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

   Available Actions: Add and go to Cart ▼ Go

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

   Available Actions: Add to Cart ▼ 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

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