



McGill | Procurement Services

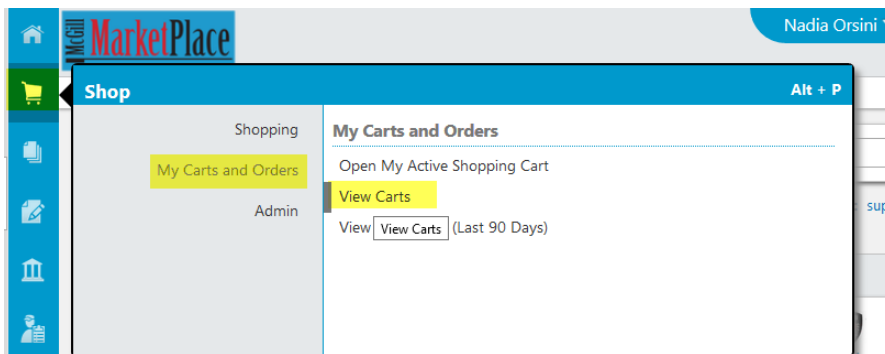
HOW TO PROCESS MCS ORDERS

Nadia Orsini

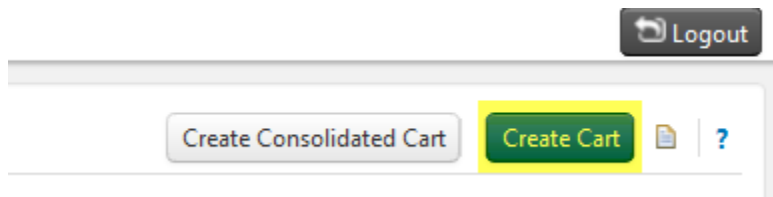
Procurement Training Consultant

SUBMITTING AN MCS ORDER THROUGH MMP

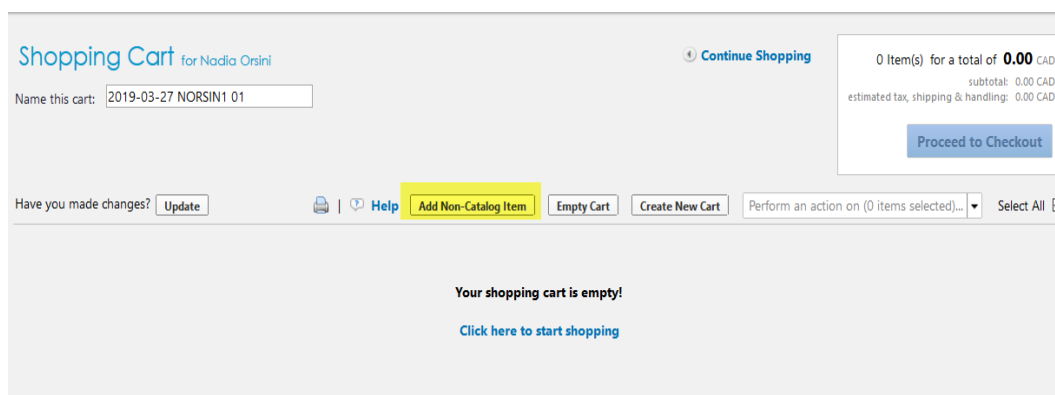
- Step 1 Log into MMP
- Step 2 Go to *Shop* 
- Step 3 Go to *My cart and Orders* and then *View Carts*



- Step 4 Go to *Create Cart*



- Step 5 Select *Add Non-Catalogue Item*



SUBMITTING AN MCS ORDER THROUGH MMP

- Step 6 Search *McGill Bookstore and Computer Store* in the **Enter Supplier Box**
- Step 7 Enter in *Product Description* (include a product description for the overall purchase regardless of how many line items are listed on the MCS sales quote.)
- Step 8 Enter *Catalog No.* – This is the MO-number provided by MCS
- Step 9 Enter *Quantity* of 1
- Step 10 Enter *Unit Price* Amount (***INCLUDING ALL APPLICABLE TAXES***)

Non Catalog Item

McGill Bookstore and Computer Store [select different supplier](#)

3465 Durocher, Room 208, Montreal, QC H2X 0A8 CA

[Distribution Methods](#)

Product Description (50 characters max):	Catalog No.	Quantity	Unit Price (before taxes)	Currency	Quantity and Unit of Measure
<input type="text" value="enter in the description of the purchase on one line regardless of the amount of lines listed on the quote."/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="136.14"/>	<input type="text" value="CAD"/>	<input type="text" value="EA - Each"/>

147 characters remaining [expand](#) | [clear](#)

[Save and Close](#) [Save and Add Another](#) [Close](#)

Step 11 *Save and Close*

Step 12 *Proceed to Checkout* [Proceed to Checkout](#)

Step 13 Go to *Vendor Notes* -> click on *Edit* -> add the MO number (fig.1) and attach the MCS sales quote (fig.2)

Fig. 1

Vendor Notes

Vendor Note [edit](#)

Vendor Note will be sent to vendor

ADD ATTACHMENT ** Important: attachments are NOT being passed back to the suppliers.

Currency *no value*

PO Clauses [edit clauses...](#)

Fig. 2

ADD ATTACHMENT ** Important: attachments are NOT being passed back to the su... ×

Attachment Type File Link

File *

Maximum upload file size: 4.88 MB

* Required [Save Changes](#) [Close](#)

SUBMITTING AN MCS ORDER THROUGH MMP

Step 14 Go to Foapal Information -> Click Edit-> add a the foapal -> update Org/Prog -> Save

FOAPAL Information ? X

Fund	Organization	Account	Program	Activity	Location	Split by FOAPAL
<input type="text"/>	no value	<input type="text"/>	no value	<input type="text"/>	<input type="text"/>	
My Favorites All Codes		My Favorites All Codes		My Favorites All Codes	My Favorites All Codes	

[Update Org/Prog](#)

[Save](#) [Cancel](#)

Step 15 Go to *Final Review* Tab

Step 16 Ensure Supplier Total matches the MCS sales quote total

McGill Bookstore and Computer Store [more info...](#)

PO Number To be assigned
PO Clauses [edit d](#)
no clause [View/edit](#)

[Add non-catalog item for this vendor...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 enter in the description of the purchase on one line regardless of the amount of lines listed on the quote. more info...		EA	136.14	1 EA	136.14 CAD	<input type="checkbox"/>

MFD Device Group no value

Internal Note no note
Internal note will not be sent to vendor
[ADD ATTACHMENT ** Important: attachments are NOT being passed back to the suppliers.](#)

Vendor Note no note
Vendor note will be sent to vendor
[ADD ATTACHMENT ** Important: attachments are NOT being passed back to the suppliers.](#)

Supplier subtotal	136.14
GST	0.00
QST	0.00
Shipping	0.00
Handling	0.00
Supplier total	136.14 CAD

Ensure the Supplier total matches the MCS sales quote total including ALL TAXES

Step 17

[Place Order](#)