Scalability.
Security.
Visibility.
That’s UNL Marketplace.
UNL Marketplace was developed to provide all UNL organizational areas with a single, robust infrastructure for online transactions, integrated into the UNL website. Imagine your own storefront, inside a UNL e-commerce ‘mall.’

Why UNL Marketplace?
UNL Marketplace helps UNL merchants by meeting a need for visible, high-availability e-commerce services for UNL merchants who have up to now been “on their own” when doing business online. UNL Marketplace exposes your storefront to more potential customers by locating in a high-traffic mall. UNL Marketplace helps UNL’s efficiency by reducing redundant purchases of software and the necessity of maintaining them. And it reduces the security risks involved in UNL e-commerce by requiring that we safeguard one system rather than many.

Who’s behind UNL Marketplace?
University Communications is the primary service provider, handling development and maintenance of your storefront and the accounting behind it. Information Services provides the server and network infrastructure to assure high availability.

Why is UNL Marketplace a better option for efficiency?
UNL Marketplace is integrated into the operations of the university in a way that no other system can provide. The bursar’s office is provided with simple-to-use reports to traffic revenues as efficiently as possible between university cost centers.

Why is UNL Marketplace a better option for visibility?
UNL Marketplace is part of the UNL website; not a ‘siloed’ function of UNL.edu. This means that Marketplace features can be integrated at the highest-traffic locations in UNL.edu; leading to more visibility, more customers and more sales for your storefront.

UNL Marketplace provides visibility of your offerings to the UNL community at the highest-traffic pages on the UNL website. These pages, on average, are viewed more than 100,000 times each day. A promotional graphic will run on each of these pages, with a link to the UNL Marketplace.

How does it work?
In the simplest terms, once a customer submits an order online, Marketplace sends notification of the order, complete with packing list and shipping label, you prepare it for shipment, it gets picked up, and your storefront gets paid.
### UNL Marketplace Credit Card Purchase Example

<table>
<thead>
<tr>
<th>Items</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping</td>
<td>$20.00</td>
</tr>
<tr>
<td>Invoice Subtotal</td>
<td>$120.00</td>
</tr>
<tr>
<td>Sales Tax - 7% (shipping is taxable)</td>
<td>$8.40</td>
</tr>
<tr>
<td>Invoice Total</td>
<td><strong>$128.40</strong></td>
</tr>
</tbody>
</table>

#### Flow of Funds

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item net of UNL Marketplace fee</td>
<td>$94.00</td>
</tr>
<tr>
<td></td>
<td>Credit Card fees</td>
<td>-$3.85</td>
</tr>
<tr>
<td></td>
<td>Total Transfers</td>
<td>$90.15</td>
</tr>
</tbody>
</table>

#### Payments by UNL Marketplace

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping paid from UNL Marketplace CO</td>
<td>$20.00</td>
</tr>
<tr>
<td>Sales Tax paid from UNL Marketplace CO</td>
<td>$8.40</td>
</tr>
<tr>
<td>Balance from this transaction</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Transfers to Merchant Department

<p>| | |</p>
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<tbody>
<tr>
<td>Shipping to UNL Marketplace CO</td>
<td>$20.00</td>
</tr>
<tr>
<td>Sales Tax to UNL Marketplace CO</td>
<td>$8.40</td>
</tr>
<tr>
<td>UNL Marketplace Fee</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

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### Fig. 1: UNL Marketplace Credit Card Purchase Example

<table>
<thead>
<tr>
<th>Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$097.99</td>
<td>Items</td>
</tr>
<tr>
<td>$97.99</td>
<td>Shipping</td>
</tr>
<tr>
<td>$097.99</td>
<td>Invoicer Subtotal</td>
</tr>
<tr>
<td></td>
<td>Sales Tax - 7% (shipping is taxable)</td>
</tr>
<tr>
<td>$7.99</td>
<td>Invoicer Total</td>
</tr>
<tr>
<td>$128.40</td>
<td>Invoice total from Credit Card Processor into Bursar</td>
</tr>
</tbody>
</table>

#### Payments by UNL Marketplace

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Partnering with UNL Marketplace

With UNL Marketplace, your success is our success.

UNL Marketplace only gains revenue if you do. Our percentage-of-sales support model assures low upfront cost, and that we remain committed to your success.

