Marketplace Orders – Quick Guide

Searching and Viewing Orders

1. Go to https://secure.touchnet.net/central/ to log in to Marketplace.
2. Select “Marketplace” under the Applications Menu.

3. On the left side of the screen, select “Order Search” under the Marketplace Store with the transaction that needs to be refunded.
4. Find the transaction by using one or more of the search criteria on the Order Search screen.

Click on the Order ID number to view transaction details.
New Student Programs Order Search Results

Click an order’s ID to see its details.

New Order Search

Export To CSV

Show 10 entries

<table>
<thead>
<tr>
<th>ID</th>
<th>Date/Time</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>547671</td>
<td>04/24/2019 12:28:19 AM CDT</td>
<td>uStores</td>
</tr>
<tr>
<td>547680</td>
<td>04/24/2019 06:28:28 AM CDT</td>
<td>uStores</td>
</tr>
</tbody>
</table>

Please contact FMS-Treasury@utdallas.edu with any questions