University of Toledo Marketplace Request Form

If you need to request an on-line store to accept Credit Card Payments please fill out this form completely. Anything with a Red Asterisk (**\***) is a required field.
 **This request should allow 2-3 weeks to implement.
 \*All requests will need to be approved by your Business Manager.**

# General Information

1. **Name of Merchant \*** **(If you plan on having multiple stores under one umbrella the merchant is that umbrella. For a standalone store you can use the name of the store) -**
 Click here to enter Merchant Name.
2. **Name of Store \***Click here to enter Store Name.
3. **Message for the home page**
Click here to enter home page message text. Please note you can use bold, italics, font sizes, and font colors here
.
4. **Store Manager Name \***
Click here to enter the store manager’s name.
5. **Store Manager Email \***
Click here to enter the store manager’s Email.
6. **Other emails to contact with setup questions (multiple emails should be separated by a semicolon)**
Click here to enter email addresses.
7. **Date you would like the store to become active by** **\***
Click here to enter a date.
8. **Is this store to remain open or will it close on a certain date**
Remain Open [ ]  Close on date [ ]

	1. **If it should close, on what date should it close**
	Click here to enter a date.
9. **Is this site for event registration? \***
Yes [ ]  No [ ]
	1. **If this is an event registration, what is the date of the event?**Click here to enter a date.
	2. **If this is an event registration, is this a one-time event or a repeating event?**
	One time [ ]  Repeating [ ]
10. **Are the payments made refundable?**

Yes [ ]  No [ ]

# Store Image

# Accounting Information

1. **What account and index should receive the funds? \***
Index: Click here to enter index number.
Account: Click here to enter account number.
2. **Is there a detail code already set up? \***
Yes [ ]  No [ ]  I am not sure [ ]

# Customer Information \*

Marketplace has the ability to gather information from customers for each product they purchase. We can ask almost any question, however we are very limited in how we can format things, and questions have a maximum customer response of 100 characters. If you need to gather a lot of information and have a lot of information to pass along you may want to consider building a website and/or form to gather that information outside of Touchnet.

Common information we gather are things like:

* Contact information (name, email, address, phone, title, name of institution)
* Meal preferences
* Special Meal Requirements
* T-shirt size
* Etc.

Below please list what information you would like to gather with each product (later you will have a chance to add specific questions to specific products). To add additional questions just press the plus sign.

Click here to enter text.

Store Image may be submitted with the following dimensions, if one is not submitted the University of Toledo image will be utilized:

Recommended dimensions W x H: 1140 x 320 pixels. Accepted formats: JPG, GIF, or PNG. Maximum file size is 500 KB

# Products

Everything that a person might pay for is considered a “product”. This could be a registration, an invoice payment, or a physical product. Please fill out the information below for each product. If you are registering people at different levels for different prices (Student attendee vs Faculty attendee for example) list each as a separate product. If you are unsure what is and is not a product, list what you think might be products and we will review this with you. Please fill out the information below for each product. To add additional products please click the plus button at the bottom, if you do not see a plus sign copy this section and paste it below for additional products

* **Name of the Product** **\*** Click here to product name.
* **Description of Product \*** Click here to enter home page message text. Please not you can use bold, italics, font sizes, and font colors.
* **Price of Product \*** Click here to enter Price.
* **Questions specific for this product** Click here to enter Questions.
* **Email address to send product notification to (if desired)** Click here to enter Email address.
* **Any other notes about the product** Click here to enter notes.

Product Image Management for Stores may be submitted with the following dimensions, if an image is not provided a generic pictures will be utilized:

Best results are using an image with the recommended W x H: 800 x 800 pixels.
A maximum of 10 images can be uploaded.
Use graphics in JPG, GIF, or PNG formats. Maximum file size is 500 KB.

# When the form is complete.

When finished please do a “save as” and put your name or the store name in the filename. Then send the request to your Business Manager for their approval. Once approved, they may send the form to Melinda.adler@utoledo.edu. Please allow 2-3 weeks for implementation or changes to a MarketPlace.