Welcome to the Marketplaces Stores Information Wiki!

You will find documentation on how to create, maintain and report on your Marketplace Store. For those of you who are considering a Marketplace site, this page provides the documents you will need to get started.

### Applying for a Marketplace Store

- GETTING STARTED WITH MARKETPLACE.doc
- Marketplace Site Application.doc

### Manuals

- MarketPlace Quick Start Guide
- MarketPlace Reporting Guide
- Marketplace 7 FP4 User Guide.pdf
- Payment Gateway 7 User Guide (FP4).pdf
- Marketplace Point-of-Sale Guide

### Service Pack Information

To Get Started with MarketPlace

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User Access and Reporting

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- Introduces the ability to accept card-not-present transactions with Marketplace Point-of-Sale Countertop and uPay POS. An attendant can take these payments when the customer provides payment card information either in written form or over the telephone. In order to accept card-not-present transactions, a host system account must have been created in Payment Gateway for use with MOTO transactions. The Marketplace merchant must be configured for using this MOTO host system account. And payment settings for MOTO must have been enabled within the store settings or the uPay settings. Once the configuration for card-not-present transactions has been completed, your Marketplace Point-of-Sale attendants or uPay POS attendants will encounter a prompt at the beginning of the payment process. This prompt asks if the customer is physically present. This decision determines whether the transaction is processed as a Retail transaction or a “MOTO” transaction. Several Marketplace reports have been updated to include “Transaction Type” so that users can distinguish between MOTO, Retail, and eCommerce transactions.
- Ensures tax charges are stored during the uStores checkout process. Previously, tax charges were not stored. The calculation process was repeated whenever the amount for the tax charge was needed, based upon the stored tax rate and the stored item amount. Now, tax charges are stored in the database and retrieved for reporting, and other purposes, when those amounts are needed.
- Adds new reports that summarize the transactions processed by attendants for Marketplace Point-of-Sale. These reports include an administrative report, a merchant-level report, and a store-level report.
- Improves the response time for the uStores checkout process and removes the need for schools to manage the cache size. The cache size will now be automatically set for the maximum applicable amount.
- For schools, using Workday Finance integration — Adds an accounting code description that appears in reports, order history, search results, order fulfillment, refund processing, and general ledger exceptions.
- Improves WCAG compliance for uStores.
- Improves the security process that is run on entries in customer content fields for the uStores Layout Template. This issue only affected the Designer Template.
- Improves the order of product modifiers as displayed during the checkout process and makes it similar to the order in which the modifiers are configured in the Marketplace Operations Center.
- Resolves a situation that occurred when different shipping classes were used with multiple products in the shopping cart. In this situation, only the shipping methods for the first shipping class were selectable by the customer. Now, all the applicable shipping methods are selectable.
- Resolves a situation in which special characters in a store name resulted in a Javascript error that prevented uStores from loading in the customer's browser.
- Resolves a situation that occurred when a new linked payment method was added to a host system account in Payment Gateway. In this situation, the new payment method became enabled for all uPay sites that used that host system account. Now, new linked payment methods will not be automatically enabled for uPay.
- Ensures the "please wait" spinner appears during the Marketplace Point-of-Sale login process.
- Resolves an issue in which trailing spaces in product option names caused the options to not appear when a user attempted to edit the option. Trailing spaces will now automatically be removed from option names when the option values are entered. In addition, for existing product options, trailing spaces will be automatically removed when options names are displayed during the editing process.
- Resolves a situation that prevented “additional links” from being displayed in the Curtain Nav when a mall or store was previewed.
- Ensures the uStores Curtain Nav closes when the X is clicked.
- Ensures the product name is included when return confirmation e-mail messages are resent.
- Ensures the "Email Sent" column is populated on the uPay Revenue Report.
- Ensures a name change for the "Invoice Me" payment method is populated during the checkout process on uStores payment method pages.
- Updates the maximum number of allowed characters to 32 for passwords used with Marketplace Point-of-Sale.
The Payment Card Industry Data Security Standard (PCI DSS) is a set of requirements designed to ensure that ALL companies that **process, store or transmit** credit card information maintain a secure environment. Essentially, PCI DSS applies to any merchant that has a Merchant ID (MID), and applies to ANY organization or merchant, regardless of size or number of transactions that accepts, transmits or stores any cardholder data. Said another way, if any customer of that organization ever pays the merchant directly using a credit card or debit card, then the PCI DSS requirements apply. The University at Albany has contracted with CampusGuard to assess and help us maintain a credit card acceptance environment that is PCI DSS compliant. Yearly, CampusGuard visits UAlbany to review credit card acceptance practices and to train staff on new and changing practices so the University may remain compliant.