

**Application to use Online Store**

This form contains the initial information required to enable Cashiers to commence setting up your Online Shop facility within the University Store.

Part one should be completed by the shop requestor/manager and part two by the departmental authoriser.

## Part 1 Requestor

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| --- | --- |
| University Department: |  |
| Shop Name (note this will be the name of the shop as seen by the store customers, and may be different from the University Department): |  |
| Department or Unit Website Address: |  |
| Shop Contact Name, E-mail address and Telephone Number. |  |
| Customer query E-mail address (if different from the contact details above): |  |
| What are you intending to sell via the Store  (e.g. merchandise, conference places, admissions fees, courses etc)? |  |
| Do you anticipate your use of the Online Store facility will be: | Regular  Occasional  This is a one-off  |
| Do you intend to manage your own Department within the Store (including the set-up of items), or would you prefer this to be done centrally?  **Note:** If it’s a one-off, we suggest it is managed centrally, so please also complete a Product/Event set up form. | Self-managed  Centrally managed  |
| Please provide the General Ledger (GL) codes which be used as the default in the Store (including VAT code). This can be amended if required during the set up each product/event.  **Note:** Orders are uploaded from the Store into Oracle Financials where a transaction (invoice) is created, allocating income to the finance codes applicable to the product/event. |  |
| Please indicate your training requirements here. **Note**: you will not be given access to the system until you have been trained. If you wish the Store to be centrally managed, you will still need to undertake the Navigation training in order to obtain Reports from the system. You may want to attend the Navigation training prior to making a decision as to which Module of the Store is most suitable for your needs. | Navigation/Using the Online Store  Setting up Products  Setting up Courses/basic Events  |

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| --- | --- | --- | --- | --- |
| Please list the people who you want to be able to access your Shop’s administration functions, and their access level for each module. The access level is one of: full access, no access, or view-only access. You can only have full access to Modules for which you have been trained. | | | | |
| User |  | Modules | | |
| Name | Email Address | Reporting and Order Management | Products Setup | Courses Setup |
| *Example User* | *example@admin.ox.ac.uk* | *Full* | *Full* | *No* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Part 2 Authorisation

This section should be completed by a Departmental Administrator (or equivalent) who is authorising the shop to be set-up for the person named in part 1 above.

|  |  |
| --- | --- |
| I authorise this application for an online shop and confirm that the products/services to be offered for sale do not compromise the standing or reputation of the university. | |
| Signed: | Name: |
| For (University Department): | Date: |

**NOTES**:

(i) Please see the standard Terms and Conditions for Online Sales, which can be found at <http://www.oxforduniversitystores.co.uk/help/?helpid=1> (noting in particular our standard refund/cancellation policy as specified in Clause 7).

(ii) The University’s standard Privacy Policy can be found at <http://www.oxforduniversitystores.co.uk/help/?helpid=2>

**Send to:** Cashiers Office **Email:** [onlinestore@admin.ox.ac.uk](mailto:onlinestore@admin.ox.ac.uk)  
 23-38 Hythe Bridge Street **Fax:** 01865 (6)16001

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