So, how much does it cost?
UNL Marketplace is supported through a percentage-of-sales model, with Marketplace fees calculated according to an agreed-upon rate that is dependent on various factors, including overall (gross) sales, average invoice amount, and anticipated return/spoilage rate. The precise Marketplace rate is spelled out in a Memorandum of Understanding, an agreement between a vendor and the UNL Marketplace. UNL Marketplace replaces the costs associated with the purchase and maintenance of e-commerce software and services, including infrastructure and network support, as well as much of the risks and headaches of operating an e-commerce site. Who’s behind UNL Marketplace?

University Communications is the primary service provider, handling development and maintenance of your storefront and the accounting behind it. Information Services provides the server and network infrastructure to assure high availability.

What kinds of things can I sell?
UNL Marketplace can handle any item that can be described and priced. Tangible items, downloadable files and conference registrations are currently supported. Our roadmap includes development of a ticket-sales/venue mapping component.

Who can I sell them to?
Most customers will transact their business as personal purchases, through personal accounts. But not all. UNL Marketplace is part of the UNL website; as such it can take advantage of built-in site functions, such as user authentication. Official UNL credentials are required by the Marketplace system for transactions involving university cost centers, for instance, providing those transactions with ‘digital signature’ functionality that other platforms are simply unable to implement.

How do customers pay?
UNL Marketplace has partnered with PayPal Payflow Pro, a major payments processor. Visa, MasterCard, Discover and Diner’s Club are current supported payment options.
How does it work?

In the simplest terms, once a customer submits an order online, Marketplace sends notification of the order, complete with packing list and shipping label, you prepare it for shipment, it gets picked up, and your storefront gets paid.

But that’s an oversimplified description. At right (fig. 1), you’ll find a spreadsheet that describes monetary flows arising out of a typical $100 sale with $20 in shipping costs.
Process
The UNL Marketplace Process

How to run your store in the UNL Marketplace

UNL Marketplace was designed on the rock-solid foundation of the Magento e-commerce platform to provide great front-end customer experience backed by a flexible, powerful and easy to use administrative system.

Catalog Setup
When you set up your Marketplace storefront for the first time, we recommend that you approach the task in steps. Use the following workflow for building your product inventory online:

1. Create Categories
2. Create Attributes (product descriptors)
3. Create Attribute Sets (groups of product descriptors)
4. Create a New Product

Manage Categories
Categories serve as grouping methods for products. The can also help users navigate to products they are looking for. The top navigation in the Marketplace frontend will display the top 2 levels of categories, that is, all your top-level categories and their sub-categories.

To view and edit categories select Catalog > Manage Categories from the navigation. The categories will be displayed in a tree on the left. The tree is editable using drag-and-drop to reorder categories. Clicking a category in the tree will load its data into the form on the right.

Creating Categories
Select a branch in the Category tree. If creating a top-level category, select the root category, otherwise, select the parent category branch.

- Click the Add Subcategory button. Tabs of
information will be provided to describe the new category. Mandatory fields appear with a red asterisk (*)

**General information about categories**

- **Name:** The label for the category that will be displayed to the customer
- **Is Active:** Yes/No Determines whether category is displayed
- **URL key:** [OPTIONAL] The short URL users can access the category from. Defaults to the name.
- **Description:** [OPTIONAL] Allows you to provide text that describes the category.
- **Image:** [OPTIONAL] Allows you to provide an image to be displayed next to the category name.
- **Page Title:** [OPTIONAL] The HTML title of the category’s page. Defaults to the category name.
- **Meta Keywords:** [OPTIONAL] Keywords that will be embedded into the HTML to allow search engines to crawl the catalog better.
- **Meta Description:** [OPTIONAL] A short text description that search engines can use to provide information about search results.

**Display Settings**

- **Display Mode:** How should the category page be rendered.
  - Products only: A grid/list of the category’s products
  - Static block only: An HTML block from the CMS
  - Static block and products: Both of the above will apply
- **CMS Block:** If the Display Mode needs a Static block, select the block from the drop-down.
- **Is Anchor:** Select Yes to specify that this category page is an anchor. Anchors are used for the Layered Navigation. If set to be an anchor, this category will display products from itself and its sub-categories. Otherwise, only the products in this category will be displayed and the sub-categories will be listed in a navigation box on the left side of the page.
- **Available Product Listing Sort by:** Select the attributes you’d like the user to be able to sort by, or check the box below the list to use all. Best Value sorts the product by the Position value listed on the Category Products tab.
- **Only Allow Access To:** Selecting any of the customer groups from the list will prevent users from accessing the category page, unless they are signed in and a member of the selected group(s). NOTE: This does not affect the products contained in the category.

