

HOW TO USE THE MFORUM REGISTRATION FORM IN THE MCGILL MARKETPLACE (MMP)

USE THE LINK THAT WAS PROVIDED TO YOU IN THE MFORUM EMAIL ANNOUNCEMENT

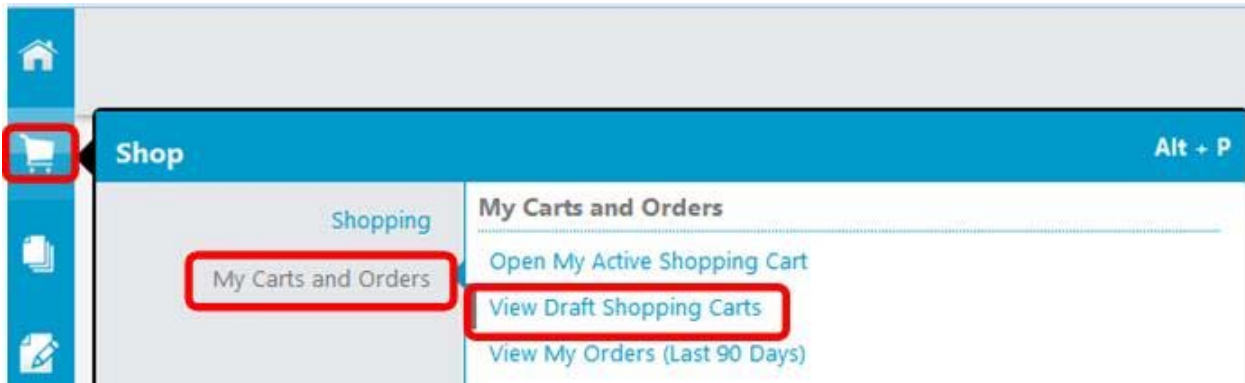
The Link provided will bring you to the Minerva login page where you will need to login. You will be brought to the McGill Marketplace Entrance section of Minerva. Click the **SHOP WITH THIS PROFILE** button to launch MMP.

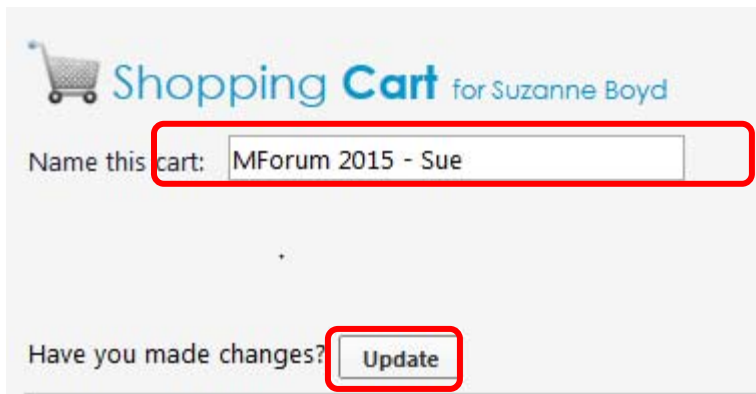



COMPLETING THE MFORUM REGISTRATION FORM

Step 1. Create and rename a cart

- Go to **Shop --> My Carts and Orders --> View Draft Shopping Carts.**
- Press the **Create Cart** icon.
- Rename your cart by editing the information in the **Name this cart** box on the left of your screen, and press on **Update.**





Step 2. Select the **Home**  page and click on the 2014 McGill Management Forum Registration icon.



Step 3. Enter all the requested information **including a quantity of 1**. **Please note that you may only register one person per form.** Please fill out extra forms if you are registering multiple attendees.

Step 4. Once the form is filled out, scroll back to the top of the form and click the blue **“Go”** button.



NOTE: VERIFYING YOUR ROLE IN MMP

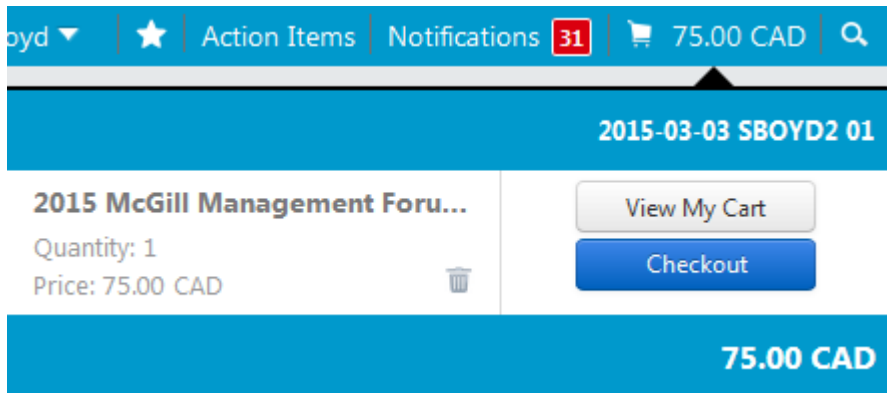
If you are a **Requestor** (you are a fund manager, or you have been sponsored by a Fund Manager), please follow **Quick Step 1.0**

If you are a **Shopper** (you are not a fund manager, and you don't have access to the FOAPAL information and shipping address), please follow **Quick Step 2.0**

For further information, please refer to [MMP Roles and Responsibilities](#) and [Sponsoring a Requestor](#)

QUICK STEPS 1.0 REVIEWING AND COMPLETING AN ORDER AS A **REQUESTOR**

Step 1. Access your Active Cart by pressing on the “**Current Cart**” icon on the top right corner of the page, and select “**View My Cart**”.



