



eCommerce Store Request Process



Store Request Process

Complete **Marketplace Request** form
(turnaround time: **2 weeks**)

If approved, complete the **TouchNet Support ticket** to request the store build.

The **Ecommerce Committee** will review the request.

Approval decisions are sent via **Workday** inbox notification

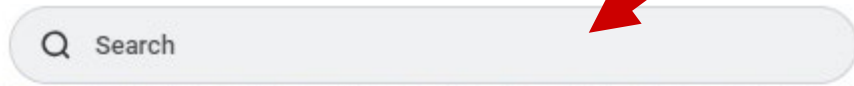
TouchNet Support Ticket: provide any details necessary to build the store/site i.e., pictures, detail code(s), categories, target audience information you wish to gather, timeframes, etc.



Completing Marketplace Request Form



TouchNet Marketplace Site/ Store request



Sign in to
[Workday](#)

In the **Search** bar at the center
top of the landing page, type
“create request”

Hit ***Enter***



TouchNet Marketplace Site/ Store request

Create Request

Request Type *

OK

Cancel

1

In the **Request Type** box, search **"marketplace"**

2

Hit **Enter**

3

Select **"New Marketplace Site Request Form"**

4

Press **Okay**

New Marketplace Site Request Form 🗄

This request form will be used by departments and colleges who would like to request a new TouchNet Marketplace uStore, uPay site or TouchNet Ready Partner connection.

Describe the Request *

Please describe in detail the business purpose of the e-commerce site or store being requested. (Required)

Requesting Department: (Required)

Primary Contact Name: (Required)

Primary Contact Email: (Required)

Primary Contact Phone: (Required)

Submit Save for Later Cancel

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- ✓ Once the form is generated.
Answer the prompts
Provide as much detail as possible, including the **detail code** necessary for store/site operation.

TouchNet Marketplace Site/Store request