**Custom Design**

- **Custom Design:** Please disregard. All pages must use the unl \ default. This assures that your pages are compliant with UNL web publication policies.
- **Page Layout:** Which page layout should the page render with. NOTE: No content is set to display in the “right” column in the UNL theme, so avoid using the 2 column w/ right or the 3 column.
Managing Product Attributes

An attribute represents a property of a product, such as its name, image, SKU, color, manufacturer, etc. Attributes are assigned by you to the products of your choice in order to enable your customers and search engines to find them more easily.

Attribute sets allow for store owners to assign multiple attributes to a product at one time and provide a means for similar products to be defined with the same attributes. Attributes must be defined before defining Attribute Sets and products because only Attribute Sets can be assigned to a product (not singular attributes).

NOTE: All storefront managers share attributes and attribute sets. DO NOT edit an attribute set, you yourself did not create or have been granted permission to use. Likewise, when editing/expanding attributes you didn’t create, DO NOT remove option that may have been added by administrators or other managers.

IMPORTANT: One of the most important attributes in the system is the “Source Store” attribute. This attribute is used throughout the system to specify who gets notified for the sale of the item AND who get paid for its sale. All products are required to have this attribute to function properly, so make sure you select the proper value when creating a product.

Defining Attributes

• Select Catalog > Attributes > Manage Attributes from the navigation. This will display a list of existing Attributes.

• Click the Add New Attribute button to display the attribute form.

• Descriptions for each of the properties are listed below. A red asterisk (*) denotes a required field.
• Attribute Code: A unique identifier. Do not use spaces. This name does not appear anywhere to the customer.

• Scope: Specifies where the value of the attribute be different. As most storefront managers only have access to one scope, it is best to set this to **Global** (meaning this attribute only takes on one values throughout the entire marketplace).

• Catalog Input Type for Store Owner: Controls how a store manager can enter values for this attribute. For descriptive textual attributes, you can use the **Text Field** or **Text Area** types, for list prices you can use the **Price** type. However, not all types can be used for layered navigation (the navigation pane displayed to the left of products on a category page).

• Input Validation for Store Owner: Selecting one of the options will force the store manager to input a valid value before saving can occur.

• Use in quick search: Allows for users to search for this attribute’s value in the search box displayed on all pages.

• Use in advanced search: Allows users to search for this attribute’s value in the advanced search page.

• Comparable on Front-end: Allows users to see this attribute when comparing products.

• Use for Price Rule Conditions: Allow this attribute to be used in site-wide promotions.

• Visible on Product View page one Front-end: Should this attribute be listed in the “More Details” tab of the product’s page.

• Used for sorting in product listing: Allows for this attribute to be a sort option for categories.

• Select the **Manage Label / Options** tab to the left of the form.

• In the **Manage Titles** box(es) provide a title for this attribute. This is what will be displayed to the customer. Specifying the “Admin” value is all that’s necessary.

• If the attribute is a Dropdown type, another box will be displayed to add the options for the dropdown. Again, specifying the “Admin” value is all that’s necessary. The **Add Option** button will add more rows for more options.

• Click the **Save Attribute** button.
Creating Attribute Sets

- From the navigation, select Catalog > Attributes > Manage Attribute Sets. A list of existing Attribute Sets is displayed.

Click the **Add New Set** button to display the initial form.

- In the **Name** field, specify the name of the Attribute Set that will be displayed when creating products.
- In the **Based On** field, select another Attribute Set from which this Attribute Set is to inherit. This enables you to reuse the Attributes already defined in a set to build other Attribute Sets. The simple option is to leave the **Default** option that appears in this field.
- Click the **Save Attribute Set** button. The following page will be displayed.

The top-left of the page shows the name of the Attribute Set, as you just saved.

