

# UTSA Marketplace

## Marketplace/uPay Site Request

Complete this form and email to: [Marketplace@utsa.edu](mailto: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.

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Department/Office Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Campus Building/Room #: \_\_\_\_\_

Type of Products to Be Sold: \_\_\_\_\_

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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: \_\_\_\_\_

**IMPORTANT: 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.

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## Office Use Only

Existing e-commerce MID: Yes  No

Visa/MC Merchant Number \_\_\_\_\_ AMEX Merchant Number \_\_\_\_\_

Discover Merchant Number \_\_\_\_\_