Step 2. Press the **Proceed to Checkout** icon on the upper right corner.

Step 3. By default, you should be brought to the **FOAPAL Information** section of the flow chart.

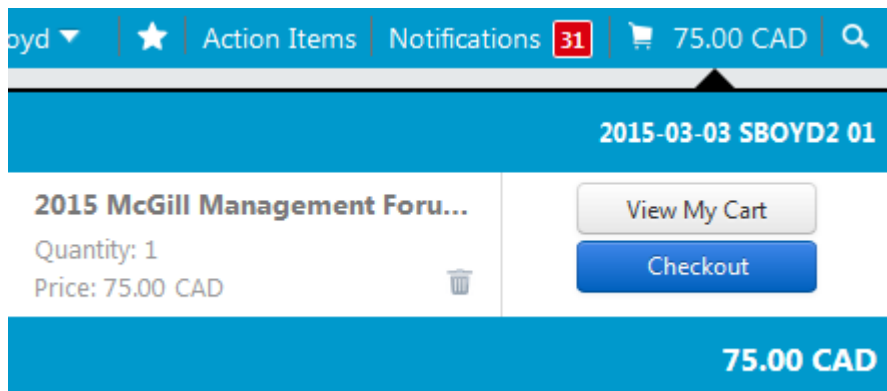
Step 4. Press the **Edit** button in the **FOAPAL Information** section of the flow chart. If you enter a fund code manually, press the **Update Org/Prog** link to match the **Organization** and the **Program** to the **Fund**. You can select a code from the **My Favorites** drop down list under the associated FOAPAL Element. Or you can click on **All Codes** to search a code by value or by description. Press **Save**.

Step 5. Once ready to submit requisition, click on the **Final Review** section of the flow chart.

Step 6. Press the **Place Order** icon on the upper right corner.

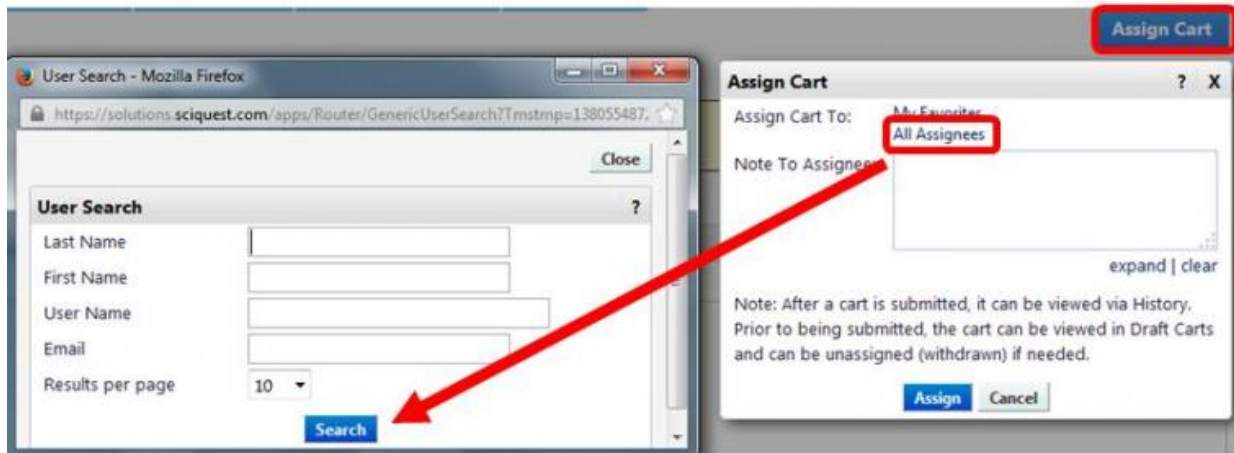
QUICK STEPS 2.0 REVIEWING AND COMPLETING AN ORDER AS A **SHOPPER**

Step 1. Access your Active Cart by pressing on the “**Current Cart**” icon on the top right corner of the page, and select “**View My Cart**”.



Step 2. Press the **Assign Cart** icon on the upper right corner.

Step 3. Click **All Assignees** to search and add the name of the assignee that is authorized (sponsored) to purchase on MMP. Hit the **Select** link.



Step 4. Enter text in the **Note to Assignee** box if required (this is not mandatory). The note will be sent to the Assignee by e-mail.

Step 5. Press the **Assign** button.

Your Registration will be confirmed by the MForum Steering committee.

Help / Contact Information:

For any questions related to completing this form, please contact the Procurement Services Help Desk:

Phone: 398-2840
Email: feedback.purchasing@mcgill.ca

For any questions/comments related to the 2015 Management Forum Conference, please contact the MForum steering committee:

Email: mforum.steering@mcgill.ca