The center of the page shows a hierarchical tree representing Groups of Attributes. These groups determine how Attributes appear in the back office when a product is being edited. This enables a logical grouping of Attributes.
The tree is editable by drag-and-drop. You can move Attributes from the Unassigned Attributes area into the tree. Likewise you can move Attribute out. To create another logical group or delete an existing group, use the displayed buttons. NOTE: The tree branches that have the little red circle icon (not visible in this image) cannot be removed as they are used by the system for a specific purpose.

The right side of the page shows a list of Attributes that are not assigned to this Attribute Set.

- Select the Attributes to be assigned to a Group by dragging them from the Unassigned Attributes area on the right into the relevant Group in the tree in the Groups area in the middle.

- Finish by Clicking the Save Attribute Set button.

**Managing Products**

Tip: You should first define the Attributes of a product as described in the previous section before you define products that have that Attribute.

**Product Types**

UNL Marketplace offers a variety of product types that enable significant flexibility when defining products. The following lists the available product types and their typical usage:

- **Simple Product**: This is the most basic product type. It is suitable for all kinds of physical (shipped) products.

- **Virtual Product**: This is a product that does not require shipping or inventory. It is generally used for warranties or services.

- **Downloadable Product**: This is a digitally downloadable product that sells one or more files of a product and provides samples of those files. These downloadable files can reside of your server or be provided as URLs to any other server.

- **Grouped**: This option enables you to display several similar products on a single page. For examples, if you are selling chefs’ knives and you have the same knife in four sizes, you can make a grouped product to display all four of these sizes. Customers can select the size(s) that they want and add them to the cart from this page.
• **Configurable:** This product enables your customers to select the variant of they want by choosing options. For example, you can sell T-Shirts in two colors and three sizes. You would have to create six variants of individual products (each with its own SKU) and then add these six to a **configurable product** where customers can choose the size and color, and then add it to their cart. A very similar functionality is possible by using Custom Options for Simple Products. The difference between a configurable product and a product including custom options is that inventory is NOT checked or updated for individual options during the purchase of the latter and there is no possibility to go directly to a product with a given set of options. This also makes it hard for a search engine to find the product option.

• **Bundle:** This product is comprised of components that are presented in different ways and are made from existing products. A good example of a bundle is a complete computer. For this computer, you can configure how much RAM or what kind of monitor is included with this computer in your store.

**Creating a Product (type unspecific)**

• From the navigation, select **Catalog > Manage Products** to display a list of products. If you are looking to edit an existing product. You can use the filter inputs in the grid to help find the product you are looking for.

![Manage Products](image)

• Click the **Add Product** button to display a form to specify the product type and attribute set.

![Add Product](image)
• Click the **Continue** button once you have selected the needed values. A page similar to the one below will be displayed (varies depending on the product type and attribute set).

![New Product (Default)](image)

**General Product Configuration Page**

Fill in all the mandatory fields, which are indicated by a red asterisk (*). Note the tabs that display at the left of the page.

**IMPORTANT:** One of the most important attributes in the system is the “Source Store” attribute. This attribute is used throughout the system to specify who gets notified for the sale of the item AND who get paid for its sale. All products are required to have this attribute to function properly, so make sure you select the proper value when creating a product.

- Set the **Status** field to **Enabled** to specify that the product is available to be displayed.
- Select a **Tax Class**. All products, regardless of tax-exempt status, should have some tax class that is NOT **None**. The default for a taxable item is, **Taxable Goods**. If you are unable to determine the proper tax class, please consult an accountant or a UNL Marketplace technician.
- Select the **Visibility**. **Catalog** means the product can be displayed in some category. **Search** means the product can be displayed in search results. **Not Visible Individually** means the product will not be displayed anywhere (this is usually used for products that are a part of a Configurable or Bundle product).

The following describes the other fields in this page:

- **Name:** The product name as it appears to the customer.
- **Description:** The description that appears in the “Description” tab of the product page.
- **Short Description:** The description that appear at the top of the product page.
• Weight: The product’s weight. Please be as accurate as possible as this is used to estimate the cost of shipping.

• Set Product as New from/to Date: The date range in which this product can be promoted as a new product in various locations throughout the site.

• Allow product to be featured: Puts the product into a pool of products that can be displayed with a special “featured item” block.

• Feature from/to: The date range in which the featured item pool can be limited to.

• URL Key: The Search Engine Friendly URL Identifier is the name used for this product in the product’s URL. You cannot use space in this field. If the URL key is left blank, one is automatically generated from the name.

