Georgia Institute of Technology
New Marketplace Information

Thank you for your interest in the Marketplace. If you have any questions feel free to contact Rob Sullivan at rob.sullivan@business.gatech.edu.

Marketplace is a TouchNet product that allows the development of an on-line site to collect Institute funds. The following is the process to develop a Marketplace "store". Please note that beginning May 2021 all credit card fees are charged to the Worktag referenced in this document.

1). Using the form below, request an online "store" be set up to collect Institute funds. The form is sent to the University Bursar, Lyman Hall, Room 225 or emailed to rob.sullivan@business.gatech.edu. If there are any clarifications needed the Bursar will contact the requesting party.

2). Prior to the "Store" being developed the following must occur.

    A) Requester must provide full Workday Worktag information including revenue/spend category. If you have any questions on the full workday information, please contact the Controllers Office.

    B) A completed Signed Marketplace Store Agreement.

    C). A completed Signed appropriate use and security of confidential and sensitive agreement by any users of the Store. Any added users will first be required to sign the agreement.

Table 1

DEPARTMENT INFO.	
DEPARTMENT NAME.	**DEPARTMENT CONTACT NAME.**
E-MAIL.	**PHONE NUMBER.**

Table 2

List of any Users in the uStore.	
Name.	Email Address.

Table 3

STORE INFORMATION.
NAME OF THE STORE TO APPEAR IN THE MARKETPLACE.
IF A CUSTOMER IN THE STORE HAS A QUESTION, TO WHAT E-MAIL ADDRESS SHOULD THE QUESTION BE SENT?
RETURN POLICY.
E-MAIL ORDER ANNOUNCEMENT.
E-mail example fulfillment announcement 1
Example e-mail order announcement 1
E-MAIL FULFILLMENT ANNOUNCEMENT (ONLY IF YOU WILL BE SHIPPING ORDERS).
E-mail example fulfillment announcement 2
E-MAIL CANCEL ORDER ANNOUNCEMENT.
Example e-mail cancel order announcement 1

Table 4

Worktag

Please describe what the Store will be used for:

Marketplace Store Agreement.

You are requesting the set-up of Marketplace Store titled_____. It is the responsibility of all signatory to be aware of and report changes in procedures, inactivity, or reassignment of store duties to the Bursar's office as soon as those changes occur. This includes the departure of anyone authorized to view or make changes in TouchNet.

_____   _____   _____.

                  Requester Name (Print)   Requester Signature   Date

_____   _____   _____

     Administrator Supervisor (Print)   Administrator Supervisor Signature   Date

Appropriate Use and Security of Confidential and Sensitive Agreement

Georgia Tech Office of University Bursar. (404) 894-9396

(Form to be used by anyone who has/will have access to the Store).

Appropriate Use and Security of Confidential and Sensitive Information.

Your access to TouchNet has been granted based on business need and it is your responsibility to ensure the information you access is used appropriately.

1) Do not share your passwords or store them in an unsecured manner. Do not leave your workstation unattended while logged on to administrative information systems. You are responsible for any activity that occurs using your logon ID.

2) Exit out of account information as soon as complete. Do not leave information up for everyone to view.

3) Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.

4) Retrieve printed reports quickly, and do not leave the reports lying around in plain view.

5) Secure reports containing confidential and sensitive information i.e. FERPA, HIPPA protected data.

6) When disposing of reports containing confidential or sensitive information, shred the documents in a timely manner.

___ I understand that by the virtue of my access to TouchNet system I may have access to records which contain individually identifiable information.

_____   _____
Name (Printed)   Date

_____
Signature