California State University
SAN MARCOS

Transact eMarket Request Form

Please e-mail completed forms to sfssd@csusm.edu. Forms for new requests should be submitted a minimum of 4 weeks before the website is expected to go live. Requests with a desired launch date less than 4 weeks from receiving this request cannot be guaranteed. Requests that integrate with other department software may require additional time to complete.

Today's Date: 10/25/24

Action:

☐ Create New Site ☐ Modify an Existing Site

For modifications to an existing site, please allow a minimum of 5 business days from the time the change is submitted.

Requestor Contact Information		
	Primary Contact	**Alternate Contact**
Contact Name:		
Extension:		
E-mail:		

Will the system interface with other systems? (If so, IT assistance may be needed which will impact the timeline of your site.)

What is the purpose of the store?

When does the site (or modification) need to go LIVE on the web?

When will the site be taken down (Leave blank if site will remain up indefinitely**)?**

Do you have an existing website where you sell items?

☐ No ☐ Yes

If Yes, URL:

Store Help e-mail (will appear as the "From" e-mail on e-mail receipts generated for a completed transaction**):**

What disclaimers/agreement information should appear on the site?

What informational text should appear on the receipt? (ex: Print receipt to receive tickets at the door**)**

What is the refund policy?

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Please specify what business unit this site is for:

This site is for: ☐ State ☐ Foundation ☐ CSUSM Corporation ☐ ASI

Will the department be absorbing the 2.675% convenience fee? If no, the convenience fee will be passed to the customer. ☐ Yes ☐ No

List of items to be sold, description, long description, and process, chart field string:
Please ensure the chartfield string is correct and approved by accounting

Item Short Descr.	**Item Long Description (up to 240 char)**	**Price**	***Chartfield String (in this order: Account, Fund, Dept ID, Program, Project, Class)**
EXAMPLES: *Padres Tickets*	*Tickets to Alumni Padres Game*	*$49.99*	*580090, 48500, 1122,*

What personal information should be collected?

Field Description	Type of field • Alphanumeric • drop-down list • check box • radio button	Max Length	Required (needs to be filled in) (yes/no)	Show on Receipt (yes/no)
EXAMPLES: *Full name*	*alpha*	*50 char*	*yes*	*yes*

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Reporting Information

Unless otherwise noted, all personal information requested above for the site will be included in the report that is built for your eMarket. Please complete the "Transact Access Request Form" located at https://adobesigndynamicworkflow.csusm.edu/sfsfd to have your access setup to pull reports.

For Tech Ops Use Only:

Date Received: _____

Date Planned for Go-Live _____

Date of Go-Live_____