The Images tab provides a form to upload images and assign them as the Thumbnail (displayed in the cart), Small Image (displayed in the catalog), Base Image (displayed on the product page). Marking an image with Exclude mean that it will not be displayed under the Base Image on the product page as part of the image gallery of additional images.

The Meta Information tab provides fields to specify information that is useful to search engines. The fields are text only and optional.

The Design tab has a few fields that control the output of the product page. They are not needed and as such are not described here.

The Shipping tab can be used ONLY if you have set up your product to use the Shipping Surcharge module with a UNL Marketplace technician.

The Security tab provides a field to specify a customer group that is required to access the product’s page and/or add the product to the cart.

Prices Product Configuration Tab

This tab provides fields for specifying the Price, Cost, and Special Price information for this product. You can also add Tier Pricing for particular customer groups and/or quantities by clicking the Add Tier button.

• The Special Price field is used for discounting or promotions.

• The Cost field is only used in the back office. It can be used in the reports module.

Inventory Product Configuration Tab

This tab provides information about keeping track of inventory options for the product. Most fields have a checkbox that enforces the “Use Config Settings” value. You may uncheck the box to adjust the default-configured value.

• In the Manage Stock field, select Yes to specify that all inventory options are available for this single product, or select No to specify that you do not want to manage product inventory (in this case, the product is permanently available in the store to your customers)

• In the Qty field, specify how many items of this product you have in stock
• In the Stock Availability field, select In Stock to allow customer to add it to the cart.

• In the Qty Uses Decimals field, select Yes to specify that customers can enter decimal quantities for this product, as opposed to integers. This is suitable for products sold by the weight, volume, of length. For example: 2.35 pounds of concrete or 3.75 feet of carpeting.

• The Backorders field enables customers to place and Order for a product that has a Qty of less than 0. This option also enables you to notify your customer that even though there are no items of a product currently available, they can still place and Order. You can do this by selecting the Allow Qty Below 0 option and the Notify Customer option.

The Website tab contains a list of all website and the store belonging to that website. You should select the checkbox next to the top UNL Marketplace to have the product display in the website.

The Categories tab contains a tree of catalog categories that this product can be a member of.

Related Products, Cross-sells, Up-sells Configuration Tab

Each of these tabs is similar and enables you to configure relationships between products. Related Products are shown on the product page in a side bar that allow customers to also add them to the cart. Cross-sells are shown in the cart page once the product is in the cart. Up-sells are listed on the product page under all of the product’s specific information. The following appears in each of these tabs:

You can control which products are displayed by adjusting the filter inputs. Selecting a checkbox will assign the relationship.

The Custom Options tab allows you to specify product variations available to the customer (that are not tracked by inventory). Add a variation option by clicking the Add New Option button. The form displayed will allow you to specify how the customer will input the variation, if it is required, the title of the variation, and if there is a price/SKU that should be associated with providing that variation.

More information for the other tabs that are displayed for other product types will be made available later. Feel free to explore on the staging/testing server.

CMS Pages & Block

More information about how to use this module is coming soon. Right now, all product description fields allow you to input HTML using a WYSIWYG editor.
**Placing an Order**

A customer has browsed the site, added items to their cart, and completed the checkout process. An email is then sent to the customer and to a specified email address for each of the stores involved in the order.

![Email Example](image)

**Example email**

Once the order has been placed, for credit card orders, the funds will be captured from the customer’s account and the sale is ready to be shipped by the various store managers that need to process the items of the order.

**Order Review / Invoicing**

From the admin interface of UNL Marketplace, store managers are able to review any order that was placed by selecting *Sales > Orders* from the navigation. Selecting an order from the displayed grid will open that order showing all of the purchase details.
The buttons near the top of the page, under the navigation, show you the actions that can be run on the order. The left side of the page has tabs for Information, Invoices, Credit Memos, Shipments, and Comments History. Select any of those tabs for more information.

Gift Messages are displayed on the Information tab ONLY while the order is not invoiced. After that point, it will only be displayed once that item is added to a shipment.
To cancel or hold an order, click that respective button. To start an invoice, press the **Invoice** button. It will bring up a page to specify which items are being invoiced. The UNL Marketplace invoice serves as verification of payment. As with all order processes, there are inputs to email the customer with updates.

