

Purpose of this Form: This form must be completed and approved before accepting eCommerce credit card payments via [Cashnet eMarket](#).

Note: For instructions on how to complete this form, visit www.cmu.edu/finance/forms/files/e-commerce-req-instructions.pdf.

PCI DSS Notice: CMU's credit card processing is subject to the Payment Card Industry Data Security Standards. Prior to submitting this form, review the PCI DSS Policy and Guidelines. For questions related to this information and your compliance obligations, contact pci-dss@lists.andrew.cmu.edu. All merchants are subject to annual PCI DSS training and reporting requirements.

TRAIN Store Number (if known): _____ Storefront Number(s) to be Decommissioned: _____
Request Date: _____ Planned Launch Date: _____ Planned End Date (if known): _____

Merchant Organization Information

Requesting Organization or Department Name: _____
Business Contact Name: _____ Email: _____
Title: _____ Phone: _____
Technical Contact Name: _____ E-mail: _____
Title: _____ Phone: _____

eCommerce Information

Briefly describe the purpose of the checkout page or storefront, the products and/or service offered for sale, and the target customers/market (students, CMU employees, alumni, or individuals outside the campus):

Page type: _____ Note: Gateway must be fully outsourced to a third-party provider
eMarket (limit 50 characters): _____
If custom application, provide URL: _____
Types of credit cards the site will accept: _____ Will the site collect payments for an event? _____
If the event is recurring, provide: Begin Date: _____ End Date: _____ Will you offer discounts: _____

eMarket Page Information (Required for all eMarket types)

Administrator Email(s): _____ Help Email(s): _____
Failed Transaction Email(s): _____
Does revenue relate to a sponsored project award? (e.g., program income): _____
Estimated Annual Revenue: _____ Estimated Annual Refund (enter "0" if none expected): _____
Do you plan to use address verification system (AVS)? _____
Do you wish to set up server-to-server file transfer for your transaction files? _____

Finance Division Use Only

Treasury

Signature

Date

Financial Reporting

Signature

Date

Taxation

Signature

Date

Assigned Storefront Number: _____

Submit completed form to cashnet-info@andrew.cmu.edu and allow 5 - 7 days for processing.