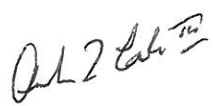


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Date: June 11, 2014
To: All NC State eCommerce Merchants
From: Charles Cansler, University Controller 
Subject: Transitioning new and existing eCommerce merchants to the eStore solution

With the acquisition of the new eStore, all applicable merchants (generally merchants accepting credit cards over the internet, but not the more complicated, larger merchants like: Dining, the Bookstore, Transportation, Ticket Central, Athletics, or Advancement) will be analyzed to determine when and how to transition them into the new solution. Transitioning priority will be given in the following order:

- 1) Non-PCI compliant merchants;
- 2) Departments who have requested a merchant id, but had that request delayed to allow NC State the time to get this solution in place;
- 3) A small sample group of non-credit activity providers (to assist with business requirements for a full non-credit activity information management system);
- 4) A small sample group of extension service activity providers (to scope out the breadth and depth of the potential eStore use by extension);
- 5) All other eCommerce merchants who have events, conferences and miscellaneous credit card sales over the Internet.

There will be no cost to any merchants who are transitioned to the new eStore, nor will there be a cost to any new merchants who are added to the new eStore solution. At this time, no other fees will be applied other than the standard bank fees that NC State is charged to process credit cards. The bank credit card fees will continue to be passed through to the merchant as is the current business process.

Over the next nine months, the Controller's Office will be reviewing the eCommerce merchants and communicating a timeline for transitioning to the new solution. Some merchants will be contacted in the next month as the transition project begins. If you have any questions, please contact Charles Cansler, University Controller, at 515-6897 or e-mail him at clcansl2@ncsu.edu.

Please read the associated guideline (*GA-CM-MS-10*) issued by the University Controller's Office. If you have any questions, please contact Amanda Richardson at 513-4464 or e-mail her at aarichar@ncsu.edu.

cc: Steve Keto, Associate Vice Chancellor for Finance and Resource Management
Gwen Hazlehurst, Assistant Vice Chancellor for Enterprise Application Services
Mardecia Bell, Director, Director of Security and Compliance
Primary contact person for all current NC State merchants