eCommerce Store Request Process
Store Request Process

Complete *Marketplace Request* form
(turnaround time: **2 weeks**)

The *Ecommerce Committee* will review the request.
Approval decisions are sent via *Workday* inbox notification

If approved, complete the *TouchNet Support ticket* to request the store build.

*TouchNet Support Ticket*: provide any details necessary to build the store/site i.e., pictures, detail code(s), categories, target audience information you wish to gather, timeframes, etc.
Completing Marketplace Request Form
TouchNet Marketplace Site/Store request

Sign in to Workday

In the Search bar at the center top of the landing page, type “create request”

Hit Enter
In the Request Type box, search "marketplace".

Hit Enter.

Select "New Marketplace Site Request Form".

Press Okay.
Once the form is generated, answer the prompts. Provide as much detail as possible, including the detail code necessary for store/site operation.