

“My First Profile”/Shopping Profiles in the McGill MarketPlace (MMP)

"My First Profile"/Shopping Profiles

The McGill MarketPlace (MMP) is a virtual shopping mall where you can view, compare and order products from McGill contracted and preferred vendors. Please refer to the [Procurement Services web site](#) for more information about MMP and step-by-step instructions on placing orders.

All Users who are sponsored as Requestors have "**My First Profile**" created in the McGill MarketPlace (MMP) Entrance screen.

Note: Shoppers do not have these profiles-when accessing the McGill MarketPlace (MMP) from Minerva, myMcGill Portal, or the Procurement Services website, they will directly enter the MMP shopping environment.

Shopping Profiles include your email address, First and Last name, and default shipping address. This information serves three purposes:

- It allows Procurement Services to contact you if necessary.
- It provides the McGill MarketPlace (MMP) with a valid email address used to send email notifications when purchase orders are issued / requisitions are rejected.
- The Shipping address and contact information provided is included in the purchase order sent to Suppliers.

Note: On Minerva, you may have one shopping profile with multiple shipping addresses. You may also create additional shopping profiles with one or more associated shipping addresses. Most users will find that their default shopping profile "**My First Profile**" is the only profile needed.

Step-by-Step Instructions

To access your Shopping Profile(s):

1. Log in to [Minerva](#).
2. Go to the **Finance (Fund) Administration** Menu.
3. Select the **McGill MarketPlace Entrance** menu option.
 - To enter MMP, click "**Shop with this profile**" link next to the Profile Name.
 - To view and update a Shopping Profile, click the **Edit** icon, found under "Actions" next to a Profile Name.
 - To add a New Profile, click the **Create New Profile** button.

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TIP

Do not delete "My First Profile" at any time. You have the option either to edit "My First Profile" or create a new shopping profile, if desired.

TIP

If you need to delete a profile, click the **Delete** icon next to the Profile Name.

Edit a Profile

Click on the edit icon to view and update a profile:

- In the **Profile Data box**, verify and update your email and phone number. The displayed email is used to send you notification emails.
 - To update them, **enter** the new email address and/or phone number in the **Override** fields.
 - Click **Save**.
- In the **Shipping Address box**, click the **Add** button to select shipping locations you typically have goods shipped to or click the **Edit** icon to update contact information associated with the address.
- Optional - In the **FOAPAL Favorites box**, select the Fund, Account, Activity or Location codes you frequently use, and add them as your personal favorites.

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McGill MarketPlace Entrance

Editing Profile *John Smith* belonging to *John Smith*

Profile data

To change your email and/or phone fill in the Override field or select from the dropdown list; press **Save**.

Email Address

Or Override:

Phone Number

Or Override: () - extn

Save

Shipping Addresses

Press the **Add** button to add a new shipping address for the MarketPlace; or click on Edit  or Delete  for existing addresses. If you have more than 1 address listed below, click on the ☆ to make it your default (★) selection.

No shipping address exists for this profile

Add

View, update and add a Shipping address

- If you have shipping addresses already added to your profile, they will be listed in the Shipping Addresses section.
- Once you are in the McGill MarketPlace, all of the shipping addresses under your shopping profile will be accessible for you to select in the Review section of your shopping cart.
- To delete an address, click on the Delete icon next to the Shipping Address.
- Click ☆ next to a shipping address to make it your default (★) - you always have the option to change the shipping address in the Review section of your shopping cart.

Add a Shipping Address

1. Click the **Add** button in the shipping address section. The *Select an address* screen will be displayed.
2. Click the "+" sign to drill down to a building and then to a room number.

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3. Click on the room number.

Note: If your exact shipping address (building and room number) is not available from the list, you will need to request one by submitting the [Request a New Location code/MMP shipping address](#) form found on the Financial Services website.

4. On the *Add shipping address screen*, fill in all the required fields:
 - Ship to Alias - the name that will be selectable from a drop down list when in the Review section of your shopping cart.
 - Contact Name, Phone number and Email address - the information of the person who will receive the goods - contact details for the vendor.
5. Check the **Default** box if you wish to make it your default shipping address.
6. Click **Save**. This will bring you back to the main screen of your profile.
7. When satisfied with the updates to your shopping profile, click the **Shop with this profile** button to access the McGill MarketPlace. This will redirect you to the McGill MarketPlace entrance page.

Note: You may add one or more new shipping address to your profile. For example, if you are responsible for buying products for various labs, you may want to add the shipping address of Dr. Smith's lab and of Dr. Brown's lab.

Edit a Shipping Address

- Only contact information may be updated for a shipping address already added to your profile.
 - If the room number needs to be changed, you will need to Add a new shipping address.
1. Click on the **Edit** icon next to a shipping address to view and edit it.
 2. If updates are required, you may **override** the contact information for this shipping address - Contact Name, Phone number, and Email address.
 3. Check the Default box if you wish to make this shipping address your default.
 4. Click **Save**. This will bring you back to the main screen of your profile.
 5. When satisfied with the updates to your shopping profile, click the **Shop with this profile** button to access the McGill MarketPlace. This will redirect you to the McGill MarketPlace entrance page

View, update and add FOAPAL Favorites

- If you have fund, account, activity and location codes added already to your profile, they will be listed in the FOAPAL favorites section.

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- Once you are in the McGill MarketPlace, all of the FOAPAL favorites under your shopping profile will be accessible for you to select in the Review section of your shopping cart.
 - To delete a fund, account, activity or location code, click the **Delete** icon next to the FOAPAL element.
 - Click ☆ to make a code your default (★) - you always have the option to change FOAPAL elements in the Review section of your shopping cart.
1. Select a **FOAPAL element** (Fund, Account, Activity or Location) from the dropdown list.
 2. Enter a corresponding Fund/Account/Activity/Location code in the Individual Code field.
 3. Click the **Add Favorite** button.
 4. Add as many codes as you want for each element, just repeat the steps from 1 to 3.
 5. Once you are satisfied with the updates of your shopping profile, click the **Shop with this profile** button to access the McGill MarketPlace. This will redirect you to the McGill MarketPlace entrance page.

TIP - For Account codes, you have the option to add a group of Commonly Used account codes.

- In the **FOAPAL Element** field, select **Account** from the drop-down list.
- Leave the Individual Code field blank
- In the **Group** field, select **Commonly Used** from the drop-down list. (Click on the "?" to see a list of codes in this group - they will appear in a pop-up window.)
- Click the **Add Favorite** button.

How to create a New Shopping Profile

1. Click the **Create New Profile** button on the Shopping Profiles screen.
2. On the Create New Profile screen, enter a name as required in the **Profile Name** field.
3. Your email address and telephone number will be displayed. If you wish to update them, you may enter your new email address and/or telephone number in the Override fields.
4. Click **Save**. This will bring you to the editing profile page.
5. When you create a New Profile, you must add a shipping address. Click on the Add button to add a new shipping address.
6. Optional - Add **FOAPAL favorites**