Ordering uPrint paper

The cost of the paper used in your uPrint machine is included in the cost per impression billed to customers. To order paper, Key Operators have to access McGill Market Place (MMP), fill in the uPrint Paper Order form available online, and complete a Purchase Requisition using the FOAPAL indicated on the form (159892-00526-700001-3300-000204-000000). The Purchase Requisition will generate a Purchase Order to **Staples Canada**. Paper deliveries normally occur within 48 to 72 hours after the process is completed.

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 McGill Market Place (for further information, please call the Procurement Help Desk at 398-2840).

2. As a Key Operator for a specific uPrint machine, your profile in Minerva must be assigned to a specific MFD Group Code, linked to your uPrint machine. If it is the not the case, or if you do not know the MFD Group Code of your machine, please make a request through the IT Support Portal Service Portal - IT Portal (service-now.com), or call the IT Services Help Line at 514-398-3398. When making your request, please provide your McGill ID as well as the serial number of the uPrint machine to which you need to be associated.

Please note that if you are purchasing paper for multiple uPrint machines, you must use a separate uPrint Paper Order form for each uPrint machine. They can however all be put on the same shopping cart.

Please follow these steps to submit your purchase requisition:

Step 1   Go to the MMP Homepage

Step 2   Select the **uPrint Form** under Forms

Step 3   Read Ordering Instructions

Step 4   Go to Items List

Step 5   Select paper quantity (number of packages required)

(8.5 x 11) *** 500 sheets/package - 10 packages/box

(8.5 x 14) *** 500 sheets/package - 10 packages/box

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

Step 6   Recalculate list total

Step 7   Scroll to the top of right of form and select Add And Go to Cart

Step 8   Click on **Add And Go Cart**

Step 9   Click on **Proceed to Checkout**

Step 10   Edit Shipping Information as required by clicking on the edit icon

Step 11   Edit Delivery Date

Step 12   Save Changes

Step 13   Go to Internal Notes to add additional details about the order as required by clicking on the edit icon (for internal use only)

Step 14   Go to Supplier Notes to add additional details about the order as required by clicking on the edit icon (for supplier use)

Step 15   Go to FOAPAL Information, select the edit icon then enter this FOAPAL:

              159892-00526-700001-3300-000204-000000

Step 16   Go to Item, then Item Details and click on the edit icon

Step 17   Go to MFD Device Group and select the appropriate group from the drop-down menu.

              If you do not see any MFD Group Code from the drop down menu, it means that you are not associated with an MFD Group Code, which will prevent you to finalize your order. If it is the case, please make a request through the IT Support Portal Service Portal - IT Portal (service-now.com), or call the IT Services Help Line at 514-398-3398.

Step 18   Click on **Save and Place Order**

There is an issue with the delivery of your paper order?

If you encounter any issue with the delivery of your paper order, please send an email to **easyservice@staples.com**. Please make sure to mention the Purchase Order number in your email. A Customer Service representative from Staples Professional should contact you within 24 business hours.