

TouchNet Marketplace uStore - Maintenance Form

OFFICE OF STUDENT ACCOUNTS

This form is to request changes to established uStores. Once completed, please email to marketplace@millersville.edu.
For initial uStore requests, please complete the TouchNet Marketplace uStore Request Form.

Department: _____

Requestor's Name and Title: _____

Email address: _____ Phone Ext. _____

Name of uStore: _____

CONTACT CHANGES: Complete the information below if you wish to add or remove a user. For new users, please indicate if they are to be a primary (P) or secondary (S) contact.

Contact/Title (P/S)	Email Address	Ext.	Maintenance Requested
			<input type="checkbox"/> Add <input type="checkbox"/> Remove
			<input type="checkbox"/> Add <input type="checkbox"/> Remove
			<input type="checkbox"/> Add <input type="checkbox"/> Remove

ADD A NEW PRODUCT: Complete the information below if you wish to add a new product to your uStore.

Product Name	Product Description	Detail Code	Cost (set or variable)	Refundable (Y/N)
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

REMOVE A PRODUCT: Complete the information below if you wish to remove a product from your uStore.

Product Name	Product Description	Detail Code	Effective Removal Date

OTHER PRODUCT MAINTENANCE: Complete the information below if you would like to change the name, detail code, accounting string, cost or product modifiers associated with an existing product.

Maintenance Requested	Current Product Name	Maintenance Description	Effective Date
<input type="checkbox"/> Change Name <input type="checkbox"/> Change Detail Code <input type="checkbox"/> Change Accounting String <input type="checkbox"/> Change Cost <input type="checkbox"/> Change Product Modifiers			
<input type="checkbox"/> Change Name <input type="checkbox"/> Change Detail Code <input type="checkbox"/> Change Accounting String <input type="checkbox"/> Change Cost <input type="checkbox"/> Change Product Modifiers			
<input type="checkbox"/> Change Name <input type="checkbox"/> Change Detail Code <input type="checkbox"/> Change Accounting String <input type="checkbox"/> Change Cost <input type="checkbox"/> Change Product Modifiers			

OTHER STORE MAINTENANCE: Complete the information below if you would like to make a design change to your store or add a new category.

Maintenance Requested	Maintenance Description	Effective Date
<input type="checkbox"/> Design Change <input type="checkbox"/> Add New Category		
<input type="checkbox"/> Design Change <input type="checkbox"/> Add New Category		
<input type="checkbox"/> Design Change <input type="checkbox"/> Add New Category		

REFUND POLICY CHANGES: Describe the changes you would like to make to your Refund Policy.

OTHER: Describe the changes you would like to make to your uStore.
