



**GRAND&TOY**<sup>®</sup>  
An **Office DEPOT**, Inc. Company



**UNIVERSITY OF  
CALGARY**

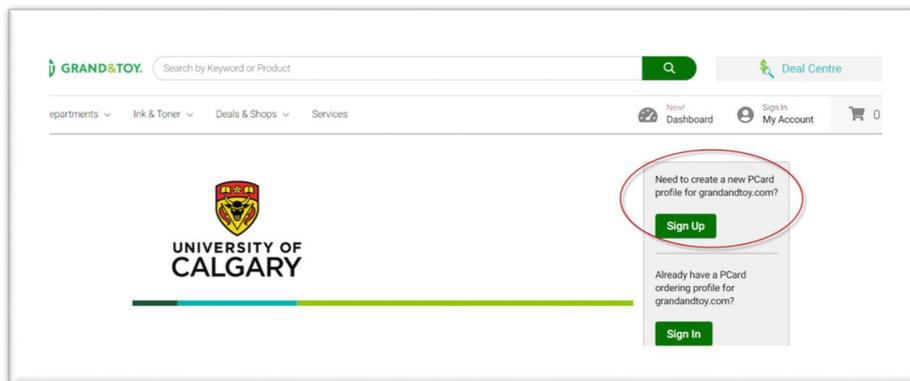
# Reference guide for purchasers

[www.grandandtoy.com](http://www.grandandtoy.com)



## Setting up a new Grand & Toy PCard profile:

- 1) Sign into the Grand & Toy site using the University Peoplesoft Portal under All about me > My Space > Order office supplies
- 2) Or use the Grand and Toy link listed on the next page of this guide
  - Enter your Name/First Name
  - Enter Username: your University email
    - Click next
  - Review your user details in the new user profile set-up registration information page
  - Create your password (case sensitive and alphanumeric)
  - Enter your phone number
    - Confirm details and click SUBMIT
  - The new user profile set-up/Thank you page will appear, review information, then click PLACE AN ORDER NOW!



new User PROFILE Set-up

registration Information

first Name: \*

Email: \*

last Name: \*

Confirm Email: \*



# grandandtoy.com

## How to place an order:

Once your user profile has been created, sign in using the link above or on the regular Grand & Toy website, and click on sign in. Enter your Username and Password you have created for all future orders.

<https://www.grandandtoy.com/en/sites/core/uofcalgary-maincampus>

Account Sign In

Email/Username

Password [Forgot your password?](#)

**Sign In**

**If you do not have Username and Password,**  
please see instructions on the previous page.



## Selecting an account

You will be prompted to select an ordering account on the Select Account page.

### Selecting an Account

- On the left, select the account corresponding to your **building name**

#### Select Account

Please select an Account from the list below.

If you want to set a Default Ship-to account, you may change the settings of your Ship-to Account at any time in the Account Profile section of grandandtoy.com.

Favourite Accounts  All Accounts

Action	Acct #	Favourite	Cost Centre/Ship-to Address
Select	482064		ADMINISTRATION BUILDING/2500 UNIVERSITY DR NW
Select	487672		ART PARKADE/2500 UNIVERSITY DR NW
Select	491043		BIO SCIENCES/2500 UNIVERSITY DR NW

If your building name is not listed, select a generic shipping warehouse Account #

- Account # 482064 for Main campus or
- Account # 521837 for Medicine campus

*Note: Then enter the appropriate building name when 'checking' out your cart in the Address Line 2 i.e., Alberta Children's Hospital*

Ship to Account Address

Cost Centre: HSC  
U OF CALGARY-FOOTHILLS CAMPUS HEALTH SCIENCE CENTRE  
3330 HOSPITAL DR NW CALGARY, AB T2N4N1 CAN

Address Line 2 \*

- Click the **Select** Button

**\*\* Do not select the first UNIVERSITY OF CALGARY CREDIT CARD ACCOUNT # 481463 as you will not be able to add items to your cart from this account.**



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## Landing page

On your Landing page, you have access to important information about the program like the core items and sustainable products lists to search for products by clicking on the link



UNIVERSITY OF CALGARY

### The University of Calgary Business Solutions Home Page

Welcome to your Grand & Toy Ltd. platform. Please place your orders directly through this page using a University Corporate Purchasing Card (PCard).

