After the Fact PO Form (ATF)

March 1, 2016

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
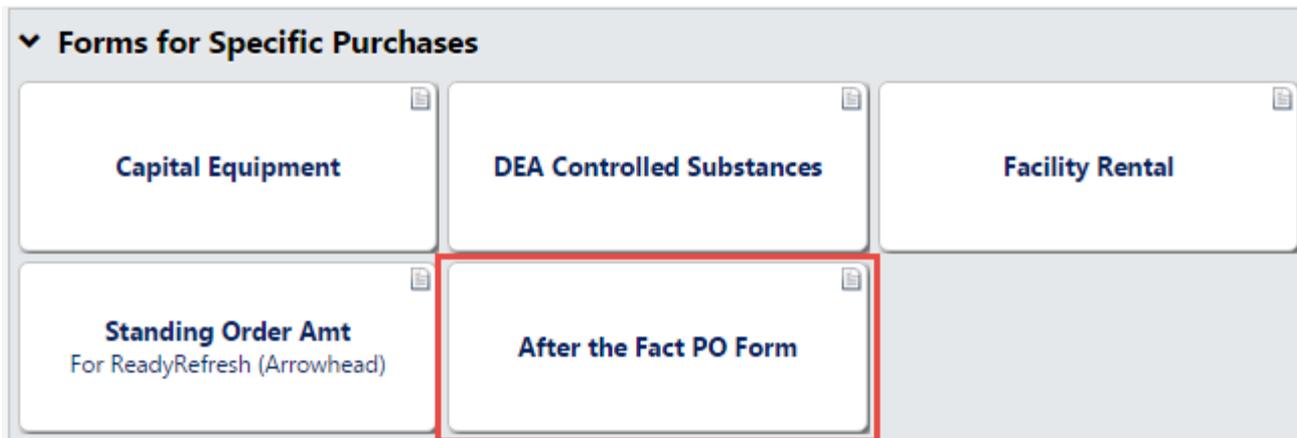
Supplier Information

- 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)   Supply Corporation

Payment Message (70 char. max)   This is for account #12345

Remit To Address

    Remit To Location List   PO BOX 1222, SAN BRUNO ▼
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 <u>After the Fact Justification Form</u>

  – 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 <u>After the Fact Justification Form</u>, any necessary supporting documentation (see <u>After the Fact How To Guide</u> 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

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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

HIPPA & 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 ▼

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

- 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 $5,000, 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
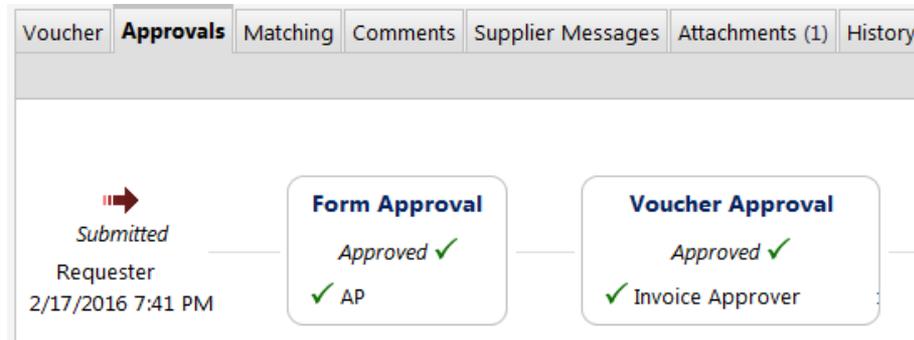
- Once all approvals have occurred the Voucher will be payable
- After supplier net terms is met, the Voucher will be paid

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

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:**
  - Donations/Contributions
  - Government Fees/Visas
  - Guest Lodging
  - Honoraria
  - Memberships/Subscriptions
  - Refunds
  - Registration Fees
  - Relocation
  - Student Summer Programs
  - Suppliers who will not accept a PO
  - Telecom/Data Services
  - Utilities

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Customer Support

- For ![BearBuy logo] 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 BearBuy@ucsf.edu

- For payment related questions:
  - Contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or (415) 476-2126