



To: Deans, Department Heads and Administrative Staff
From: Gwen Toole – Director, Purchasing Services
Date: June 8, 2007
Subject: **New Grand & Toy / U of S Partnership and Launch of the Purchasing Services
e Market**

Purchasing Services (FSD) is pleased to announce a new long term partnership with Grand & Toy (G&T) to provide stationery and IT supplies, including exam booklets and OPSCAN sheets. This contract was established in an effort to reduce costs and duplication of services.

The primary benefits of this partnership will:

- Provide a single source for your stationery and IT consumable requirements
- Reduce costs through contract pricing
- Create an easy to use direct on-line ordering and order follow-up system
- Include delivery to your department.

The G&T on-line ordering system will be made available for use on June 11, 2007. Please note that Stationery Stores will be closing after August 31, 2007. Consumer Services will be forwarding details prior to the closure date about the ordering and distribution of XEROX toner cartridges.

If you already have a Standing Order for G&T or a PCard, you will be contacted by G&T via email. This email will include information including your username and a password which are required to access the on-line ordering. Your G&T account number is linked to either your Standing Order or BMO PCard number.

- G&T account setup can be requested by emailing [Purchasing Services](#).
- Account cancellations can be requested by emailing [Grand & Toy](#). If there is no activity after 6 months accounts will automatically be cancelled.

To access the e Market on-line ordering and to stay current on all information regarding this new program, please go to http://www.usask.ca/fsd/colleges_depts_research/buying_goods/where_to_buy/emarket.php.

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