University of Nottingham Students' Union

# How to apply for a product to be sold on the SU Website

As part of your role as a committee member for a group you may have to occasionally request for a product to be sold on the SU Website (for example a ticket to an event or a new piece of merchandise). Fortunately the Member Dashboard has made this one of the easiest processes for you to do and from beginning to end, this will take no more than five minutes to do. This document will explain the process to you.

**A few notes before you start:**

1) Make sure that you have some of the details for your group's accounts handy – in particular, the nominal codes.
2) Make sure that you log into the website at su.nottingham.ac.uk and go to the 'Member Dashboard'. In the Member Dashboard select the name of the group that you are managing to go to the dashboard for your group
3) Make sure that you do this process on a desktop computer: unfortunately at present you can't do this on mobile.
4) If you are intending on selling a product at different prices, for example if you have an early-bird or member's rate, then you need to create separate applications

A video that accompanies this video can be found at the following link

## To create a new product on our system there are a couple of ways of doing this:

**Method 1 – As part of the Events Process**

If you are looking to sell tickets to an event, you can create a product for sale as part of the events process (it's Page 3). The rest of this process will be exactly the same (and all the same data is captured), it just means that you don't have to do this twice. See our 'how to put in an events application' document to explain that process.

**Method 2 – 'Product Applications'**

A product that isn't an event will need to follow this process.

From the menu on the left hand side of the screen, select the button that says **Products**: this will show you all the products that you have had on sale.

To create a new product application, press the **New Application** button and you'll go through to a new screen.

## Step 1: Details

In this section, you'll be asked to define a few basic details about your product, which are:

1) The Name of your product.
2) The Price you want to sell your product for (remember to write this as a decimal number, so if it costs £15, then say 15.00)

3) The date that you want to start selling your product (this will mean that you can schedule something for sale in the future and it will automatically be sold then)
4) The date that you want to stop selling your product (the item will come off sale at the end date).
5) Your inventory: this defines how many of a product you have to sell. If you have no limit, then please enter the figure -1. When you've hit the maximum inventory, the product will go off sale.
6) How many of the product someone can buy in a single transaction.
7) Two slider buttons control where an item will be sold. If you want the product to be sold only online then just select the first option; if you expect to sell some at our reception then select both options.

Complete your details and click **Next** to proceed to Step 2.

## Step 2: Audience

In this section you'll define who can buy your product. **Please remember that if you have multiple categories (e.g. members/non-members) then you'll have to put a couple of different applications in.**

**Student:** Any individual who is a student will be able to buy this product.

**Any Member of the Public:** anyone will be able to buy this product

**Group Members:** to buy the product an individual would have to buy a membership to your group first.

Select the sliders and click **Next** to proceed to Step 3.

## Step 3: Finance

This will log a few details to ensure that the money from your product sales go to the right account.

**Department:** This is already mapped to the right account for your group on the system.

**Nominal:** All of these are on the system already for you, but where you code your items will differ slightly if you are an SRS or a Student Group.

1) For Student Groups that aren't an SRS, scroll down to the nominal codes that begin with 7, and select the right code for the type of product that you are creating (e.g. a piece of merchandise should be coded to 71080)
2) ***If you are an SRS,*** then you should use the codes that begin with 5: select the correct option from that list and ensure you use the codes that say Union after and not Services.

**VAT:** This will mean that the right VAT will be charged on the product that is being sold.

1) If you are a Student Group that isn't an SRS then select the code SGS (Student Group Sales)
2) If you *are* an SRS, then select the code SRS (SRS Sales).
3) If you are New Theatre specifically, then select the code NTS (New Theatre Sales)

If you get any of these details wrong when submitting, then a member of staff should be able to correct them for you, but it may hold up approval.

## Step 4: Submission

Click the Finish Button to complete your application

Once you have submitted, your application will automatically be sent to a member of staff to be reviewed and approved.

If your application is not approved, then you will get some correspondence explaining why. If your application is approved, then the status will move to 'approve' and your product will be available for sale on the SU Website at the time that you've stated.

**If you have additional details that you wish to add to your product, for example Extra Capture Fields (e.g. emergency contact details), then please contact a member of staff, quoting the ID number of your product and they'll be able to add these elements after approval of the product: the ID number will be generated after you submit the form.**

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