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**A few of the Program benefits include:**

- Preferred pricing on items purchased every day
- Huge selection of products that align with the University's focus on sustainability
- 48 hour standard with next day delivery available on most items by 4:00 pm local time

**Note:** all furniture orders such as desks or chairs must first go through University Archibus approval.

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**GO GREEN**  
Learn More about Sustainability >> [View](#)

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[Core List](#) [Order Tracking](#) [Returns](#) [Sustainable Products](#)

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To expedite delivery on campus during 'Checkout', enter your specific location i.e. EDC Twr Room 281.

Edit/Add Address Line 2 ?

**Grand & Toy is here to help. For assistance with the items below, please contact our service desk.**

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- Orders
- Processing a return
- Credits
- Invoicing
- Shipping
- Specific product related questions
- Technical assistance

**Grand & Toy Resource Center**  
Phone: 1.866.240.5989  
Monday - Friday 5 AM - 5:30 PM MDT  
Email: [gtrsectr@grandandtoy.com](mailto:gtrsectr@grandandtoy.com)

Thank you for your business. We look forward to working with you.  
The Grand & Toy Team



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## Custom lists - Overview



### Finding Custom Lists

Your 'Core Product Lists' and 'Sustainable Products list' has been created by an administrator and shared for the entire organization. Custom Lists are found via your landing page or under the ORDER tab.

**You can always return to the landing page by clicking on the Grand & Toy logo on the left top corner.**

### Demo Purchaser

Company Name: DO NOT PROCESS-TEST ACCOUNT  
Account #: 990502  
33 GREEN BELT DR , Toronto, ON

Account

Orders

Tools

### Custom Lists

You have access to the following Custom Lists.

[+ Create A New List](#)

[Create List Category](#)

[My Lists](#)

[All Lists](#)

Action:	List Name:
<a href="#">View</a>	Facility Supplies
<a href="#">View</a>	Office Supplies
<a href="#">View</a>	Writing Instruments

[Custom Lists](#)

[Edit Profile](#)

[Order Tracking](#)

[Change Ship-To](#)

[Sign Out](#)



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## Custom lists – Viewing a custom list

### Adding an item to your order

- **Select** the products
- **Select** the quantity
- Click **Add to Cart**

✓ Items in custom lists are grouped in categories. The categories are sorted alphabetically.



Grand & Toy Mailing Laser Labels, White, 4" x 1 1/2", 14 Labels/Sheet, 100 Sheets/BX

99179

- 4" x 1 1/2"
- 14 labels per sheet
- Box of 100 sheets (1,400 labels)

BX ▾

Add to Cart

1 Qty.



Grand & Toy Premium Copy Paper, White, Letter-Size (8 1/2" x 11"), SFI Certified, 20

99115

- Letter size (8 1/2" x 11")
- White
- 500 sheets per ream
- Case of 10 reams (5,000 sheets)

CT (10PK) ▾

Add to Cart

1 Qty.



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## Custom lists – Search an item in the lists

The screenshot shows the Grand & Toy website interface. At the top right, there are links for 'Live Help', 'Customer Care', 'Blog', and the address '2500 UNIVERSITY DR NW, Calgary, AB • FR'. The main navigation bar includes the G&T logo, a search bar with the placeholder 'Search by Keyword or Product', and a 'Deal Centre' button. Below this, there are dropdown menus for 'Departments', 'Ink & Toner', 'Deals & Shops', and 'Services'. On the right side of the navigation bar, there are icons for 'New! Dashboard', 'Hello, abc My Account', and a shopping cart icon with the number '2'. The main content area is titled 'Office Supplies' and contains a 'Print preview' button, a 'Back To Custom Lists' button, and a 'Filter Products' search box. The search box has a search icon and a minus icon. Below the search box, there is a text input field with the placeholder 'Search by Product Code, Product Header (name) and Detail Description:'. At the bottom of the search box, there are 'Filter' and 'Cancel' buttons. Two blue arrows point to the search box and the text input field.

