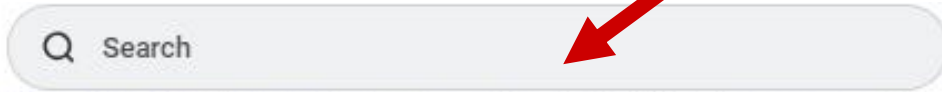




How to request a TouchNet Marketplace store/site



TouchNet Marketplace Site/ Store request



1

Sign in to [Workday](#)

2

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

3

Hit enter

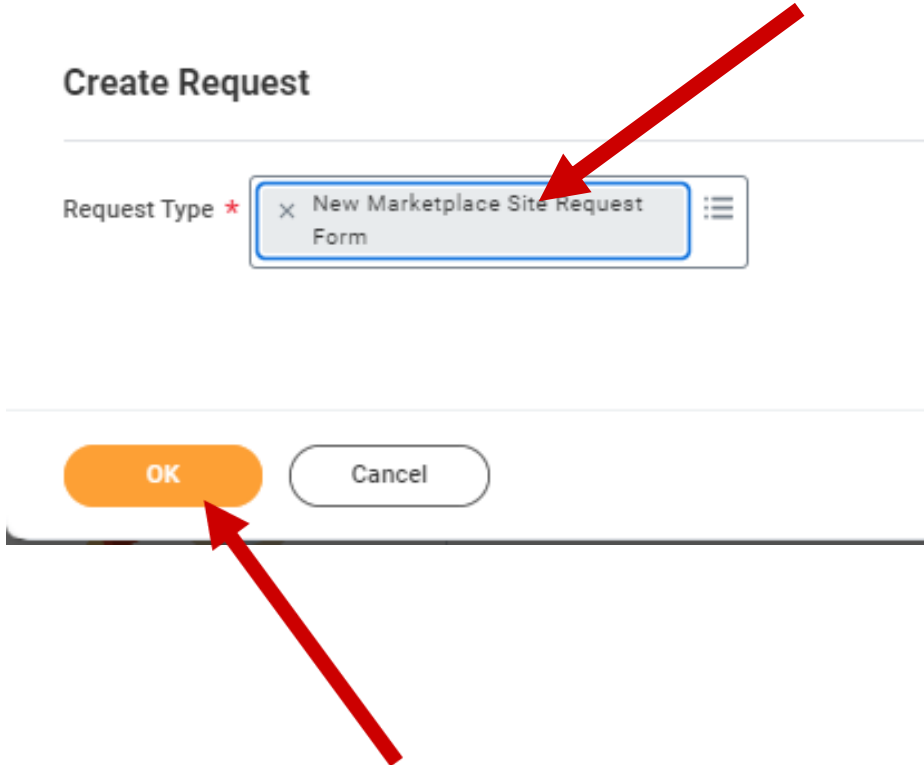


TouchNet Marketplace Site/ Store request

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

4. Once the form is generated.

Answer the prompts, providing as much detail as possible, including the detail code necessary for store operation.

TouchNet Marketplace Site/Store request