Overview

- This job aid is intended for all individuals with the Shopper role.
- An ‘After the Fact Request’ refers to a purchase that occurs before a PO is issued and requires obtaining approval after the commitment was made, rather than before.
- If you have made an external purchase prior to creating a requisition in Ignite, you will submit an ‘After the Fact Request’ to create a requisition for this purchase, it will then auto-source a PO and allow for the Supplier to be paid.
- After the Fact Requests represent unauthorized purchases, as such all requests must contain sufficient justification and an action plan detailing how the request will be avoided in the future.
I. Navigating to After the Fact Requests

1. You can access the Purchase Requisitions task in two ways:
   a. (Option 1) Click the Navigator icon in the upper left-hand corner of the Ignite landing page.

   ![Ignite navigation screen](image)

   Good morning, Testuser_GM_s11!

   Me  My Team  Sales  Service  Help Desk  Contract Management

   b. Under the Procurement section, click the drop-down arrow and select Purchase Requisitions from the drop-down list.
c. (Option 2) Under the **Procurement** heading on the home page, you can scroll down and click on the **Purchase Requisitions** tile.

2. Scroll to the bottom of the page and select either **Goods - After the Fact** or **Services - After the Fact**.
2. Submitting an After the Fact Request

1. Enter the required fields for a Goods- After the Fact Request. For a Services- After the Fact Request you are only required to enter the description, category name, amount, and currency.
   a. **Item Description**: Description of item(s) you are requesting to purchase
   b. **Category Name**: Category of item(s) you are requesting
   c. **Quantity**: Total number of items you are requesting
   d. **UOM Name**: Unit of measure to describe the quantity of goods
   e. **Price**: Unite price for item(s)
   f. **Currency**: Defaults to USD

Create Request: 5. Goods - After the Fact Request

Place goods request after the invoice is received in an attempt to pay the supplier.
2. If there is a previously negotiated agreement with the supplier, an agreement number must be populated in the **Agreement** field. You can use the search function to locate the correct agreement number. Once the agreement is selected, the supplier information will auto-populate.

3. If the request is not related to a contract, then you must populate the **Supplier** and **Supplier Site** by using the search function or by directly typing the supplier's name. If there are multiple supplier sites (addresses), select the appropriate option from the drop-down. The remaining supplier contact fields will auto-populate based on the selection.
4. Click the **Add to Cart** button.

5. Click the **Cart** icon then select **Review**.
6. Review the requisition information. **Enter justification information for approvers to approve the transaction, including an action plan discussing how the After the Fact Request will be avoided in the future.**

7. **Ensure the Charge Account and Deliver-to Location are correct.**

8. **Prior to submitting the requisition, click the Check Funds button to confirm that funding is available.**

   ![Check Funds Button]

<table>
<thead>
<tr>
<th>Shop</th>
<th>Check Funds</th>
<th>Manage Approvals</th>
<th>View PDF</th>
<th>Save</th>
<th>Submit</th>
</tr>
</thead>
</table>

   **Requisition Amount**: 400.00 USD
   **Approval Amount**: 400.00 USD
   **Funds Status**: Passed
   **Attachments**: None
9. A pop-window will appear indicating whether the funds are available. Select OK.

10. Click **Submit** for approval.
11. A pop-up message will appear confirming that the requisition has been submitted for approval. Click OK. To view a PDF version of the request, select View PDF.

12. You can see the requisition number and status. After the requisition has been submitted, it will require the necessary approvals and then flip to a Purchase Order. The Supplier will send Baylor University an invoice, which will be reviewed and then paid by AP.