

New/Update Marketplace Information

Marketplace is a TouchNet product that allows the development of an on-line site, called uStore, to collect Institute funds. The following is the process to develop a Marketplace “store”.

1. Prior to the “uStore” being developed the following must occur.
 - a. Requester must provide Workday accounting information.
 - b. A completed signed Marketplace uStore Agreement (Page 4)
 - c. A completed signed User Agreement by any users of the uStore (Page 5)
 - i. Any added users will first be required to sign the agreement.
2. Using the form below, request an online “uStore” to be set up for collection of Institute funds. The form is sent to Bursar’s Office, Attn: christopher.roskilly@business.gatech.edu. If there are any clarifications needed the Bursar’s Office will contact the requesting party.
3. Please keep in mind that a store may be archived upon two years of with no revenue unless store owner contacts the Bursar’s Office to extend the store’s active status.
4. **A 2% processing fee will be collected by the controller's office on a monthly basis for the previous month's total funds collected.**

If you have any questions, feel free to contact: christopher.roskilly@business.gatech.edu

Workday Accounting Information

If unsure, contact the Controller’s Office

GT Company Number/Worktag Number/Ledger Number/Revenue Category

Example: CO503/DE000#####/452500/RC452500/

We do not collect funds for worktags beginning with: FD

Department Information

DEPARTMENT NAME	DEPARTMENT CONTACT NAME
E-MAIL	PHONE NUMBER

User Information

Name	Email

Sample Product Information

Product Title	Cost

Store Information

NAME OF THE STORE TO APPEAR IN THE MARKETPLACE

Please provide the codes for the following as applicable or check the student organization box:
 College_____ Dept_____ Non-Academic Campus_____ Student Org_____

IF A CUSTOMER IN THE STORE HAS A QUESTION, TO WHAT E-MAIL ADDRESS SHOULD THE QUESTION BE SENT?

RETURN POLICY Please provide a general outline of our return policy.

E-MAIL ORDER ANNOUNCEMENT Please provide a message for E-Mail received upon purchase.

E-MAIL FULFILLMENT ANNOUNCEMENT (ONLY IF YOU WILL BE SHIPPING ORDERS)

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Order #36 from The Alumni Store
Thank you for your order. It is on its way!
Order Date: 11/04/2009, 8:15:21 AM CST

Credit Card Type: MasterCard
Credit Card Number: xxxxxxxxxxxx5454
Credit Card Authorization Code: 081522

*** Card Not Present ***

Shipment #39
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DeliveryMethod: Fed Ex
    
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MESSAGE WILL APPEAR

E-MAIL CANCEL ORDER ANNOUNCEMENT

Thank you for shopping at The Alumni Store.

Sorry we were unable to fulfill your request and your order was canceled. ← **MESSAGE WILL APPEAR**

----- ORDER #38 -----

Store: The Alumni Store (for questions, comments, or order status, send e-mail to jejenyk@ysu.edu)

Shipping Address:
Jonathan Jenyk
1 test lane
Youngstown OH
44555

Reviewer Sign Off (Bursar Office use only)

Reviewer Print

Reviewer Signature

Date

Marketplace uStore Agreement

You are requesting the set-up of Marketplace uStore titled_____.

It is the responsibility of all signatories to be aware of and report changes in procedures, inactivity, or reassignment of store duties to the Bursar’s office as soon as those changes occur. This includes the departure of anyone authorized to view or make changes in TouchNet.

Requestor Print	Requestor Signature	Date
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Administrator Supervisor Print	Administrator Supervisor Signature	Date
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User Agreement Form

Appropriate Use and Security of Confidential and Sensitive Information.

Understanding The Family Educational Rights and Privacy Act (FERPA).

Your access to TouchNet has been granted based on business need and it is your responsibility to ensure the information you access is used appropriately.

- 1) Do not share your passwords or store them in an unsecured manner. Do not leave your workstation unattended while logged on to administrative information systems. You are responsible for any activity that occurs using your logon ID.
- 2) Exit out of account information as soon as complete. Do not leave information up for everyone to view.
- 3) Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- 4) Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- 5) Secure reports containing confidential and sensitive information i.e., FERPA, HIPPA protected data.
- 6) When disposing of reports containing confidential or sensitive information, shred the documents in a timely manner.

_____ I understand that by the virtue of my access to TouchNet system I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosures by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that violation to the above items could constitute just cause for disciplinary action including review by the student judiciary committee.

_____ User Name Print

_____ User Name Signature

_____ Date

Will this user be replacing a previous user? Yes No

If yes, who will this user be replacing? _____