

# The VU Storefront in Mobile Order



Departments interested in selling items online may find that the VU Storefront is a good solution.

The VU Storefront is managed by PSI in the Transact Mobile Ordering (TMO) app. To learn more about whether the Storefront is a good fit for your needs, please send an inquiry to [psi-list@vanderbilt.edu](mailto:psi-list@vanderbilt.edu).

*Note: Student orgs, Greek orgs, and sports clubs should contact [sarratt@vanderbilt.edu](mailto:sarratt@vanderbilt.edu) for information about VU Marketplace sales in the GET app.*

## Access and Explore

Click [here](#) to explore Vanderbilt's Mobile Ordering website.

The **Transact Mobile Ordering** app is available for Android and iPhone.

Use this QR code



or search in your app store and look for this icon.



## TMO Features

- Purchases can be made by both VU and guest users.
- Students can use their Commodore Card for purchases.
- Revenue is directed to your department.
- Currently, there's no departmental cost to use the platform.
- It's simple to be added as a seller and to have your items posted.
- You can sell items with modifiers, like shirt sizes, within one listing.
- You can track inventory for your items, and they will show as unavailable when the stock reaches zero.
- You can provide your customers with a direct link to your online listing.
- PSI can send you automated transaction reports at the cadence you require.

## Getting Started

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

1. If you haven't sold items before, email the VU Storefront team at [psi-list@vanderbilt.edu](mailto:psi-list@vanderbilt.edu). They'll answer your questions about TMO and help you navigate the setup steps.
2. You'll complete the [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 Storefront. Required fields include the item name and price, whether tax should be assessed, an image for the item, and an item description that provides details like pick-up information, contact information, and other instructions.
4. You'll receive an email confirmation once your item has been posted, which means you're ready to sell!

## Additional Information

- 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 3.5%.