To search an item in the 'Core List', click to expand the search box and enter a key word or the product code.

### **Please note:**

If you do a search in the box on the top of the page, you will do your search in the entire G&T catalog.



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## Custom lists – Adding to an order

Once you have added the items to your order, you can view the cart window will pop up, giving you the option to go to **view the cart** to bring you to the **Orders Details** page.

You can also stay on the **Core list** and continue shopping.

**Back to the Custom list tab:** Brings you to the **My core lists** page.

The screenshot shows the Grand & Toy website interface. At the top, there is a search bar with the text "Search by Keyword or Product" and a "Deal Centre" link. Below the search bar, there are navigation links for "Departments", "Ink & Toner", "Deals & Shops", and "Services". On the right side, there is a user account section with "Hello, Demo My Account" and a shopping cart icon showing "5" items.

The main content area is titled "Top 25 Items" and includes a "Print preview" button and a "Back To Custom Lists" button. Below this is a "Filter Products" search bar. A "Successfully Added To Cart" notification is displayed, showing a green checkmark and the text "Grand & Toy Premium Copy Paper, White, Letter-Size (8 1/2' x 11'), SFI Certified, 20 lb., Ream Qty: 1 CT" with a "View Cart" button.

Under the "Uncategorized" section, two products are listed:

- Grand & Toy Mailing Laser Labels, White, 4' x 1 1/2', 14 Labels/Sheet, 100 Sheets/BX** (SKU: 99179). The product is shown in a box. The quantity is set to "1" and the unit is "BX". An "Add to Cart" button is visible.
- Grand & Toy Premium Copy Paper, White, Letter-Size (8 1/2' x 11'), SFI Certified, 20** (SKU: 99115). The product is shown in a box. The quantity is set to "1" and the unit is "CT (10PK)". An "Add to Cart" button is visible.



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## Order details – Main order page

Click the cart at any time to access your shopping cart. Build, view, or modify your order directly from the shopping cart or browse for product using the quick search or hover over departments, ink & toner, deals & shops or services.

New Website Navigation • [Live Help](#) • [Customer Service](#) • [Blog](#) • 33 GREEN BELT DR, Toronto ON •

**G&T GRAND&TOY.** Search by Keyword or Product

[Deal Centre](#)

Departments ▾ Ink & Toner ▾ Deals & Shops ▾ Services ▾

Hello, Demo My Account

## Shopping Cart

Quick Product Entry

Product Code	Qty	Unit	Description
<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="v"/>	



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## Order details – Adding to an order

### Shopping Cart

Quick Product Entry +

Product Code	Qty	Unit	Description
<input type="text" value="99500"/>	<input type="text" value="1"/>	<input type="text" value="BX \$2.04"/> ▼	<b>Grand &amp; Toy Standard Staples, 1/4", 5,000/BX</b>
<input type="text" value="99115"/>	<input type="text" value="1"/>	<input type="text" value="PK \$5.51"/> ▼	<b>Grand &amp; Toy Premium Copy Paper, White, Letter-Size (8 1/2" x 11"), SFI Certified, 20 lb., Ream</b> <ul style="list-style-type: none"><li>• Letter size (8 1/2" x 11")</li><li>• White</li><li>• 500 sheets per ream</li><li>• Case of 10 reams (5,000 sheets)</li></ul>
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/> ▼	

### Adding Items to your order

- Enter the **product code**
- Enter the **quantity**
- Select the **unit** of measure
- Click **add to cart**

