



THE UNIVERSITY OF WINNIPEG

Procedures for Ordering from Grand & Toy

- 1) If you do not have an online Grand & Toy account, please contact purchasing@uwinnipeg.ca to be set up.
- 2) Once your account has been set up, a representative from Purchasing will email you your username and a temporary password for access. Note, you will only be given access to accounts within Grand & Toy for which you have signing authority.
- 3) Sign in to Grand & Toy at <https://www.grandandtoy.com/Account/Logon>
- 4) Once you're logged in, you can begin searching and adding items to your cart. **Note, this account is only for the purchase of office supplies and related items. The purchase of IT items, such as monitors and laptops, and furniture items, such as desks or office chairs, are not permitted. Please contact Purchasing Services for help with these types of purchases.**
- 5) Upon completion of the order on the website, an Order Confirmation will be sent to your email inbox. **Please forward this Order Confirmation to accountspayable@uwinnipeg.ca as soon as it is received.** If preferred, you may alternatively print the confirmation and send by internal mail.
- 6) If a change to the account coding is required, please make a notation on the Order Confirmation or in your email before you send it to A/P and they will make the necessary correction on the final invoice once received. This will save time by eliminating a potential Journal Entry. This is typically useful when you are sharing the cost of supplies between two departments.
- 7) A packing slip should be enclosed with your order when it arrives. Please sign the packing slip and indicate that all goods have been received by your department. Scan a PDF copy to accountspayable@uwinnipeg.ca or send by internal mail.
- 8) If the goods received are wrong, items are missing, or on a backorder, please make a notation to that effect on the packing slip so that A/P is made aware. They will get in touch with Purchasing Services if their involvement is required.