

Commerce Manager Request Form

Commerce Manager is a credit card processing solution for departments who need to take credit cards for small workshops, services, etc. The Campus eCommerce office can be reached at 545-2119 if you have questions.

Please provide a short description of your credit card processing need

Authorization to take credit cards

Department Head

Print Name _____ Signature _____ Date _____

Dean's Office

Print Name _____ Signature _____ Date _____

Department Information

- Department Name _____
 Ongoing, generic payment page
 One time Accept payments from _____ to _____
- Order Name _____ (if something other than department name)
- Order Description _____ (ex: annual workshop)
- Contact Person _____
 Phone _____ email _____
- Technical contact* _____
 Phone _____ email _____

*Technical contact is someone who has access to your web page for development. Some changes to insert Commerce Manager will need to be made.

Department Financial Information

- Speedtype _____
Fund _____ Department _____ Program Code _____
Class _____ Project/Grant _____

Credit card fees are charged monthly in arrears based on the invoice from Commerce Manager. A one time set up fee or an annual fee, depending on your payment setup and use, will be charged to this speedtype as well.

Payment Information

- Payment Amount – How customers will enter the payment amount
 - choose one: Free form box Drop down list

List the fees and the description below. You must list all fees you will be charging regardless of your choice above.

Description	Fee

Budget Office Authorization

Signature

Date

- **Card/Account Types:**
 - Check all the types you wish to accept
- MasterCard
 - American Express
 - Discover
 - Visa
-
- **Additional Required Fields:** (Minimum required already checked)
 - Address associated with account
 - Daytime telephone number
 - Evening telephone number
 - Email address
 - Allow international addresses

Reporting Information

Please list the names and emails of those who will need access to Commerce Manager reporting

You have the ability to add 9 user defined fields which are available in reports from Commerce Manager. We recommend that the participant/attendee be one of them to differentiate from the payer in case it is two different people which leaves 8 others to use. Your field can be a text box (enter free form data) or Drop Down box (list of choices) or Checkbox (Y/N answer to a question). If you choose Drop Down box, indicate your list values (see example on next page)

- User defined fields will be used (fill out the table on the next page).
- User defined fields will not be used.

REQUIREDfor user to enter info
in this field***DROP DOWN****BOX VALUES**

<u>FIELD</u>	<u>LABEL</u>	<u>REQUIRED</u> for user to enter info in this field	<u>TYPE</u>	<u>*DROP DOWN</u> <u>BOX VALUES</u>
EXAMPLE OF USER DEFINED FIELD	WATER BOTTLE COLOR	Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	GREEN BLUE RED
User Defined Field 1 (recommend this be name in case it is different than who makes the payment)		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	
User Defined Field 2		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	
User Defined Field 3		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	
User Defined Field 4		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	
User Defined Field 5		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	
User Defined Field 6		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	
User Defined Field 7		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	
User Defined Field 8		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	
User Defined Field 9		Y / N	TEXT BOX DROP DOWN* CHECKBOX (Y/N)	