***In order to be eligible to order paper for your uPrint device, you need to meet the following 2 conditions:

1. **You must be sponsored to use the McGill MarketPlace (for further information, please call the Procurement Help Desk at 398-2840)**
2. **You must be assigned to your respective MFD (Multi-Function Device) – Please contact the ICS help desk at 398-3398**

Populating your shopping cart using the uPrint Device Paper order form

Step 1. Login to **MMP**
Step 2. Go to **Shop → My Carts and Orders →View Carts**. (see fig.1).
Step 3. Press the **Create Cart** icon.
Step 4. Go to *Click here to start Shopping* (see fig.2).
Step 5. Go to **Forms**
Step 6. Click on the Form title in blue "uPrint order form" (see fig. 3)
Step 7. Enter the quantities you wish to order (see fig.4)
Step 8. At the top right of the form, choose "Add and go to Cart" and click "**Go**"

fig.1

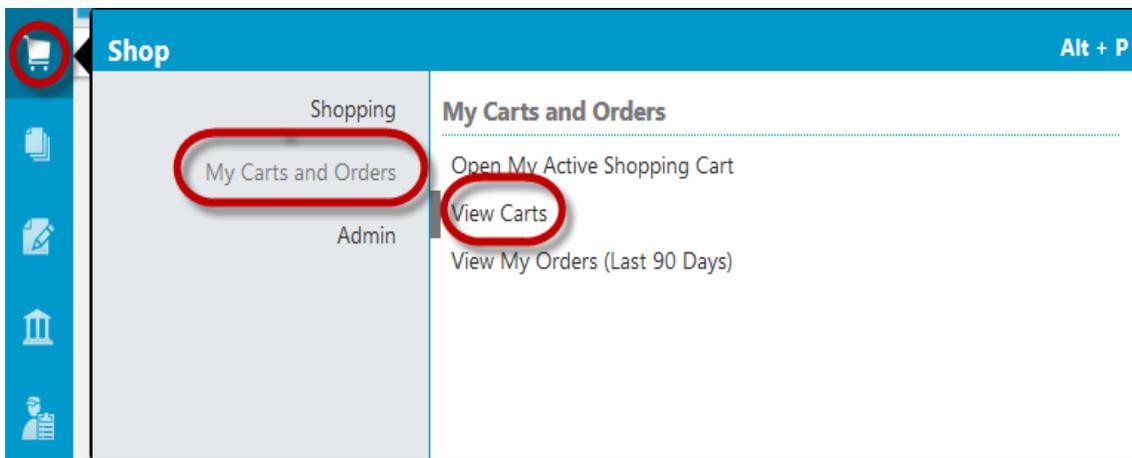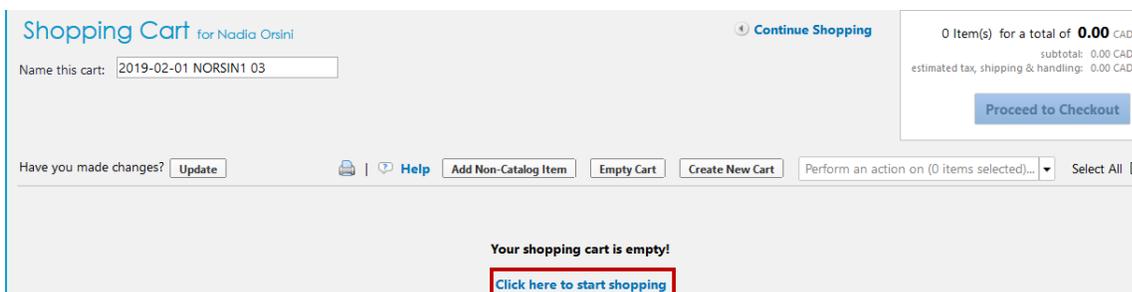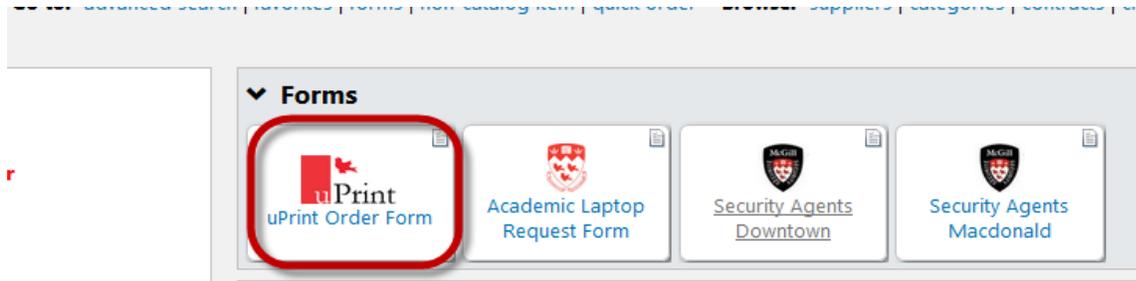

