Information and Requirements for UAF e.Commerce

About TouchNet Marketplace
Marketplace gives you the tools to design, build, and maintain online shopping that meets the special requirements of campus e.Commerce.

*Marketplace uStore: the university can set up online stores with individual “products” that can be linked to multiple Banner detail codes.*

*uPay can be linked to existing sites as a “Pay Now” option only; payments post to a single Banner detail code.*

General Requirements
1. Department must identify a Merchant ID number (MID). The MID must be set up to accept web payments. MIDs can be requested by completing the [UAF e.Commerce MID Request form](#). Contact the UAF Bursar’s Office for more information.
2. The Department must identify a “uStore Site Manager.” The manager will have access to the uStore product setup screens and will be able to set up or change the unit-configurable items on the site. Configurable items include various graphics and messages displayed to the users, as well as the detail codes and merchant information.

Once this information is provided, you will receive notification as well as information for accessing your store. The “Site Manager” can work with the UAF Bursar’s Office on the specifics of the setup.

Additional Information
Although TouchNet has the capability for several payment types UA currently accepts Visa, MasterCard, Discover, and American Express through uPay and uStore sites. No ACH/check option at this time except on UAOnline (due to risks/liability involved).

There is the possibility of offering digital/downloadable products in uStores, although there may be some space/file size limitations.

Departments are responsible for card processing fees for their sales. It has been approximately 3% of sales (note: if your department is currently accepting credit cards via a terminal, your department is paying transaction fees). Marketplace fees are charged by MID to the main detail code provided for the site (or other accounting provided by unit). If a department has more than one uStore or uPay site they may need to transfer prorated fees to appropriate accounts via journal voucher.

All detail codes are obtained by completing the [Detail Code Request form](#) and submitting it to the UAF Bursar’s Office. If a detail code needs to be altered, either in Banner or the Marketplace, contact the [UAF Bursar’s Office](#).

Important
Do not change the verbiage on the privacy policy. It has been approved by General Counsel.

Cashier sessions will be retrieved and finalized by the UAF Bursar’s Office. There is no need for departments to submit any paperwork.

Please refer to the “Help” manual and TouchNet Client Community within TouchNet for set up instructions and other questions (look for Building and Managing). If you need assistance please contact the UAF Bursar’s Office at 907-474-7384 or via email at [uaf-bursar@alaska.edu](mailto:uaf-bursar@alaska.edu).