



FAMILY MEDICINE - McGill Market Place Requisitions

Please take note of this important change in the method of processing your McGill Market Place payments.

As per Faculty of Medicine new guidelines, the Finance team will support you in determining the eligibility of such payments, as well as if money is available on the Fund to charge.

- To that effect, a quote must be sent to procurement.fammed@mcgill.ca, at least two weeks prior to the event – for review and approval.

Going forward, all requisitions to pay via MMP must be submitted by the staff or academic member, either as a Shopper or as a Requestor: <https://www.mcgill.ca/procurement/mmp/getting-started>.

- As a shopper, once you would have prepared your cart, you can assign it to either Patrick or Daniella.

Below are the details on the differences between a shopper and a requestor. Please don't hesitate to contact either Patrick, Daniella or Winie; and we'll help you navigate the first order.

MMP Roles & Responsibilities

- Shoppers**

Anyone with a valid McGill ID can access MMP as a "Shopper".

- FOAPAL Requestors**

However, to complete and submit an order with a FOAPAL, a user must be sponsored by a McGill Fund Holder; And must have taken the MMP class as well: <https://www.mcgill.ca/procurement/about/training/mcgill-marketplace/pro-201-get-your-hands-mmp>

Responsibilities of Shoppers, Requestors, and Approvers

Info	SHOPPER	FOAPAL REQUESTOR	APPROVER
What they can do	Access MMP to: <ul style="list-style-type: none">browse cataloguesadd items to a cartenter a delivery date to a cartenter internal and vendor notesadd attachmentsassign (i.e. forward) cart to a FOAPAL Requestor	Access MMP to: <ul style="list-style-type: none">Originate purchase requisitions from their own carts or carts assigned to themAssign FOAPAL (s) for overall order, or by commodityAssign shipping addressSubmit (place order) for approval and PO issuance <p>The vendor's contact name listed on PO (for questions, delivery)</p>	Access Minerva Finance menu to: <ul style="list-style-type: none">Intercept and review purchase requisitions and change ordersAssess whether order is legitimate, reasonable and an appropriate use of funds'Approve' or 'Disapprove' (with comments) an order
Who can be one	Anyone with a McGill ID (All employees, students and consultants are automatically established as shoppers)	Fund Financial Managers (FFM) are automatically deemed as FOAPAL Requestors FFM may sponsor other employees to be FOAPAL Requestors (employees in WD - staff or work study students, as well as graduate students, and external users.) Once a FOAPAL Requestor, you can place orders on any FOAPAL (any Fund) in any amount.	FFM of the fund charged Named delegate of FFM of the fund charged
How to become one	Automatic; no action required	Automatic for Fund Financial Managers (FFM); no action required Sponsored by an FFM	By default, FFM approves all orders - \$0 FFM names delegates and their limits by fund The University has set the delegation threshold equal to \$10,000.
Association	n/a	Associated to the person who sponsored them; not fund-specific	Associated to a fund or funds
Access points	<ul style="list-style-type: none">myMcGill portal	Same as Shopper plus: <ul style="list-style-type: none">Can access from within Minerva Finance MenuEntry via 'Shopping Profile' to set up Ship-to locations and FOAPAL Favorites	Use link within email notification for pending approvals myMcGill portal; click on Faculty and Staff Finance Admin > 'Documents to Approve' > 'Approve Documents' in the Minerva Finance menu

