203 ▼



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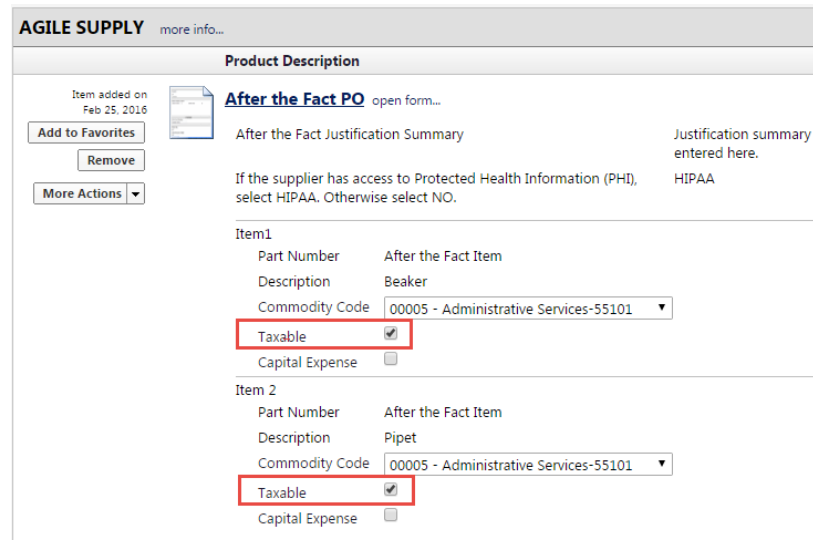


SUBMITTING & APPROVING THE AFTER THE FACT PO FORM



Creating Requisition & Tax

- Add the form to your cart
- If any items are taxable, check the **Taxable** checkbox in your cart.
 - If the items are not taxable, ensure the box is not checked



The screenshot displays the 'AGILE SUPPLY' cart interface. At the top, it says 'AGILE SUPPLY more info...'. Below this is the 'Product Description' section. On the left, there are buttons for 'Add to Favorites', 'Remove', and 'More Actions'. The main content area shows two items, 'Item1' and 'Item2'. Each item has a 'Part Number' of 'After the Fact Item', a 'Description' of 'Beaker' (for Item1) and 'Pipet' (for Item2), and a 'Commodity Code' of '00005 - Administrative Services-55101'. Both items have a 'Taxable' checkbox checked and a 'Capital Expense' checkbox unchecked. A red box highlights the 'Taxable' checkbox for both items. To the right of the items, there is a section for 'After the Fact PO' with a link to 'open form...' and a 'Justification summary entered here.' field.

- Specify any necessary information or values in your cart
- Process your cart like you would for a standard BearBuy order

Approvals

- After a Requester places the order, the requisition requires department Requisition Approver approval at any dollar amount
- For high dollar transactions over \$10,000, Procurement Buyers will review and approve the requisition
- Required approvals can be viewed graphically from the requisition's PR Approvals tab

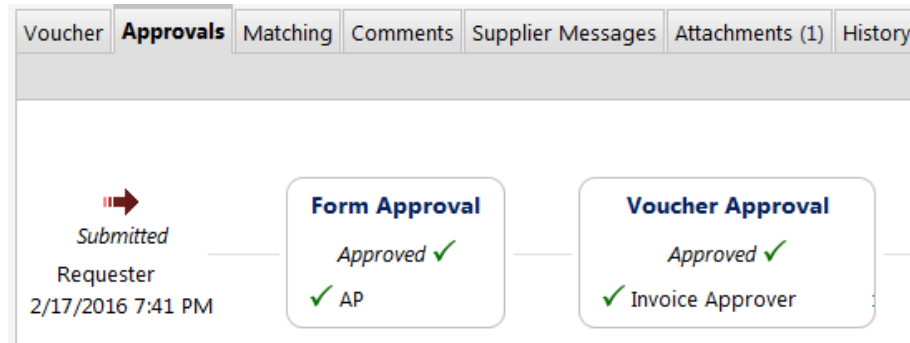


Purchase Order

- A PO will be created after all necessary requisition approvals are completed
- The PO will not be sent to the supplier
- The PO encumbers funds and create liens
- A Voucher is auto-generated from the PO

Voucher

- The voucher always requires approval from the department Voucher Approver at any dollar amount
- The voucher is reviewed by Accounts Payable in the Controller's Office
- A Voucher's Approvals tab shows required approvals



- Once all approvals have occurred, the Voucher will be payable
- After supplier net terms is met, the Voucher will be paid

Change Orders & Liens

- After the Fact POs **cannot** be modified once they are created
 - No Change Orders Request Forms should be submitted to modify After the Fact POs
 - If you made a mistake on the request, contact the Controller's Office (COSolutionCenter@ucsf.edu) and ask to cancel the after the fact Voucher, submit a BearBuy Change Order Request Form to close the after the fact PO, and resubmit your after the fact request
- Change Order Request Forms can be submitted to close After the Fact Form POs to remove liens



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PAYMENT REQUEST FORM USAGE



Payment Request Form

- **When & How to Use:**
 - To pay for an activity that does not require a PO
 - Each supplier invoice/supporting documentation should be submitted on a separate form
 - It is a requirement that you attach an invoice to the Payment Request; payment will not be processed without one
 - After the Fact transactions cannot be submitted using this form
- **The Form can only be used for the following transactions:**
 - Cell Phone/Phone Lines
 - Donations/Contributions
 - Government Fees/Visas
 - Guest Lodging
 - Honoraria
 - Memberships/Subscriptions/Journal Publications
 - Refunds
 - Registration Fees
 - Relocation
 - Student Summer Programs
 - Suppliers who will not accept a PO
 - Utilities

Customer Support

- For  BearBuy Application how-to questions:
 - Contact the IT Service Desk at (415) 514-4100, option 2 or appsupport@ucsf.edu
- For policies and procedural questions:
 - Email Supply Chain Management at Buy@ucsf.edu
- For payment related questions:
 - Contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or (415) 476-2126