

eMarket Introduction

CASHNet is the University's cashiering system. Emarket is a CASHNet module that allows departments to collect money for approved services/products/fees via online storefronts. Customers will be linked out via a storefront embedded in a department's website. This storefront will allow them to make purchase items or services and make credit card payments. OBU pays CASHNet credit card processing fees, which are 2.75% of each transaction and expenses the charge out to the department. Please accommodate for this expense when you set your eMarket prices.

Application Process – How it Works

Departments interested in this ecommerce solution must complete an application for an eMarket. These applications can be found at the following link <https://www.okbu.edu/business-office/forms.html>. The requested information includes:

- Department information (GL account numbers, org numbers, and activity codes if applicable)
- Estimated Revenue
- Description of product or service
- Amount of product or service
- Department eMarket contact information

The completed request is submitted to the Bursar's Office via email for approval. The Bursar's Office will notify the requesting department if approved or denied. Please allow 5 to 10 business days for reviewing. Once approved, please allow up to 3 weeks for eMarket creation.

What Happens If Approved

The Bursar's Office will:

- Ask the department to send over any pamphlets or brochures they have on the event
- Create the store in a test environment for the department to view and request changes
- Send the URL to the department for review
- Set up department users to receive transaction reports as requested in application
- Send the URL to PR for live production on the website

The requesting department will:

- Provide the Bursar's Office with as much information as possible regarding their store (this includes the application and any brochures/pamphlets that have been created)
- Provide the Bursar's Office with storefront department representative to receive reports or contact with questions
- Provide any images they want displayed with their products/services
- Thoroughly review the storefront before going live to ensure accuracy