



Student Financial Services

WINTHROP MARKETPLACE STORE APPLICATION

MERCHANT INFORMATION

Merchant (Department) Name:	
Contact Person during store setup:	Phone:
Email:	
Desired Go Live Date:	<i>*Note: Stores can take up to 45 days to setup. Be sure to start your process early.</i>

STORE INFORMATION

Store Name:	
Products to be included in store:	
BANNER Fund/Org/Account/Prog for Store Revenue:	
Store Manager (if different from Contact person)	Email:

ADDITIONAL USTORE INFORMATION

**Contact person will receive store and product info forms once store is approved and created in Marketplace.*

Name	Winthrop ID#	Email Address (@winthrop.edu)

ANTICIPATED STORE USE

Will this store need to be available year-round? YES NO _____ (intended timeframe)

I have read and reviewed the information provided in the application and understand that if our ustore is approved, our department will be required to sign the Marketplace E-commerce Agreement before the store will be built.

Requestor Signature:	Date:
Dean/Dept Head Signature:	Date:

OFFICE USE ONLY (PLEASE DATE WHEN COMPLETED)

Revenue/Expense Acct. Approved	A.M.	Notes:
Expense Accounts Set up in Cashiers	L.O.	Notes:
Merchant Account Set up in Heartland	L.O.	Notes:
Marketplace Detail Code Identified	J.B.	Notes:
User Agreements Sent to Users	L.O.	Notes:
Store Completed/Live	L.O.	Notes:

Please send completed scanned form to: marketplace@winthrop.edu or Fax to: 803/323-2286
 QUESTIONS? marketplace@winthrop.edu or call Linda O'Connor 803/323-2600 x6031

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