



WINTHROP MARKETPLACE STORE APPLICATION

MERCHANT INFORMATION

Merchant (Department) Name:

Contact Person during store setup:

Phone:

Email:

Desired Go Live Date:

**Note: Stores can take up to 45 days to setup. Be sure to start your process early.*

STORE INFORMATION

Store Name:

Products to be included in store:

BANNER Fund/Org/Account/Prog for Store Revenue:

BANNER Fund/Org/Account/Prog for Convenience Fee Expense:

MARKETPLACE USERS

*If a user needs to be added after initial set-up, please contact the [Marketplace Manager](#).

<i>Name</i>	<i>Winthrop ID#</i>	<i>Email Address (@winthrop.edu)</i>

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 store 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 SIGN AND DATE WHEN COMPLETED)

Rev/ Exp Account Information Appr. by Budget	J.W.	Notes:
Marketplace Detail Code Identified	A.H.	Notes:
Expense Accounts Set up in Cashiers	D.S.	Notes:
Merchant/Users Setup in TouchNet	D.S.	Notes:
Store Completed/Live	D.S.	Notes:

Please send completed scanned form to: marketplace@winthrop.edu or Fax to: 803/323-2286

or Mail to: Winthrop Marketplace, c/o Debbie Siniard, 21 Tillman Hall, Rock Hill, SC 29733

QUESTIONS? marketplace@winthrop.edu or call Debbie Siniard 803/323-2439