

The VU Marketplace in GET



Departments interested in selling items to the VU community or to guests may find that the VU Marketplace in the GET app is a good solution. Though GET is most frequently used for Campus Dining purchases, we have added storefronts that sell membership dues, apparel, goods, and services for both student organizations and departments.

The VU Marketplace for departments is managed by PSI. To learn more about whether GET is a good fit for your needs, please email psi-list@vanderbilt.edu.

Click [here](#) to explore GET.

Storefronts

There are two GET storefronts that manage department sales.

- **Department Merchandise** for taxable merchandise such as apparel
- **Department Experiences** for nontaxable items such as membership dues

PSI will work with you to configure your department in GET and to post your items as needed.

GET Features

- Purchases can be made by both VU and non-VU users
- Revenue is directed to your department
- Students can use their Commodore Card for purchases
- Low credit/debit transaction fees
- There's no departmental cost to use the platform
- It's simple to be set up as a seller and to have your items posted

GET Challenges

- No direct link to your items -- you'll need to provide your customers with instructions on finding the items
- No administrative access – PSI manages and supports the departmental storefronts, which includes setting up seller profiles and posting items
- No reporting access – PSI will furnish you with transaction reports on request; see below for more details

Getting Started

It's simple to begin selling items on the VU Marketplace!

1. If you haven't sold items before, email PSI's Marketplace team at psi-list@vanderbilt.edu. They'll answer your questions about GET and help you navigate the setup steps.
2. You'll complete an online New Seller Request Form that will be routed to PSI. On that form, you'll specify whether the items you're selling are taxable, non-taxable, or both. You'll also provide the COA for sales revenue and your Business Entity Approver's name.
3. Once you're set up as a seller, PSI will send you a link to the Listing Request Form. You'll complete this form for each item that you'd like to list on the Marketplace. Required fields include the item name and price, whether tax should be assessed, a description of the item, and an image that will be posted with the item. We strongly recommend that your item description includes a contact email for your department.
4. You'll receive an email confirmation once your item has been posted, which means you're ready to sell!

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GET Transaction Reports

Though GET reports contain useful information, they may require some extra steps to mine the data you need. Here is information to help you navigate the transaction report that PSI can provide to you upon request:

- If a customer's order included more than one item, each item will have its own line in the report. However, the 'order.total' column will show the total order amount on each of those lines instead of the individual item amount. You'll need to parse this data before calculating your gross proceeds.
- In the 'payment.accountname' column, credit card payments will either show as 'Credit Card' or the customer's name and last four digits of their credit card.
- Credit card transaction fees vary based on the card type. Your department will see your revenue minus those transaction fees once the dollars have been reconciled each month by Finance. If you choose to pass those fees onto your customers, we advise increasing your per-item cost by 3%.

Note

GET is considered a temporary marketplace solution. PSI will work with VU Marketplace stakeholders to identify and implement a more robust solution.