

*****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

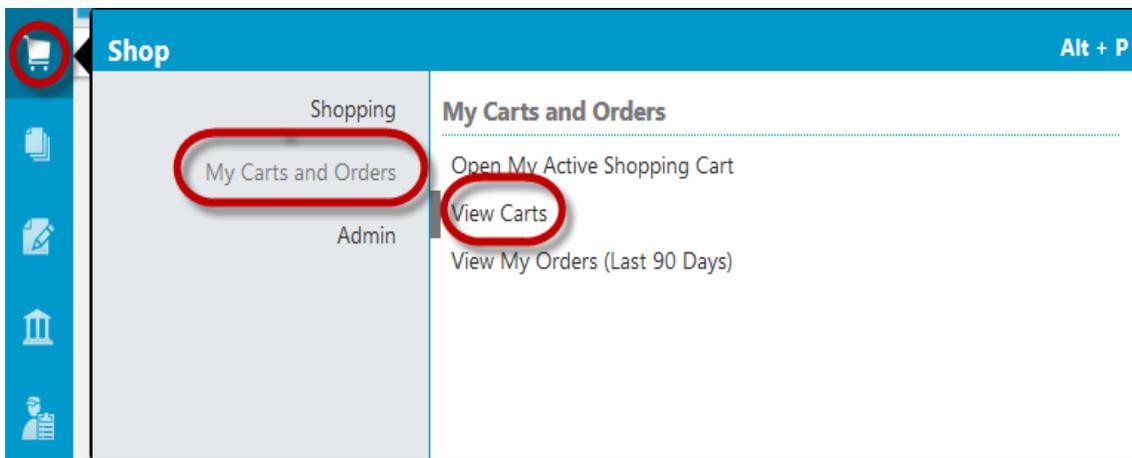


fig. 2

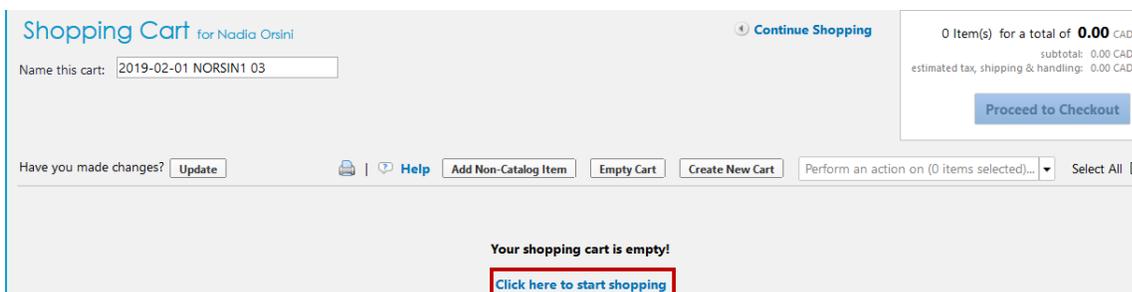


fig. 3

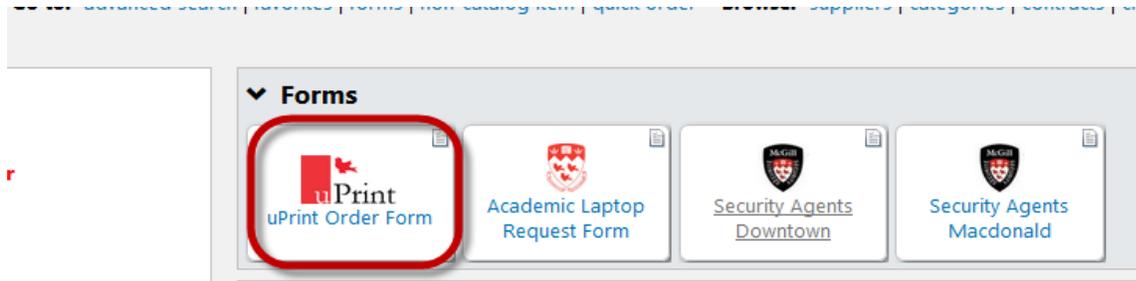


fig. 4

management system aimed at ensuring cost efficiency and sustainability.

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	<input type="text" value="10"/>	
DPP40483 - MCGILL 100% RECYCLED LEGAL 8 1/2" X 14" 500 SHEETS/PKG	7.10	<input type="text"/>	
DPP40484 - MCGILL 100% RECYCLED 11" X 17" 500 SHEETS/PKG	11.20	<input type="text"/>	
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

FOAPAL Information

Fund	Organization	Account	Program	Activity	Location	edit
159892 UPrint Campus Printing Project	00526 IT Customer Services	700001 Materials & Supplies	3300 Academic Services Computing	000204 Paper	000000 Unassigned Location	

fig. 6



fig. 7

Item Details

[Hide item details](#)
For selected items: [Add To Favorites](#) [Go](#)

Staples Advantage Canada [B2B/cXML](#) [Recycling](#) [Accessibility](#) [more info...](#)

Add non-catalog item for this vendor...

Product Description - Grant holder/delegate authorization of purchase requisitions/orders for international acquisitions includes authorization of the cost incurred for customs and brokerage charges for the acquisitions

UPrint Device Paper Order Form [more info...](#)

PO Number: To be assigned

PO Clauses: no clause [edit clauses...](#)

View/edit by item

	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Product List		34.50	1	34.50 CAD	edit

fig. 8

34.50 1 34.50 CAD

MFD Device Group: Internal Note:

MFD Device Group: Internal Note:

Hide profile values...

MNI_285 - 3801 University_285
 PROC1 - Durocher 3465 - 1st Floor

expand | clear

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