



TouchNet Marketplace Application

Return to UDiT Web Services: ZIP +2230 or FAX 937-229-4044

Marketplace Accounting Detail Code:

Each Marketplace site must have an Accounting Detail Code for the FOAPAL to which payment transactions are posted.

Before submitting your Marketplace Application, contact the Bursar's office to request a TouchNet Marketplace Accounting Detail Code. Provide the detail code here:

Detail Code (from Bursar): _____

Requestor Information:

Contact Name _____ Phone # _____ Email _____

Department _____ Zip + _____

Which Marketplace type:

- uPay
- uStore

Marketplace Name: _____

Will the Marketplace have Point of Sale? (uStore only)

- Yes, I plan on using mobile payment devices or a cashiering workstation to take payments.
- No, my Marketplace site will be accessed directly by customers only.

Describe the purpose for the Marketplace site. _____

Desired go-live date: _____

Please briefly describe the landing page content, products, and prices your Marketplace will include. You can provide this information later.

Site Managers:

Each uPay or uStore can have two site managers who can access reports and process refunds. NOTE: Each site manager is also required to fill out and sign an E-Commerce User Agreement (attached).

Primary Manager _____ Phone # _____ UD email _____

Backup Manager _____ Phone # _____ UD email _____