uStore Store Intake Request for TouchNet Marketplace
UBC Digital Payments Program (DPP)

UBC Digital Payment Program (DPP) provides participating UBC departments with secure, real-time authorization and processing of online payments through credit card rails (including credit, prepaid credit and signature debit). As with other credit card payment processes on campus, DPP is subject to UBC Payment Card Industry Data Security Standard (PCI DSS) compliance, with which stores must be compliant at all times.

UBC Entities Only:
DPP supports digital payment processing behalf of UBC entities only. We do not support payment processing on behalf of a subsidiaries or related entities.

Credit Card Security:
1. DPP merchants are not permitted to obtain, collect or store sensitive credit card information.
2. DPP merchants are not permitted to process payments on the behalf of their customer or the cardholder.
3. Please refer to the UBC PCI DSS compliance and compliancy requirements available via the links below.
(Please note that DPP Ecommerce Credit Card Processing Requirements will soon be published).
UBC Finance PCI DSS Compliance
UBC Finance PCI DSS Compliance Requirements
4. DPP merchants are subject to training sessions and audits to ensure PCI DSS compliance. To take PCI training, please enroll in the Canvas course via the link below:
https://wpl.ubc.ca/browse/digital-payments/courses/wpl-dp-pcidss

Privacy Law Compliance:
"To comply with British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and UBC Information Security Standards, new Web Service merchant requests have to complete Privacy Information Assessment (PIA) review. Existing web forms needing changes on the manner/process of collecting user information on their web forms may also require PIA review.
Details of the PIA process can be found in the link below:"
UBC PIA Process Overview
Please also go to Service Now via the link below to complete a Privacy Impact Assessment for your shopping cart project.
https://ubc.service-now.com/selfservice?
id=sc_cat_item&sys_id=b0df59a3db2e8050c628755a8c9619cf&table=sc_cat_item_producer

Tax Compliance:
For confirmation of applicable taxes on sales of products and services it will be necessary to reach out to UBC's tax department. Below is a link to the UBC Finance Tax & Services Levy page. Please direct enquiries to holly.shepherd@ubc.ca
UBC Finance Tax and Services Levy

Note : Multi-currency credit cards are accepted but DPP transactions are posted and booked in CAD currency only

In order for DPP to start processing your request, please provide the following information (Note: fields with an asterisk (*) are required entries):

uStore and Operational Dates:

uStore Name*
This is the store name you want to see in TouchNet

Type of product offerings*
For Example: Event, Fee Collection,
Sale of Products or Services, etc.

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Payment Methods: Visa   Mastercard   American Express   Union Pay   Discover

Please note: Visa includes Visa Debit & Mastercard includes Mastercard Debit

Is this new store based on an existing one? If yes, please
provide TouchNet store name or CBM code

Expected Go-Live Date (MM/DD/YYYY)

Expected Periods of Activity (e.g. event registration from
January 1 to January 31):

Department & Contact

Department / Organization Unit Requesting digital
payment service*

Name of Business Contact
(someone who oversees the payment operations)*

Email of Business Contact*

Declare & Submit *all must be selected to proceed*
As Store Owner of this uStore account, I hereby confirm:

1. That this request is for/on behalf of a UBC entity and not on behalf of a subsidiary or related entity

2. That payments or fees to be collected for this merchant is for a UBC activity

    As owner / overseer of this store account, I confirm that store process will comply with the following:

3. UBC data privacy and information security requirements

4. British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and UBC Information Security
   Standards

    As owner / overseer of this store account, I also confirm that, as store administrators, we have:

5. Completed DPP PCI Compliance Training (see page 1)

6. Completed a PIA self-assessment. Where the PIA self-assessment indicated that the risk level is High or Very High,
   we will put in place a plan to address the security and privacy risks identified by the PIA assessment

    As owner / overseer of this store account, I have:

7. Consulted Treasury regarding sales tax application and will implement such collection as part of the order and
   payment process

8. Understood that the Store Owner is responsible for letting the DPP support team know when any of their employees
   with a DPP TouchNet user role assigned are no longer part of their team so that the DPP Support team can
   deactivate their user account access to DPP TouchNet.

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User Roles
note: users can have more than one user role granted to them

Fulfillers with Cancel/Refund Rights:
Please provide the name and the UBC email address of the person(s) who will be able to cancel and refund an order.

User 1: Full Name   Email

User 2: Full Name   Email

User 3: Full Name   Email

Store Accountants:
Please provide the name and the UBC email address of the person(s) who will be able to view store revenue, transaction posting detail and transaction listings.

User 1: Full Name   Email

User 2: Full Name   Email

User 3: Full Name   Email

Store Clerks:
Please provide the name and the UBC email address of the person(s) who will be responsible for creating and editing products in the uStore.

User 1: Full Name   Email

User 2: Full Name   Email

User 3: Full Name   Email

Finance Director, please assist store owner to provide the following for revenue posting in Workday:
Note: if the shopping cart has products or services that post to different revenue categories and worktags, please provide the information for the primary product or service. We will obtain the other posting string in the subsequent TouchNet configuration information gathering step.

Cost Centre ID*

Function Code*

Fund Code*

Ledger Account*

Revenue Category*

Program ID or Project ID*

I confirm acceptance of the terms of this declaration

Request Date*:

Requested by Store Owner Name*:

Store Owner Signature*:

Reviewed by Finance Director Name*:

Finance Director Signature*:

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