### View extended product description

- Within the cart, click on the product number or image to view the full product details as see here →



Grand & Toy Premium Copy Paper, White, Letter-Size (8 1/2" x 11"), SFI Certified, 20 lb., Ream

99115

Your Price

**\$5.51**/PK

One Time Order

Available  
Estimated Delivery in 1-2 days



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## Order details – Changing quantities & deleting items



Grand & Toy Steno Notebook, Green, 6" x 9", 120 pages

99100

✓ Available

Estimated Delivery in 1-2 days

EA \$0.96 ▾

1

Core Price  
\$0.96



Add Item Notes

### Changing quantities

- Enter new **quantity**, and/or
- Change the **unit** of measure
- The change is recorded and updated automatically



BIC 4-Colour Ballpoint Retractable Pen, Assorted Colours, Medium Tip

MMP11

✓ Available

Estimated Delivery in 1-2 days

EA \$1.86 ▾

1

Core Price  
\$1.86



Add Item Notes

### Deleting items

- Click the **X**
- The line is immediately deleted.



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## Order details – Adding item notes

Grand & Toy Steno Notebook, Green, 6" x 9", 120 pages  
99100  
Available  
Estimated Delivery in 1-2 days

EA \$0.96 1 Core Price \$0.96

Note: Room B12

Add Item Notes

### Adding Item Notes

- Click **Add Item Notes**
- Enter the notes
- Click **Save Changes**

### Item Notes

Item Notes 1:

Item Notes 2:

**Save Changes**

✓ Adding Item Notes can be especially helpful when ordering for multiple people or departments – add a note as a reminder of who the item is ordered for. The notes are printed on the packing slip and invoice.



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## Order details – Checkout

### Shopping Cart

Quick Product Entry +

Product Code	Qty	Unit	Description
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	

**Add to cart**

Product Item(s)	Unit	Qty	Total:
 <b>Grand &amp; Toy Steno Notebook, Green, 6" x 9", 120 pages</b> 99100 ✓ Available Estimated Delivery in 1-2 days Note: Room B12 <a href="#">Add Item Notes</a>	EA \$0.96	<input type="text" value="1"/>	Core Price \$0.96
 <b>BIC 4-Colour Ballpoint Retractable Pen, Assorted Colours, Medium Tip</b> MMP11 ✓ Available Estimated Delivery in 1-2 days <a href="#">Add Item Notes</a>	EA \$1.86	<input type="text" value="1"/>	Core Price \$1.86

PO#

**Order Summary**

Promotional Code? +

Total Items	2
Subtotal	\$2.82
GST/HST	\$0.14
<b>Total</b>	<b>\$2.96</b>

**Proceed to checkout**

### Submitting the order

- Click the **Proceed to checkout** button located on the right of the cart.

- ✓ A final inventory check is performed during checkout as the inventory may have changed during the ordering process. This is particularly important if the order was built over several hours or days. The inventory is again reflected on the final checkout screen.



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## Check out – Main checkout page

### Checkout

 Please, verify your shipping address and ensure someone will be available at the selected shipping location on the day your delivery is scheduled to arrive.

#### 1. Shipping Information

Ship-to Account/Cost Centre: [Edit](#) 

482064 (ADMINISTRATION BUILDING)

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Shipping Address: ⚠ Some required fields are missing [Edit](#) 

U OF CALGARY-MAIN CAMPUS ADMINISTRATION BUILDING  
2500 UNIVERSITY DR NW CALGARY, AB T2N1N4 CAN

---

Delivery Details: [Edit](#) 

Delivery Option: 24 Hours  
Customer Name: Test Test  
Telephone Number: (111) 111 1111  
Email: anita@uofc.ca  
PO #:

#### 2. Billing Information

Select Payment Method

New Credit Card

[+ Add a Credit Card](#)

This is your final step before submitting your order. Once your order is verified, you are ready to submit it.

