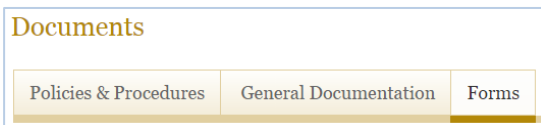# Online Shop Product Set-up Request 'How to' Guide

Introduction

The University Online Shop allows the sale of University products or services via the internet. When a product is to be added to the Online Shop, an Online Shop Product Set-up Request Form needs to be completed and forwarded to Revenue Accounting.
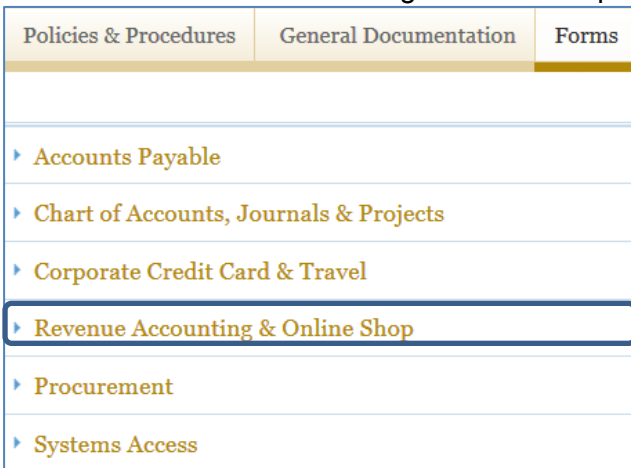
Procedures

1. Visit the Document and Forms section on the Finance and Procurement Services homepage at https://www.adelaide.edu.au/finance/docs/category.html

2. Click on the 'Forms' link.

3. Click on 'Revenue Accounting & Online Shop'

4. Select the '*Online Shop Product Set-up Request Form'* and download.

5. First, complete 'Business Unit Information' fields with your details.

6. Then complete the 'Definition of Product' fields.

7. Enter the name of the product. This will appear as the product title on the Online Shop.

8. Enter a short description of the product. *For example Study tour, Field Trip, Conference etc.*

9. Select the relevant Online Store for your Business Unit from the drop down list. Some Business Units may have more than one store; if so, please select the store with the correct shipping option relevant for the product you are selling: *pick up*, *post* or *pick up and post*, or *no shipping* (e.g. field trips, where it cannot be picked up or posted). A list of stores (with details on the shipping option for each store) can be found in Appendix A.

10. Select the check-box with the category for your product, then select the sub-category (if applicable) from the drop down list. If a suitable category and/or sub-category does not exist, please request for one to be created by contacting the Service Desk at finprosupport@adelaide.edu.au or on extension x33414.

11. Provide a longer description of the product you are looking at selling. This description will appear on the Online Shop under 'Product Description'. This could include information such as: product type, size, colour(s), services, background information, purpose, use, directions to location or pick up details etc. You should add any special instructions/information that the customer would need to know. You can also add contact details for customer queries.

Example

12. Where possible please provide supporting documentation relating to the product. This could include course description/material, event itinerary, program, flyer, relevant email correspondence etc. Note: This data will assist the Financial Taxation Accountant with the classification of tax treatment for the product. It will also assist Revenue Accounting to better understand the product and aid the product creation step.

13. Determine whether the product will be available only for 'internal' staff and students of the University, or both 'external' public shoppers, and staff and students. Please select the appropriate check-box. Note: You cannot set up a product that is only available to public shoppers.
Select the 'invisible link' option if you would like the product to only be available to targeted customers. Once the product is created, a deep link will be forwarded to you for distribution. This product will not be visible or searchable in the Online Shop and can only be accessed using the deep link.

14. Provide the product price (must be excluding GST). Please note that you have the option to present different prices for internal (staff and students) and external (public) customers. Complete accordingly.

15. Please indicate if you want students with a Negative Service Indicator (i.e. students with outstanding debts owed to the University) excluded from purchasing the product by selecting an option from the drop down list. A list of the different indicators can be found in Appendix B. If you are uncertain please contact the Service Desk at finprosupport@adelaide.edu.au or on extension x33414.

