The University of South Carolina
Bursar's Office

Application for UStore/UPay in the USC TouchNet Mall

Please email completed forms to: thomps55@mailbox.sc.edu or Marketplace@mailbox.sc.edu
*****Please send original to 1244 Blossom Street, Suite 128*****

Attention:
USC Bursar's Office
Kyana T. Jackson

Department Name: _____

Business Manager Contact:_____ Phone: _____

Fax:_____ Email Address: _____

Department Contact (if different from above): _____

Position or Title of Contact: _____

Store Name: _____

Store Display Name: _____

Which Marketplace type: UStore_____UPay_____

**The Name of the TouchNet Ready Partner/Payment Partner Link you would like to implement if a UPay site.

_____

Estimated Activity or volume: _____

Desired go-live date: _____

NOTE: Start early the process can take up to 60 days to setup.

- ☐ I want to build an online store.
- ☐ Identify your Department or College: _____
- ☐ I want to attach to an existing Marketplace Department or College:
  Department or College _____
  Department or College Merchant Manager _____

Please describe in detail your business proposal. Please make sure to include information such as: What are you planning to sell? What is the purpose of the products and/or services? Will items require shipping?

This Agreement and Application covers the use of University of South Carolina and TouchNet systems supporting online credit card transactions. Please read the following user agreement and sign below.

Each Department or College in the USC TouchNet Mall will have the ability to create multiple uStores and uPay sites. Please be aware that if you are approved for a USC Store or USC uPay site you will be required to monitor and manage those stores. If the Department or College is requesting a Store or uPay site in the USC TouchNet Mall, and you already have a USC Store, you may be required to re-build your store under the guidance of the University Bursar.

<u>FEES</u>

The card brands (Visa, MasterCard, Discover and American Express) charge a fee for using their payment networks. There is a 2.5% fee assessed for each payment made through the system, we recommend passing this cost over to the customer on each transaction for credit card. Once a month this expense is charged to a GL account of your choosing. You will receive a receipt or a notification for the amount charged to your GL account. Electronic checks are available to be setup as payment and do not incur any additional fees.

- University of South Carolina also incurs an expense for utilizing the e-commerce system currently operated and maintained by TouchNet.
- You acknowledge that fees are NOT automatically added to the amount of any transaction. It is your responsibility to incorporate the cost of doing business in the price of your goods and maintain sufficient funds in your GL billing account.
- Credit card chargebacks can also occur against your account. Chargebacks are credit card transactions that your customer has disputed with his credit card company and subsequently has requested a refund from the company.
- You may be required to setup a Merchant Identification for your UPay or UStore site based on volume.
- All direct customer communication is the responsibility of the Department.

The Department and each authorized employee are required to follow the University's PCI policy, undergo training and agree to the following:

SECURITY

- Access is granted through user ID and password security system.
- Do not share user ID or password.
- User must change password received upon initial login.
- Log out of database if computer is to be unattended by the authorized user.
- Do not share confidential information about a customer (i.e. address, phone, etc.)
- Do not enter a customer's credit card number into your web store on their behalf or write down or record a customer's credit card information.
- Please verify all totals before finalizing the transaction or submitting any refund.
- Do not attempt to refund more than the original amount of the transaction.
- Do not allow unauthorized users to process refunds with authorized user's login.
- To provide appropriate oversight on the transaction, refunds must not be processed by the same person that processed the order.
- For issues related to passwords, please contact the Bursar's Office. If an authorized user changes employment or job responsibilities, the Bursar's Office must be notified immediately.
- If a security violation occurs, your access maybe restricted.

EXISTING EQUIPMENT/SYSTEM INFORMATION

As a matter of policy, all existing POS equipment must be identified to the University Bursar at the time of application:

Is there currently Point of Sale equipment located in your Department or College? □ Yes □ No
Is there currently an online credit card system? □ Yes □ No
If you have identified equipment, what merchant number has been assigned to this equipment and/or system. _____

SALES TAX

If you will be selling tangible personal property (TPP) or communication software as a service (SAAS), please check the appropriate box below so that the Tax office can request a retail license from the South Carolina Department of Revenue on your behalf. Please note, if you are not initially selling tangible personal property (TPP) or communication software as a service (SAAS) but decide to at a subsequent date, you acknowledge that you will contact the Tax office at tax@mailbox.sc.edu to inform them and request a retail license.

Please check only one box:
  □ I WILL be selling tangible personal property (TPP) or communication software as a service (SAAS).
  □ I WILL NOT be selling tangible personal property (TPP) or communication software as a service (SAAS).

DEPARTMENT AND FUND INFORMATION FOR MARKETPLACE USAGE

Each Marketplace site must have a Banner Detail Code for the account to which payment transactions are posted.

Contact the Budget Office if needing a new account setup.
Please provide accounting information for:

Revenue:	**Credit Card Fees:**	**Sales Tax** (If selling TPP OR SAAS):
Dept: _____	Dept:_____	Dept: _____
Fund: ___ ___ ___ ___ ___	Fund:___ ___ ___ ___ ___	Fund: ___ ___ ___ ___ ___
Oper Unit: ___ ___ ___ ___ ___	Oper Unit: ___ ___ ___ ___ ___	Oper Unit ___ ___ ___ ___ ___
Class: ___ ___ ___	Class: ___ ___ ___	Class: ___ ___ ___
Account: ___ ___ ___ ___ ___	Account: 54230	Account: 22001

PCI COMPLI ANT REQUIREMENTS

(All of the following must be completed before going Live in Marketplace)

1. Applicant/Department must complete the CampusGuard Portal Training **(One Time)**
      a. This training is scheduled by the Bursar's Office and held at 1244 Blossom Street.
2. Applicant/Department must complete the Assigned Self-Assessment Questionnaire (SAQ) **(Yearly)**
3. Applicant/Department must complete the Departmental Procedures for PCI **(One Time / As Needed)**
4. Applicant/Department must complete the PCI CampusGuard Training **(Yearly)**

For questions on PCI compliancy please contact Michael Murray at murraym4@mailbox.sc.edu, Kyana T. Jackson at thomps55@mailbox.sc.edu or marketplace@mailbox.sc.edu

AUTHORIZATON

I have read and reviewed the information provided in the application. By signing this application for Marketplace, I certify that I understand all parts of it and have answered all questions completely and fully. I understand that if the Department or College information provided in this application for Marketplace changes, I will notify the Bursar's Office. In addition, I acknowledge that the eCommerce Marketplace Guidelines and all USC Policies have been reviewed and are accepted.

_____

(Business Manager)   (Title)   (Date)

_____

(Dean Approval)   (Title)   (Date)

_____

(University Bursar Approval)   (Title)   (Date)

CONTROLLER'S OFFICE USE ONLY

Subject to sales tax? _____

Approved by (Print Name): _____

Approval by (Signature): _____