

Texas A&M E-Commerce Departmental Agreement

This agreement covers the use of Texas A&M and TouchNet systems supporting online credit card and ACH transactions. Please read the following user agreement, and sign below.

Fees

- The card brands (VISA, MasterCard, etc.) charge a fee for using their payment networks. The exact fee varies by the type of card the customer uses (rewards, corporate, etc.) and consequently changes from month to month. It generally ranges from 2-4% of your transactions, so FMO recommends reserving up to 5% of your transactions for credit card fees. Once a month this expense is charged to a FAMIS account of your choosing. You will receive a receipt for the amount charged to your FAMIS account.
- Texas A&M also incurs an expense for utilizing the e-commerce system currently operated and maintained by TouchNet. As a user of this system, you agree to contribute to its maintenance by paying a rate of \$0.50 per transaction. This expense will be charged monthly against the same account as the credit card service fees.
- You acknowledge that fees are NOT automatically added to the amount of any transaction. It is your responsibility to incorporate the cost of doing business in the price of your goods and maintain sufficient funds in your FAMIS billing account.
- Credit card chargebacks can also occur against your account. Chargebacks are credit card transactions that your customer has disputed and has requested a refund.

Security

- Access is granted through user id and password security system.
- Do not share user id or password.
- User must change password received upon initial login.
- Log out of database if computer is to be unattended by the authorized user.
- Do not share confidential information about a customer (i.e. address, phone, etc.).
- Please perform all refunds according to TAMU Policies and Procedures. Please verify all totals before the refund is submitted.
- Do not attempt to refund in excess of the original amount of the transaction.
- Do not allow unauthorized users to process refunds with authorized user's login.
- Segregation of duties must be followed in the refund process.
- For issues related to passwords, please contact Financial Management Operations by email: marketplace@tamu.edu
- If an authorized user changes employment or job responsibilities, Financial Management Operations must be notified immediately by email: marketplace@tamu.edu.

Please sign below and keep a copy of this agreement for your records. Please send this form to Preston DuBose at MS 6000.

Store Manager _____

Supervisor _____

Printed Name _____

Printed Name _____

Department/Office _____

Phone Number _____



Texas A&M E-Commerce Application

Campus Code: _____ Main Phone #: _____ Fax Number _____

Department/Office Name: _____

Physical Address: _____

City/State/Zip: _____

Merchant Manager: _____ E-mail _____

Type of Products to be Sold: _____

Names and UINs of users needing access to online training: _____

Payment Types: Visa MasterCard Discover AMEX ACH (web-check)

*Each store must be assigned a **Default FAMIS Account** to which transactions are posted. In Marketplace, individual products can override the default. Your monthly fees will be billed to a single **FAMIS Billing Account** based on your transactions. You will receive a receipt after the fees have been charged to your account.*

Default FAMIS Account: _____ FAMIS Billing Account: _____

Four-character Department Code found in FAMIS: _____

Expected Test Start Date: _____ Forecasted Go Live Date: _____

Texas A&M Marketplace is the university's ready-made online shopping cart system. All product management occurs within the shopping cart system, and there is no means of having the store check with external databases to display choices customized for each customer. AggiePay allows you to build your own shopping card system to your own specifications, then pass the customer to a secure environment for processing the payment portion of the transaction.

Shopping Cart/Payment System: Texas A&M Marketplace AggiePay

Office Use Only

Visa/MC Merchant Number _____

AMEX Merchant Number _____

Discover Merchant Number _____

Vendor ID _____

Bank ID _____

Reference Number _____