

Senate Store FAQ

1. [Introduction](#)
2. [How to add a product](#)
 - a. [Adding an attachment](#)
3. [How to price a product](#)
4. [How to market a product](#)
5. [Will tax apply to my order?](#)
6. [Interpreting the order form](#)
7. [I received my orders... now what?](#)
8. [Delivery](#)
9. [Issuing refunds](#)

Introduction

Thank you for your interest in selling a product in our UASOM Senate Store! The purpose of this store is to provide UASOM student organizations an outlet for selling merchandise to our students, faculty, and friends.

How to add a product

Student Orgs (not individual students) can list products for sale on the senate store by filling out this form <http://www.thestudentsenate.com/addproduct>.

- You **MUST** contact a class treasurer to go over the details of the transaction **BEFORE** listing your product
 - This ensures your funds will be transferred properly
- You **MUST** get approval from Jason Noah **BEFORE** listing your product
 - This ensures we do not violate any UASOM policies
- Please email the image for your product to the Director of Communications, Tripp FERENCE at FERENCE@uab.edu. Your image must be in .PNG, .jpg, .jpeg, or .bmp. **PDF format is incompatible.**

How to price a product

Your purchase price listed on the senate store should cover the total cost to your group per item i.e. you must account for any tax, fees, setup charges, or shipping you may incur.

*****IMPORTANT***** The transaction service we use charges us 2.9% + \$0.30 PER TRANSACTION. This should be accounted for in your listing price.

EXAMPLE:

Say a company offers to make your shirt for \$10.50 each if you sell at least 25.

Setup fee is \$25

Shipping is \$20

Tax is figured into the price per shirt

The minimum you could sell your shirt for would be:

$(10.50 + 25/25 + 20/25) = \$11.3 + \text{the } 2.9\% + \$0.30 \text{ from stripe} = \12.68

Since you wouldn't want to post such an odd price, we can offer the shirt at \$13 and you can donate any profit to the charity of your choosing, or support your student group.

Some companies offer further discounts if you meet certain production amounts. For instance, it may be \$10.50 a shirt for 25-50 shirts, \$10 for 50-75 shirts, and \$9.50 for 75+ shirts. **DO NOT** get overly confident you will reach a certain threshold. It would be prudent to charge more for each shirt and donate the proceeds.

How to market a product

When your product is posted, you will be provided a link to its page on www.thestudentsenate.com. You can share this link via email to your group members, or to the class via facebook or the Email Blast. The link for the email blast submission is below. While the due date will be posted on the listing page, you should send a reminder email/facebook/blast before your product is removed from the site.

Is tax applied to my order?

Tax will not be charged in the student store. You should account for any taxes you may incur in your asking price.

Interpreting the order form

Your orders will be in an Excel workbook in the following format:

Order ID	Email	Fin	Paid	Fulfillment	Fu	Curr	Subtotal	Ship	Tax	Am	Total	Di	Di	Shippin	Creat	Line	Lineitem name	Line	Lin	Lineite	Lineite
879	ex@uab.edu	PAID	#####	pending		USD	75	0	0	0	75			Pick-up Fr	#####	1	Best Medicine Show Shirt	15	SQ81&S		TRUE
879																2	Best Medicine Show Shirt	15	SQ44&XXL		TRUE
888	ex2@uab.edu	PAID	#####	pending		USD	15	0	0	0	15			Pick-up Fr	#####	1	Best Medicine Show Shirt	15	SQ38&M		TRUE
890	ex3@uab.edu	PAID	#####	pending		USD	100	0	0	0	100			Pick-up Fr	#####	2	Best Medicine Show Shirt	15	SQ38&M		TRUE
890																1	Best Medicine Show Shirt	15	SQ00&L		TRUE
897	ex4@uab.edu	PAID	#####	pending		USD	50	0	0	0	50			Pick-up Fr	#####	1	Best Medicine Show Shirt	15	SQ00&L		TRUE
897																1	Best Medicine Show Shirt	15	SQ81&S		TRUE
898	ex5@uab.edu	PAID	#####	pending		USD	25	0	0	0	25			Pick-up Fr	#####	1	Best Medicine Show Shirt	15	SQ38&M		TRUE
907	ex6@uab.edu	PAID	#####	pending		USD	30	0	0	0	30			Pick-up Fr	#####	1	Best Medicine Show Shirt	15	SQ38&M		TRUE
907																1	Best Medicine Show Shirt	15	SQ49&XL		TRUE

“subtotal” and “total” are both the total amount an individual spent on his/her transaction. If the person bought something else on the student store, the total will be more than what your item costs. You can see what the person bought, variants, and quantities, in the lineitem columns. Keep track of the order numbers; this shows if someone bought more than one variant of your item.

For example:

ex2@uab.edu purchased 1 M BMS shirt for \$15

ex3@uab.edu purchased 2 M, 1 L BMS shirt for \$45, and another product on the site, making the total \$100

I received my orders... now what?

After you have received your order form, contact the treasurer to complete your transaction.

Delivery

If you are ordering your product from an outside source, you should have it shipped to yourself. You are in charge of delivering your orders. You can achieve this by setting up pickup times in Volker or at your group meetings. You can use the order form to send emails those who purchased your product.

Issuing refunds

We have the capability to issue partial or total refunds. Your group will still have to pay the 2.9% + \$.30 stripe fee.

Contact the Director of Communications Tripp Ference <Ference@uab.edu>