16. Select the type of shipping that is required for the product from the drop down menu.

17. Provide the date that the product needs to be made available and provide a date when the product should be disabled (end date). If there are any changes that need to take place once the product has been enabled/released (quantity, disable date etc.), please contact finprosupport@adelaide.edu.au or on extension x33414. Note: The price is the only product aspect that **cannot** be changed.

18. Each product should have an image linked to it which the customer will see. All images must be of a certain standard (typically 360x360 pixels) and will need to be sent to the Marketing and Communications Branch (brandapprovals@adelaide.edu.au) for approval unless it has been previously approved. Please attach the Marketing and Communications Branch approved image to the email when submitting the form. If you do not have a product specific image or if you do not have an approved image to use, please contact your Faculty Aligned Online Shop Fulfilment Officer for assistance.

19. Provide 'Project code', 'Department code' and select the 'Campus' details, accordingly. This information will assist Revenue Accounting (Store owner) when requesting the creation of a new Online Shop Charge code. Please use the **Notes** section to include additional information such as, if the product is sold every year (reoccurring product), if an existing charge code has been used for previous years product. If possible, provide the name of the old product and related existing charge code(s).

20. Bundled (Mixed GST) Product – If known, please use the **Notes** section to indicate whether the product has been classified as a Bundled (Mixed GST) product in previous years or if the requestor has knowledge that the product should be a Bundled (Mixed GST) product.

21. Provide a maximum available quantity of the product in the 'Max. Quantity Available' field. Also provide the maximum product quantity that can be purchased per customer (If not applicable, please leave blank). If quantities are determined by an attribute (e.g. size) then use the attribute section to specify the total quantity for each attribute (e.g. quantity of small, medium and large available). Attributes are options/choices available within a product. This will appear as a drop-down box in the Online Shop.

Example: *Subscription – Product Attributes are: Annual Concession, Annual, Ten-year and so on…*

22. Be sure to provide any other attributes applicable for the product. This can include, but is not limited to early bird prices, different price levels (e.g. bulk discounts), add on options (with varying prices), different colours and/or different styles. A complete list of attributes can be found in Appendix C. If the price or quantity varies depending on an attribute, complete the corresponding price and quantity columns for that attribute, otherwise leave this section blank.
Note: If a suitable attribute does not exist, please request for one to be created by contacting the Service Desk at finprosupport@adelaide.edu.au or on extension x33414.

23. Submit all product requests to the Faculty Finance & Planning/Division Manager for approval.

24. Once approved, submit form to Revenue Accounting.

Contact us

Form and supporting documentation to be sent to Revenue Accounting Team at finrevenue@adelaide.edu.au

For further support or questions, please contact the Service Desk at finprosupport@adelaide.edu.au or on extension x33414

Appendix

Appendix A – List of Online Stores

Stores	
ICC (Course readers) Shipping: Pick up in Store	**Executive Education - courses** Shipping: No Shipping
University Press (book publications) Shipping: Dom/Intnl + Pick up in Store	**Faculty Professions (Pickup)** Shipping: Pick up in Store
Radio Adelaide Shipping: Pick up in Store	**Faculty Professions (No Shipping)** Shipping: No Shipping
AskADL (Replacement ID Cards) Shipping: Pick up in Store	**Faculty Professions (Pickup and Post)** Shipping: Ship (flat rate) + Pick up in Store
Student Finance (Conferences) Shipping: No Shipping	**DVCVPA (Pickup)** Shipping: Pick up in Store
Graduations - Transcripts Shipping: Dom/Intnl + Pick up in Store	**DVCVPA (No Shipping)** Shipping: No Shipping
Graduations - Parchments Shipping: Dom/Intnl only (no pick up)	**Executive Education - courses** Shipping: No Shipping
Faculty Professions (Pickup) Shipping: Pick up in Store	**Faculty Sciences** Shipping: Pick up in Store
Faculty Professions (No Shipping) Shipping: No Shipping	**Faculty Sciences (No Shipping)** Shipping: No Shipping
Faculty Professions (Pickup and Post) Shipping: Ship (flat rate) + Pick up in Store	**Faculty Arts (Pickup)** Shipping: Pick up in Store
Faculty Professions (Post) Shipping: Dom/Intnl only (no pick up)	**Faculty Arts (No Shipping)** Shipping: No Shipping
Faculty ECMS (Pickup) Shipping: Pick up in Store	**Faculty Health Sciences (Pickup)** Shipping: Pick up in Store
Faculty ECMS (No Shipping) Shipping: No Shipping	**Faculty Health Sciences (No Shipping)** Shipping: No Shipping

