

**Request form for setup of online Product**

Please email the scanned signed form to:

onlineshop-support@strath.ac.uk

or send a printed, signed copy to:

Finance Office

Systems Section

McCance Building

16 Richmond Street

Glasgow

G1 1XQ

Please complete all sections of this form.

**FORMS SHOULD BE RECEIVED BY THE FINANCE SYSTEMS OFFICE A MIMIMUM OF 7 DAYS PRIOR TO THE GO LIVE DATE**

**Please note all requests require approval from a Head of Department/Budget Holder prior to being added to the Online Shop.**

# Product Details

|  |  |
| --- | --- |
| **Faculty & Department** |       |
| **Course/Product Name** |       |
| **Short Description** |       |
| **Long Description** **(if required)***This may include any additional instructions for people who have purchased the product.* |       |
| **Price (including VAT)** |       |
| **VAT Rate** | Standard (20%) | [ ]  | Exempt | [ ]  | Zero Rated | [ ]  |
| **Stock level (if required)***If level not entered the default will be ‘unlimited’.* |       |
| **Max units per person***Units allowed per purchase during one transaction on the online shop.* |       |
| **Finance Code***Please provide the Budget Account Code that should be credited with this income:* e.g. – GEN1234-100 100 |       |
| **Delivery**  | No Delivery | [ ]  | Not Charged | [ ]  |
| Per Order | [ ]  | Standard | [ ]  |
| **External URL***Please enter if you would like an external website linked to the product.* |       |
| **Date Visible From***Date product is visible on the Online Shop* |       |
| **Date Visible To***Date product is removed from the Online Shop* |       |

# Emails

The Online Shop can send a copy of the email receipt that goes to each customer when a sale is made. If you require this, please provide a valid email address:

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|       |

The Online Shop can notify you when stock levels are running low (if a stock level is set). If you require this please specify the email address to be contacted and the stock level at which a warning should be issued (e.g. when there are 10 items left):

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| --- |
|       |

The Online Shop can produce an automatic email with additional instructions (i.e. where and when to collect notes). If required, please supply the text that should be used:

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|       |

# Product Image

Please email a suitable square image relevant to the course/product (e.g. a picture of the product or your building or activity within your department, etc.), along with this application form, to onlineshop-support@strath.ac.uk. The image should be copyright-cleared with the image owner and any individuals who are visible within the image.

Please note this image should be no more than 250kb in size and have a square pixel setting – e.g. - 460 x 460 pixels.

If a suitable image is not available a default image will be displayed.

1. **Questionnaire**

A questionnaire can be set up to collect information on the product purchase. If you would like a questionnaire added to the purchase process, please list the questions you would like to ask your customer.

Please note that the Online Shop will always record the customer name, address and email details, and therefore these do not need to be added to a questionnaire.

Please feel free to add more questions if this is necessary for the questionnaire to meet your needs. You may attach a file of this information if this has been prepared separately.

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Mandatory (Y/N)** |
| **1** |       |       |
| **2** |       |       |
| **3** |       |       |
| **4** |       |       |

1. **General Data Protection Regulation (GDPR)**

The University of Strathclyde is committed to complying with the GDPR and must ensure customers are correctly informed about how the university will use their information. The Online shop has a privacy notice for customers using the shop which covers use of their personal data for the purpose of processing their order and providing them with the product they have asked for. It does not cover the use of personal data for any other purpose – for example passing onto 3rd parties. Please read the [online shop privacy notice](https://onlineshop.strath.ac.uk/help/privacy-notice) - if you use the information gained from the Online shop for any other purpose, please attach a privacy notice which covers your use of the data. There is guidance on writing a privacy notice [here](https://moss.strath.ac.uk/stratpolicy/infoman/Shared%20Documents/GDPR%20Guidance%20-%20Writing%20Privacy%20Notices%20v1.pdf) – for further advice, contact the Information Governance Unit. If you do not attach your own privacy notice, then by signing this request form you are agreeing that you will only use the data you receive from the Online shop for the purposes set out in our privacy notice.

|  |  |
| --- | --- |
| **Privacy Notice** | **Mandatory (Y/N)** |
| Have your supplied a privacy notice |     |

# Authorisation

This form must be authorised by the relevant Head of Department/Budget Holder before it will be processed by the Finance Systems Team.

Requested by:

|  |  |
| --- | --- |
| **Name** | **Date** |
|       |       |

Head of Department/Budget Holder Signature:

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Date** |
| Print |       |       |
| Signature |       |       |

Once this form has been signed off you can either email the scanned form to:

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or send a printed, signed copy to:

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For any enquiries, please contact the Finance Systems Team for assistance on:

Email – financial-systems@strath.ac.uk