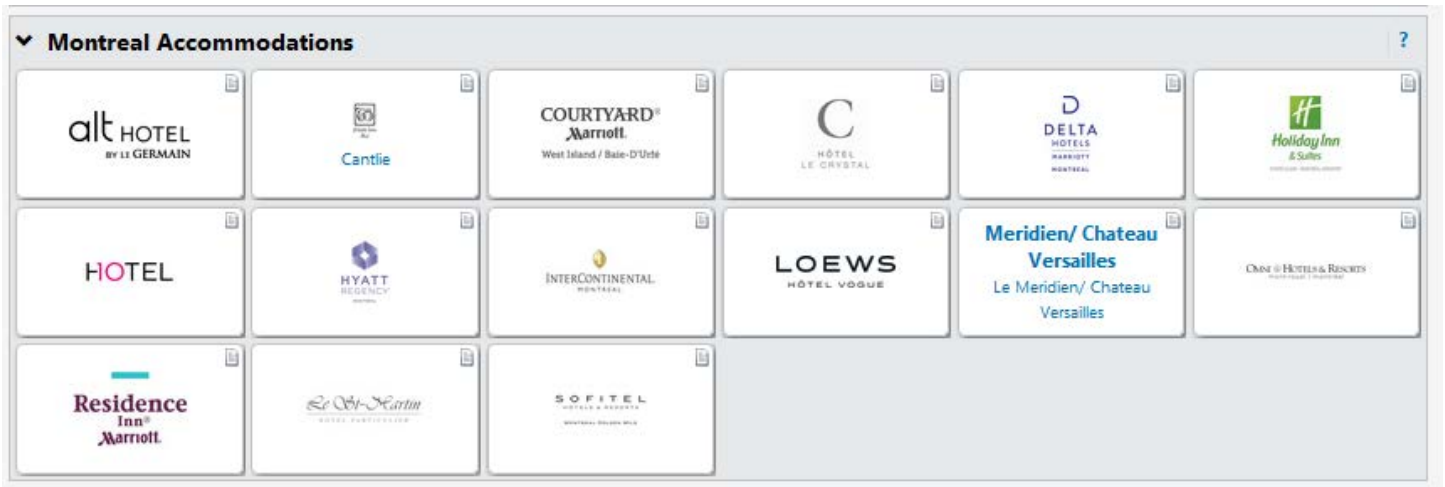


How to issue a requisition for Purchase Order for McGill Montreal Hotel Program (MOHP) through MMP

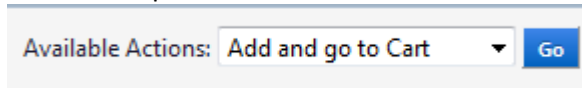
- Step 1** Make a reservation with the MOHP hotel in the name of the visitor(s) with required dates
Obtain the reservation/confirmation number
For the list of MOHP hotels visit the Travel Services website – [accommodations downtown](#)
[accommodations in the West Island](#)
- Step 2** Log into MMP
- Step 3** Click on the appropriate Hotel Logo to open the Form



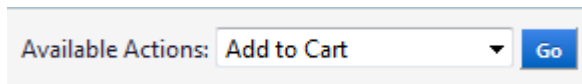
- Step 4** Enter the Visitor name, Reservation confirmation number, Check in Date and Check out date
*For the Meridien/Chateau Versailles, select the hotel tower you have booked
- Step 5** Enter the number of room nights on the appropriate line. For example, if you are booking during the high season period, enter the number of room nights next to the High Season Accommodation price line

It is required to include the lodging tax. You need to re-enter the number of room night in the appropriate lodging tax line item on the form

- Step 6** Go to the top of the form and select from the drop down menu ***“Add and go to Cart”*** and press **Go**



** For multiple visitors use the ***“Add to cart”*** option and press **Go**



and override the form information for each visitor. When you have completed the information for the final visitor, use the ***“Add and go to cart”*** functionality.

- Step 7** Click the ***Proceed to Checkout*** button  on the upper right corner. From this point on, complete the order as you would normally

If you require further information or assistance, please contact feedback.purchasing@mcgill.ca