Checklist for Touchnet Marketplace uStores

The following items must be provided before your Store or Event can go live in production.

Before proceeding, please review the following Baylor University PCI Guidelines
- PCI Compliance: https://pci.web.baylor.edu/

Touchnet Products:

Product Information:
- Fill in all the following information for each product you'd like to sell through your store.

Product Name:	
Product Short Description (500 characters):	
Product Long Description (30,000 characters):	
Point of Sale (POS) Description (500 characters or N/A):	
Stock Number (30 Characters):	
Price:	
Max order quantity:	
Track Inventory (Y/N) (keeps track of current inventory amount):	
Taxable product or service?:	
Notification emails:	
For Events: Date: Time: Location: Fee/Registration includes:	

Notes:
- Point of Sale (POS) Description
    - Only used if selling with a POS device
- Stock Number
    - Stock numbers for a store should all have the same prefix unique to your store
    - Event stock numbers should include the year
- Max order quantity
    - Most a customer can order or N/A if no limit
- Track Inventory
    - Keeps track of current inventory amount
- Notification emails
    - List all people in the department who should receive notifications for this product

Additional Product Information:

- List all additional information you would like the customer to enter ==and== whether the information is required ==by putting an asterisk (*)==
  - For example:
    - First Name *
    - Middle Initial
    - Last Name *
    - Student ID Number
    - Invoice Number
    - Etc.

Data Gathered Examples	
Ex: First Name	
Ex: Invoice Number	
Ex: Do you have any allergies? (only for food orders)	
Ex: Club Sport Name	
Customer Information you are requiring:	

Product Images – Must have one for each item.

Paste images under each heading (EX: Rugby Sweatshirt – and show an image of product)

Product Image: 400 px x 400 px