Ecommerce works similar to COOL.

Choose the Organization Name and Account you wish to use. Some students are in multiple clubs.

Ecommerce is only available on your organizations general account or Charity accounts with approved events in Boiler Link, not SOGA or OEG accounts.
Choose the E Commerce Tab
**E Commerce Overview**

**COOL**

**Purdue University**

**Central Office On-Line**

**ORGANIZATION ACCOUNT**

- **Student Organization**: ART OF LIVING
- **Account**: JP Morgan Chase - Checking
- **Date Of Origin**: 6/15/2000
- **Beginning Balance**: $1,873.66
- **Approval Required Count**: 0
- **Current Balance**: $704.31
- **Student Account Name**:
- **Note**:

**CATALOG ITEMS IN PROCESS**

<table>
<thead>
<tr>
<th>Item Image</th>
<th>Item Description Brief</th>
<th>Item Description Full</th>
<th>Income Account</th>
<th>Category</th>
<th>Item Cost</th>
<th>Business Office Review</th>
<th>Restricted To</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="T Shirt" /></td>
<td>Club shirt is available in Green, Gold, Black, Blue</td>
<td>Clothing Sales</td>
<td>Clothing</td>
<td>$15.00</td>
<td>No</td>
<td>No</td>
<td>6/4/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Browser Support
Creating a new item for sale or collecting dues

Select the ‘Catalog Items in Process’ tab then ‘ADD’ icon.

Reminder to have your image of item selling on your laptop.
Add an Item

Give an ‘Item Description Brief’
This will show on the store front.

Required Categories:
- Income Account
- Sales Tax
- Restricted to Members (needs to be checked for Members only items, ie dues)
- Item Cost
- Units (each, pair, box)
- Shipping Costs (Not Required, Club is responsible for shipping.)
- Shipping Costs Per (item or order)
- Allow Customer Note
- Internal Note
- Item Description Full
- **Active** – On/Off switch for the store front
- **Restricted to Members** – Item is restricted to someone who has “Member Only” access. Individual requested “Member Only” access and the club approved it. Item can NOT be seen by Non-Members.
- **Serialize** – Order for item has quantity 10, serialization allows the club to track when each of the 10 items are completed. Serialization allows tracking the delivery or use of each item. Serialized items have scanable, unique, barcodes.
- **Generate Certificate** – Creates a ticket. MUST have image for item AND organization loaded to generate ticket. Tickets have scanable, unique, barcodes. This is an add-on feature to serialization that just adds the ticket feature.
- **Limit Individual Purchase** – Limits the total number of item that an individual can purchase. This checks previous orders for the customer.
- **Limit Individual Purchase Quantity** – Limiting number for “Limit Individual Purchase”
- **Limit Order Purchase** – Limits the number of an item than can be purchased in a single order.
- **Limit Order Purchase Quantity** - Limiting number for “Limit Order Purchase” (How Many?)
- **Limit to University Email** – Requires a purdue.edu email to purchase
Adding an Item

- Active
- Immediate Electronic Charge
- Start & End Date (Dates of Sale)
- Limit Individual Purchase/Quantity
- Pick Up Only
- Allow item to be Picked Up
- Pick Up Location
- Note

CLICK Continue

Can NOT do Pre-Orders on E-commerce. MUST have inventory in stock.

Thumbnail Image (ONLY JPGS)
All Items need a picture

Email Notice to Officers for Approval

Inventory (add your quantities in stock)

Click Save
Ready for Business Office Approval - Adds item to "Ready for Approval" on BOSO side
Email Notice to Officers for Approval - Will send email to other officers (president, advisor) for review and approval. It is not mandatory.
Thumbnail Images - Add image for store front item
Inventory - This is where you add your inventory for merchandise sales
Save - Click Save and this will submit item to BOSO for review
Ecommerce Tabs

Orders In Process - Overview of orders that customers have submitted – club has not marked as filled. To mark as fulfilled - click on edit order button - enter the blank information and check shipped-delivered-completed.

Fulfilled Orders - Orders that have been completed. Click on magnifying glass to view who and when completed.

Catalog Items in Process - Shows what items are currently pending to go out on the TooCool store front. They will move to Catalog Items once BOSO has approved. Only the person that created the item can edit.
Business Office for Student Organizations

The Business Office for Student Organizations has the responsibility for exercising financial responsibility over all student organizations who must maintain accounts with that office.

Click here for Regulations and Procedures for Recognized Student Organizations

All student organizations, except student housing organizations not under the direct management of Purdue University, are required to handle their Student Organizations - Financial Arrangements through the Business Office for Student Organizations.

General financial procedures, including receiving and dispersing of funds are to be made in accordance with policies and procedures as prescribed by the Business Office for Student Organizations.
Selected Category: Clothing

- **cricket club**
  - 50-50 blend Asphalt Shirts
  - $13.99

- **cricket club**
  - Dri-fit shirts
  - $18.99

- **boiler wing**
  - Det. 220 Purdue Polo
  - $35.00

- **boiler wing**
  - Service Dress T-shirts
  - $15.00

- **boiler wing**
  - Women's Service Dress T-shirt
  - $15.00

- **latinos in sci & engrng**
  - MAE'S Polo
  - $10.00

- **tau beta sigma general**
  - Columbia Marching Band Shirts
  - $12.25

Contact TooCOOL Support

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Thank You

www.purdue.edu/BOSO