Appendix B – List of NSI Options

NSI Parameters	
Academic Standing	ALL
Duplicate ID Do Not Use	ALL
Write Off	ALL
Account Overdue	TRAN
Account Outstanding	TRAN
Disciplinary Action	TRAN
Library Irregularity	TRAN
Miscellaneous	TRAN
Student on Payment Plan	TRAN
School Over - No Payment Plan	TRAN
Recipient of Student Loan	TRAN
Sponsor No Payment	TRAN
Sponsor No Payment A	TRAN
Write Off	TRAN

Appendix C – List of Attributes

Attributes	
Accommodation	**Level**
Shared	Beginner
Single Room Supplement	Intermediate
Twin Share	Advanced
Additional Dinner	Expert
0	Level 1
1	Level 2
2	Level 3
3	Level 4
4	Level 5
Additional Paper	Level 6
1	Level 7
2	Level 8
3	Level 9
Additional Printed Proceedings	**Meal Options**
1	Dinner (Gluten Free)
2	Dinner (No Dietary Requirements)
3	Dinner (Other)
Additional USB Proceedings	Dinner (Vegan)
0	Dinner (Vegetarian)
1	**One Day Registration**
2	Day 1
3	Day 1 & 2
Attendees	Day 1 & 3
Attendee only	Day 2
Attendee + 1	Day 2 & 3
Attendee + 2	Day 3
Attendee + 3	**Pick up**
Attendee + 4	North Terrace - Hub Central
	Roseworthy - Admin Office,
Attendee + 5	Roseworthy College Hall
	Waite - Lower Ground, Hannaford
Attendee + 6	Building
Choose your subscription type:	**Pricing discounts**
Annual	Dentist Early Bird
Annual - Concession	Early Bird Discount
Annual - Passionate	Other Early Bird
Lifetime	Rural Discount
Ten-year	**Processing Options**
Course Selection	Standard processing
1-day Course (Module 1 only)	Express processing
3-day Course (Modules 1&2)	Purchase Category
3-day Course (Modules 1&3)	Category 1
Full 5-day Course (Modules 1, 2 & 3)	Category 2
Customer Category	Category 3
Dentist	Replacement Reason
Hygienist - Dental	Lost or Stolen
Member - JBI	Photo Change

Non Member	Wear and Tear - Damaged
Partner/Friend/Guest	**Residential Status**
Practice Manager/ Dental Assistant	AUS Non- Resident
Prosthetist - Dental	AUS Resident
Staff	**Role**
Student	Staff
Technician/ Lab Assistant	Student
Therapist - Dental	Visitor
Therapist - Oral Health	**Size**
ECMS Lectures	Kids Size
Australian School of Petroleum	Adult Size
Chemical Engineering	Child Size 8
Civil, Environmental and Mining	XS
Computer Science	Child Size 10
Electrical and Electronic Engineering	S
Mathematical Sciences	Child Size 12
Mechanical Engineering	M
Full Registration	Child Size 14
Early Bird	L
General	Child Size 16
Normal	XL
Student	XXL
Instalment	XXXL
Deposit	Ladies Size 10
First instalment	Ladies Size 12
Fourth instalment	Ladies Size 14
Full payment	Ladies Size 16
Second instalment	Ladies Size 18
Third instalment	Ladies Size 20
	Ladies Size 22