Submit an After the Fact Form Request

The After the Fact Form is used when you have an invoice that needs to be paid for which a PO was never created. The After the Fact Form does 3 things:

1) Creates the requisition and routes it to the appropriate Financial Approver(s).
2) Creates a PO but does not dispatch it to the vendor.
3) Auto-Creates a Voucher and routes it to Accounts Payable for review and processing.

It is best if you scan and attach the invoice to the Requisition so Accounts Payable can access it immediately. Scan and save the invoice before beginning this procedure.

Procedure

1. In the Frequently Used Forms section of the MaineStreet MarketPlace homepage, click the After the Fact link.
Step | Action
--- | ---
2. | After the form opens, click on maximize window icon.
3. | Click the **Supplier Search** link. Enter a unique part of the **Suppliers** Name, Click **Search**. Click **Select** next to the Supplier you need. In this case **AM Leonard**.
Step | Action
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4. | On the Item Information page, leave the **Catalog No.** field blank.
Step | Action
--- | ---
5. | Enter information about the request in the **Product Description** field.
### Step 6

Enter the quantity in the **Quantity** field.
### Step 7

**Enter the Unit of Measure in the Unit of Measure field (UOM). **Do NOT change the field that defaults to 1. If necessary you can change the UOM Description. Click the dropdown for a list of UOM choices.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>7.</td>
<td>Enter the Unit of Measure in the Unit of Measure field (UOM). Do NOT change the field that defaults to 1. If necessary you can change the UOM Description. Click the dropdown for a list of UOM choices.</td>
</tr>
</tbody>
</table>
8. Enter the price per unit in the **Unit Price** field.
<table>
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<tr>
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<tr>
<td>9.</td>
<td>Lookup and select the <strong>Commodity Code</strong>.</td>
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</table>
10. In the *Justification* field explain the reason for not creating a PO before making the purchase.

**NOTE:** This form may also be used to pay invoices when, according to the APL, a PO is not required. In this case enter “No PO Required via APL” in this field. To determine if a PO is required prior to obtaining the goods/services please see the MarketPlace Bulletin Board or APL VII-A.
### Step 11

Enter the invoice number in the **Supplier Invoice No.** field.
<table>
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<tr>
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<tbody>
<tr>
<td>12.</td>
<td>Next, browse to file you wish to attach and select it. When finished, click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>

**NOTE:** If you do not have scanning ability and cannot attach a copy of the invoice, when the PO# has been issued write the PO# on the invoice and send it to AP Shared Services via email or fax: **UMAP@maine.edu** or **207-581-2698**. If you have attached a scanned copy of the invoice to the order it is not necessary to send it to AP again.
<table>
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<tr>
<td>13.</td>
<td>From the Available Action dropdown select <strong>Add and go to Cart</strong>, Click the <strong>Go</strong> button.</td>
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</tbody>
</table>
14. If you wish you can **Name the Cart** (name it something that makes it easy for you to identify at a later date). If you change the Cart name Click **Update** to save the change.

15. Click the **Proceed to Checkout** button.
Step | Action
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16. | Complete or Correct any fields noted by red triangles/yellow boxes.

**NOTE:** It is recommended you set defaults in your **Profile** in order to avoid the need to enter them each time you create a requisition. Defaults can be changed on a requisition as necessary by using the **edit** buttons.

Process Documents are available in “Navigating to and Setting MarketPlace Default” section of the MarketPlace Training Materials. From the MarketPlace Bulletin Board click the Training Materials section at the bottom of the page.
Step 10. Once you have completed all required fields click **Final Review** for a summary view of your requisition. When satisfied Click the **Place Order** button.
Step | Action
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11. | After submitting the requisition, if desired, you can check the approval workflow. Click on the **requisition number** to view the requisition.
Step | Action
--- | ---
12. | Next, click the **PR Approvals** tab.
If the requisition requires financial or other Approvals click the “view approvers” link to see who the Approver(s) is/are. If your requisition is not approved in a timely fashion you should contact the Approver to ensure they are aware of the steps required for your order to complete.

End of Procedure.