

UTSA Marketplace

Marketplace/uPay Site Request

Complete this form and email to: Marketplace@utsa.edu

Shopping Cart/Payment System Requested: Marketplace uPay

Note: uPay is the payment portal for departments that wish to build a stand-alone website or have an existing site for selling items. This allows you to pass the customer to a secure environment for processing the payment portion of the transaction.

If you have an existing site, provide URL. If you are building a site, you must provide us the URL when completed.

Department/Office Name: _____

Phone #: _____ Fax Number: _____

Campus Building/Room #: _____

Type of Products to Be Sold: _____

Departmental Contact: _____ Email: _____

Departments are responsible for store settings, adding and editing products, fulling orders, refunding and cancelling orders, and downloading reports for reconciliation through assignment of one or more of the following roles:

- Store Clerk: add and edit products in their assigned store and move products among categories
- Fulfiller with Refund/Cancel Rights: fulfill orders, cancel/refund orders, and override the waiting period for ACH payment orders
- Store Accountants: view UTSA Marketplace financial reports for the store

Have you completed the [Departmental Cash Handling Request](#) and [Departmental Cash Handling Security Policy](#)?

Yes or No

Completion of the two cash handling forms must be completed by the department manager before the Marketplace store will be activated. The assigned departmental manager must attend the Cash Handling 101 training course (AM 560) at the next available class opening.

How would you like to accept payment?

ACH AMEX VISA MASTER CARD DISCOVER

ACH (electronic check) payments are not authorized at the time of the purchase and may lead to increased chargebacks. Departments, particularly those who will fulfill orders immediately, should consider if they are willing to accept the increased risk of fraudulent use of bank account information. Credit card transactions are authorized during the purchase. Charge-backs from either payment option will result in the revenue from the transactions being reversed in PeopleSoft.

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Be sure to select the same credit card types on the cash handling forms as you select on this form. UTSA merchant IDs are requested from our processor, Global Payments, based on the selections made on the cash handling forms, so those IDs must be received before credit cards may be accepted in the Marketplace.

Each store must have a Banner Detail code (**Default cost center**) to which payment transactions are posted. A Banner detail code will be created for your department using the default revenue cost center below.

Default Revenue Cost Center: _____ Account: _____

Your monthly credit card discount fees will be debited to the expense cost center provided on your Cash Handling Request form, based on your transactions.

Desired Test Start Date: _____ Desired Go Live Date: _____

IMPORTANT: An approximate TWO TO THREE weeks turnaround timeframe, after initial department setup meeting, is required for the completion of a Marketplace storefront or uPay site request. If requesting department does not already have an e-commerce Global Merchant ID (MID), it could take 3-4 weeks for receipt from Global Payments. It is recommended that departments without an existing e-commerce MID submit the Departmental Cash Handling forms concurrently so that MID can be requested DURING Marketplace setup.

Printed Name of Director or Above: _____

Signature: _____ Date: _____

Next Steps

The Fiscal Services Marketplace team will contact you to schedule a short meeting to finalize your choices and ensure the store is setup appropriately. Department managers will be shown reports they can submit for revenue information. Revenue will post automatically to PeopleSoft, based on the cost centers provided, but departments are still responsible for reconciliation of their store sales.

Office Use Only

Existing e-commerce MID: Yes No

Visa/MC Merchant Number _____ AMEX Merchant Number _____

Discover Merchant Number _____