



Idaho State University

uStore/uPay Site Request Form

Please complete this form and email it to javierrodriguezlo@isu.edu. Generally, allow 2-3 weeks to implement a new store. Please forward any questions to javierrodriguezlo@isu.edu. You will be contacted shortly after submitting this request to schedule a planning meeting.

Store Set-up Information:

The following information will be needed to determine the initial development of your uStore or uPay site. Please complete the following fields.

Proposed Store Name: _____

Description of Marketplace uStore/uPay Site: _____

Type of Marketplace:

Type of Product to be Sold:

Other: _____

Contact Information for this request:

Request date: _____ Department/College: _____

Request By: _____ Phone Nbr: _____

Desired go-live date: ____/____/____ Store Stop Date: ____/____/____

Alternate Contact: _____ Phone Nbr: _____

Do you have an existing department website? Yes No

If YES, URL _____

Return URL: _____

Do you have a specific color scheme request? _____

If yes, which colors do you prefer? _____

Name of person responsible for your website: _____

On campus extension: **(208)-282-**_____ Email: _____@isu.edu

Are goods/services taxable? YES NO

Are you shipping physical goods? YES NO

Do you charge for shipping? YES NO

Do you collect registration information? YES NO

If yes, what information do we need to collect?

uStore/uPay Site Product Information:

Product 1.

For Office Use Only

Primary Banner Index: Acct Code: Detail Code:

Description:

Price:

Quantity Pricing: , ,

Any extra information pertaining to item. i.e. t-shirts sm, med, lg shipping, etc.

Reference Information:

Product 2.

For Office Use Only

Primary Banner Index: Acct Code: Detail Code:

Description:

Price:

Quantity Pricing: , ,

Any extra information pertaining to item. i.e. t-shirts sm, med, lg shipping, etc.

Reference Information:

Product 3.

For Office Use Only

Primary Banner Index: Acct Code: Detail Code:

Description:

Price:

Quantity Pricing: , ,

Any extra information pertaining to item. i.e. t-shirts sm, med, lg shipping, etc.

Reference Information:

Product 4.

For Office Use Only

Primary Banner Index: Acct Code: Detail Code:

Description:

Price:

Quantity Pricing: , ,

Any extra information pertaining to item. i.e. t-shirts sm, med, lg shipping, etc.

Reference Information:

TouchNet Marketplace User Agreement

This Agreement covers, the use of Idaho State University and TouchNet systems supporting online credit card transactions. Please read the following user agreement, and sign below.

Credit Cards and Fees:

Credit card types that may be accepted by the departmental Touchnet Marketplace site for goods and services include MasterCard and VISA.

The card brands (VISA and MasterCard) charge a fee (Merchant fee) for using their payment networks. The Merchant fees varies month to month and are based on the card type (rewards, corporate, etc.) accepted and the method of acceptance (swiped versus manually entered).

- Idaho State University also incurs an expense for utilizing the e-commerce system currently operated and maintained by Heartland TouchNet.
- Credit card chargebacks can also occur against your account. Chargebacks are credit card transactions that your customer has disputed with his credit card company and subsequently has requested a refund from the company.

Business Process:

- All payments will be accepted through the website. The department will not be accepting any credit card payments via phone, mail, or fax.
- Some payments will be entered through the website by the department from phone, mail or faxed orders.
- Credit card numbers will be kept locked and secure until they are entered and

Security:

- Do not share user ID or password.
- User must change password received upon initial login.
- Log out of database if computer is to be unattended by the authorized user.
- Do not share confidential information about a customer (i.e. address, phone, etc.)
- For issues related to passwords, please contact the Finance Office. If an authorized user changes employment or job responsibilities, the Finance Office must be notified immediately.
- If a security violation occurs, your access maybe restricted

Department or College Agreement:

I have read and reviewed the information provided in the application. By signing this application for Marketplace uStore or uPay I certify that I understand all parts of it and have answered all questions completely and fully. I understand that if the Department or College information provided in this application for Marketplace changes, I will notify the Office of Finance and Administration. In addition, I acknowledge that the eCommerce Marketplace Guidelines and all ISU Policies have been reviewed and are accepted.

Store Manager:	Signature:
University Business Officer Printed Name:	Signature:
Department Director/Dean Printed Name:	Signature:

User Access:

All people that need access to uStores/uPay reports from TouchNet

#.	Name	Banner Username	Email
1.			
2.			
3.			
4.			
5.			
6.			