fig. 2

fig. 3

fig. 4

Key operators must use this form to purchase their paper products which are subsidized through the cost-per-impression uPrint program. Only the products shown below are available for purchase.

Please follow these steps to submit your purchase requisition:

1. Enter your required quantity below (one or both can be purchased simultaneously)
2. Go to the top of the form and "Add to cart"
3. During the checkout process, add the MFD device group at the line level
4. Use FOAPAL **159892-00526-700001-3300-000204-000000**

* If you are purchasing for multiple MFD groups, please use a separate form for each MFD group you are buying for. They can however all be put on the same shopping cart.

** Do not update quantity in the shopping cart (pre-checkout) on the right of your screen. To update quantity, click on the product description.

(8.5 x 11 & 8.5 x 14) *** 500 sheets/package is = 10 packages/box

(11 x 17) *** 500 sheets/package is = 5 packages/box

Items list			?

Paper products available for purchase through uPrint program

***Minimum order of $50. Orders that do not meet this requirement will be subject to an extra $5.00 fee. ***

Product List

Description	Unit Price	Quantity	Ext. Price
DPP40482 - MCGILL 100% RECYCLED LETTER SIZE 8 1/2" X 11" 500 SHEETS/PKG	5.30	10	
DPP40483 - MCGILL 100% RECYCLED LEGAL, 8 1/2" X 14" 500 SHEETS/PKG	7.10		
DPP40484 - MCGILL 100% RECYCLED 11" X 17" 500 SHEETS/PKG	11.20		
		Total	**0.00**

recalculate list total

Quantity and Unit of Measure   EA - Each

Completing your uPrint Paper purchase

Step 1. Click on the *Proceed to Checkout* button
Step 2. Select the *FOAPAL* section of the flowchart
Step 3. Enter FOAPAL *159892 00526 700001 3300 000204 000000* (see fig. 5)
Step 4. Go to the *Final Review* section of the flowchart (see fig. 6)
Step 5. Scroll down to the **Item Details** section, click on the *Edit* button to the right of the Ext. Price (see fig. 7)
Step 6. Click on the "*My Favorites*" link to view the list of MFD Device Groups you manage and choose the appropriate *MFD Device Group* (see fig. 8) and press *Save*
Step 7. Scroll back to the top of the screen. Click on the *Place Order* button

fig. 5

fig. 6

fig. 7

fig. 8

Tips on using the uPrint Form:

1. It may be helpful to create a separate MMP Profile called "uPrint orders" in Minerva using the UPrint FOAPAL in the FOAPAL favorite section
2. Only add quantities to those products you require, there is no need to add a "0" to unnecessary products
3. If you are purchasing for several MFD Device Groups delivered to the same location, you may do so on one order however you must create separate line items (one form per line) for each group
4. Never update your quantities in the shopping cart, always click on the product description to reopen the form and update your quantities
5. If you must deliver your paper to multiple location, please use separate shopping carts/orders

Reason for rejections:

1. Wrong FOAPAL used
2. The Activity code was missing from the FOAPAL
3. No MFD Device Group chosen
4. Other products other than those listed on the uPrint Form were added to the cart
5. Quantity of products was updated in the cart and not on the uPrint Form