### Checkout Screen

- If you need to change the account, Click to edit and Click the scroll down button to change shipping account.
- Review the **final Inventory** and **returnable** status.
- ❖ **Upon checking out, you will be required to enter your specific location i.e. EDC Twr Room 281 and your PCard information before the order can be released.**



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## Order tracking

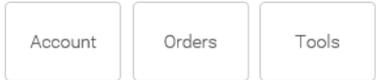


### Viewing the status of an order

- Click **Order Status** found under the ORDER button.

### Demo Purchaser

Company Name: DO NOT PROCESS-TEST ACCOUNT  
 Account #: 990502  
 33 GREEN BELT DR , Toronto, ON



Custom Lists

Edit Profile

Order Tracking ←

Change Ship-To

Sign Out

## Order Tracking

Last month Last 6 months Last 12 months

Filter Orders

Action:	Date:	Created By:	Cost Centre/Account #	PO Number:	Order Number:	Order Status:	Total:
<a href="#">View</a>	2019-09-27	Bob MacDonald	990502	12345		Pending Approval	\$38.27
<a href="#">View</a>	2019-09-18	Bradley Davies	990502	12345		Transmitted - Test	\$184.69
<a href="#">View</a>	2019-09-17	Demo Purchaser	990502	12345		Pending Completion	\$582.46
<a href="#">View</a>	2019-09-17	Demo Purchaser	990502	12345		Pending Approval	\$423.55
<a href="#">View</a>	2019-09-17	Demo Purchaser	990502	12345		Transmitted - Test	\$574.51

The **Order Tracking** page will display your order history.

Common examples include:

- Pending Completion
- Transmitted

Order history is available for 180 days.

A 6 digit Order Number is displayed once an order has been submitted for processing.



G&T GRAND&TOY. Search by Keyword or Product Deal Centre

Departments ▾ Ink & Toner ▾ Deals & Shops ▾ Services ▾ Hello, Demo My Account 3

### You can process a return from the order tracking.

- Click View
- Return order
- Enter the required return information

### New Customer

Company Name: | MTL I.T. DEPARTMENT  
Account #: 199640  
2275 52E AVE, Lachine, PQ

Account Orders Tools

Custom Lists

Edit Profile

Order Tracking ←

Sign Out

Edit My Profile

Account: 199640

Orders

Shopping Cart

Carts In Progress (1)

Create New Order

Custom Lists

Frequently Ordered

Order Tracking →

Returns

Manage Subscriptions →

## Order Tracking

Last month Last 6 months Last 12 months

Filter Orders +

Action:	Date:	Created By:	Cost Centre/Account #	PO Number:	Order Number:	Order Status:
<a href="#">View</a>	2021-02-04	JB test	MTL I.T. DEPARTMENT/ 199640	2019PO		Pending Budget Approval

Print Preview Return Order View All Orders Re-Order

Order: #000000 (split1/1) - Pending Budget Approval

Billing & Shipping Information:

## Returns

How can we help you?

- Are you returning something? ([Click here to learn more](#))
- Do you have a product that is damaged or defective? ([Click here to learn more](#))
- Are you missing something from your shipment? ([Click here to learn more](#))
- Do you have empty Toner cartridges for recycling?

Next



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Search by Keyword or Product



Deal Centre

Departments ▾ Ink & Toner ▾ Deals & Shops ▾ Services ▾

Hello, Demo  
My Account

5

## Contact Us

### Customer Care

Need Assistance? We Can Help



#### Online

**Connect live** with a Customer Care Representative

Monday - Friday  
8:00 AM - 7:30 PM EST



#### Email

**customerservice@grandandtoy.com** and we will get back to you.

Please allow 8 business hours for your inquiry to be processed.



#### Call

**1-866-391-8111** to speak with a Customer Care Representative

Monday - Friday  
7:00 AM - 7:30 PM EST