NOTE: Orders placed with the credit card payment methods will automatically be invoiced upon confirmation from our payment processor (within seconds of the customer placing the order).

Once the store manager has processed the order and invoiced it, if they are using the centralized shipping method, they need to ensure their products are available to the warehouse for shipping. Otherwise, they need to also follow the shipping process.

**Shipping**

After an order is invoiced and the items have been picked to ship, a shipment can be created in UNL Marketplace to notify the customer and allow for package tracking. There are currently two buttons on the **Order View** page that handle shipping. The **Ship** button is used for manually creating shipments for any carrier (labels and tracking information is NOT automatically generated using this button). The **Auto Ship** button will open the order in the auto shipment generator. It will currently only work for orders that were placed with the carrier(s) that the UNL Marketplace has established accounts, otherwise an error will be displayed.
(Manual) Ship

A page that is similar to the invoice interface will be displayed. You are able to manually enter shipping information for any carrier and verify which items are included in this shipment.

NOTE: Using this method does not generate a mailing label for the shipment. You, the storefront manager are responsible for ensuring that the products included in this shipment get appropriate postage and are delivered to a carrier. To be reimbursed for shipping charges (not to exceed what was collected from the customer), please contact a UNL Marketplace Technician.

![New Shipment for Order #1000000016](image)

Auto Ship

The package generator should be displayed. Verify the item weights and qty and which package they will be in (if multiple packages will be needed). Once everything is verified, clicking the Create Shipment button will send the package information to the appropriate shipping carrier and get label/tracking information.
The label(s) can be printed/saved using the links that will be displayed upon success. The labels can be retrieved/printed again, by opening the shipment that this form created (Clicking the **Shipments** tab on the **Order View** page will display all shipments for an order).

Once the label has been printed—can be printed on any device that is capable of printing. No need for a thermal label printer—the label should be attached to the package containing the products associated with that shipment. That package then must be delivered to the carrier personally OR placed in designated mail pickup location by Mail & Distribution Services that will perform a daily pickup and ensure the package is delivered to the appropriate carrier.

**NOTE:** If the package does not make it to the designated location before the normal Mail & Distribution Services pickup time, the package may NOT go out the same day, unless other arrangements are made personally with a representative of Mail & Distribution Services.

**Shipping Reimbursement**
All the funds collected from customer for Shipping/Handling will be disbursed to the centralized account for the UNL Marketplace. If a store manager is not using the Auto Ship feature, and therefore is purchasing his or her own postage service, the store manager must contact a UNL Marketplace technician to coordinate reimbursement of the cost to ship the item (not to exceed the amount collected from the customer). This reimbursement is to only cover the cost of postage. The manager is responsible for handling the other costs associated with shipping (this includes boxes, packing supplies, etc). The cost of those items should, in this case, be added to the price of the product.
Pick lists
An experimental feature added to UNL Marketplace is the ability to view a Pick List grid, available from the navigation at Sales > Pick Lists. It will display each individual item that needs to be collected for a particular store on a given day and which order it is associated with. NOTE: bundle products (products that are build from other individual products) are not displayed, rather the products that make them up are.

Reporting
Once an order has been shipped the order status will be set to complete and the reports should accurately reflect your totals. The Sales Report, available in the navigation at Reports > Sales > Sales Report, is an overview of sold products from a particular store. It is meant to be almost identical to the information that is available in the Bursar Report.

Reconciliation
As outlined in the MOU signed by the store manager, an accountant for the UNL Marketplace will read and prepare the Bursar Report, which lists all sales totals for all stores in the system. From this information, the Bursar will disperse funds to each of the stores less the agreed marketplace fee. All funds collected for tax and shipping will be disbursed to the central account for the UNL Marketplace, which will pay for the bill for shipping carriers and file a tax return for all sales made through the Marketplace.
The report that breaks out the tax amounts by state, county, city, or exemption description is aggregated on all stores, so that report will not make sense to individual store manager. As such, it will only be made available to accountants for the UNL Marketplace and the Bursar.

**Tax Rates and Boundaries**

The NE Department of Revenue provides data to describe tax boundaries and rates. This information is updated and provided each quarter. A process is in place for a UNL Marketplace technician to download that data and transform it into something UNL Marketplace can use. There is no need for store managers to worry about rate updates.
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