



Grand & Toy Work from Home Program

Welcome to the Grand & Toy Work from Home Program (WFH).
Below are instructions on how to setup a new profile and place orders:

To setup a new Grand & Toy login profile:

Copy and paste below link into Google Chrome:

https://www.grandandtoy.com/shopping/xt_login.aspx?username=uot-wfh&password=workfromhome&Login

A Self-Registered New User Profile setup form will appear.

Enter First and Last Name

Enter Email, this will be your Username *personal email address should be used*

Click **Next**

New User Profile Set-Up

Registration Information

First Name: *

Email: *

Last Name: *

Confirm Email: *

Next



- Review Username & Email Address
- Create Password
- Input Personal Phone Number (required for delivery)
- Click **Submit**

New User Profile Set-Up

Fields marked with an asterisk (*) are required

Registration Information

Username: *

Usernames are case-sensitive. Email address recommended.

Email: *

Confirm Email: *

Password *

Confirm Password *

Language: *

English

French

Personal Information

First Name: *

Last Name: *

Telephone Number: *

Extension:



Review and Click **Submit**

New User Profile Set-Up

Registration Information

Email Address: jane.doe@gmail.com
Username: jane.doe@gmail.com
Language: EN

Personal Information

First Name: *

Jane

Phone Number: *

4165863796

Extension:

Last Name: *

Doe

Company Information

Company Name 1: UOT-WORK FROM HOME
Company Name 2:
Department: WFH
Division:

Address Line 1: 215 HURON ST
Address Line 2: 2ND FL
City: TORONTO
Province: ON
Postal Code: M5S1A2

Subscription Information

Yes, I would like to receive email from Grand & Toy regarding all products, promotions and events. At any time account holders can edit their email subscriptions.

Submit

Back



Scroll down and click **Place An Order Now**

New User Profile Set-Up

Thank You

You are now a registered user on grandtoy.com.

Important

Please **PRINT** this form, or record this information in a safe place.

The Username and Password that you have set will be necessary from now on to login and order from grandandtoy.com.

Remember to use your new Username and Password the next time you log-in.

Username: jane.doe@gmail.com

You have subscribed to the following User Access Level(s):

User Access Level:	Purchaser
Current Access Status:	Approved:
Current Access Details:	- View the status of all orders made under the business account
	- Edit and manage the User Profile

You can begin to take advantage of the benefits of ordering online.

Place An Order Now

Directed to the UOT WFH landing page.

Ensure your Name appears on the top right above **“My Account”**.

If your name does not appear, please log out and log back in to

<https://www.grandandtoy.com/Account/Logon>

Click on **Approved Suppliers**

The screenshot shows the Grand & Toy website interface. At the top left is the G&T logo. A search bar is located in the top center. On the top right, there is a 'Deal Centre' link and a shopping cart icon. Below the search bar, there are navigation links for 'Departments', 'Ink & Toner', 'Deals & Shops', and 'Services'. In the top right corner of the main navigation area, there are links for 'New! Dashboard' and 'Hello, Jane My Account', with the latter being highlighted by a red box. Below the navigation is a banner for 'Welcome to University of Toronto work from home program with Grand & Toy'. The banner includes the text 'Please select from the following list of approved supplies.' and a green button labeled 'Approved Supplies'.



Click View – In All Lists tab under Action

- Edit My Profile
- Account: 265955
- Orders
- Shopping Cart
- Create New Order
- Custom Lists
- Frequently Ordered
- Order Tracking
- Returns
- Manage Subscriptions

Custom Lists

You have access to the following Custom Lists.

[+ Create A New List](#) [Create List Category](#)

My Lists **All Lists**




Action:	List Name:	Date Created:
View	UOT Work From Home List	2021-12-14

List of Chairs will appear

[Print preview](#) [Back To Custom Lists](#)

[+](#)

Chairs & Seating | Ergonomic Chairs

- | | | |
|---|---|---|
|  | <p>Offices to Go Ibex Mid-Back Synchro-Tilter Ergonomic Chair, Black Luxhide Bonded
GLMVL2801-DS</p> <ul style="list-style-type: none"> ◦ Black Luxhide bonded leather | <p>EA <input type="text" value="1"/> Qty. Add to Cart</p> |
|  | <p>Offices to Go Full-Time Mid-Back Multi-Tilter Ergonomic Chair, Black Quilt Fabric
GLMVL2900-DS</p> <ul style="list-style-type: none"> ◦ Black | <p>EA <input type="text" value="1"/> Qty. Add to Cart</p> |
|  | <p>Offices to Go Overtime High-Back Multi-Tilter Ergonomic Chair, Black Quilt Fabric
GLMVL2756-DS</p> <ul style="list-style-type: none"> ◦ Black Quilt fabric | <p>EA <input type="text" value="1"/> Qty. Add to Cart</p> |



Click on Chair to view details
Input Quantity and **Add to Cart**

Home > Furniture > Ergonomic Chairs

Offices to Go



Offices to Go Ibex Mid-Back Synchro-Tilter Ergonomic Chair, Black Luxhide Bonded Leather Seat and Mesh Back

GLMVL2801-DS

Core Price

\$349.00/EA

Qty. Unit

1

EA \$349.00

This item is non-returnable.


Add To Cart

When order is complete Click the Cart (Top Right Corner)
Click **Proceed to Check out**



To Checkout:
Update Shipping Address
Click **Edit**

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:
265955

Shipping Address: [Edit](#)

UOT-WORK FROM HOME WFH
215 HURON ST 2ND FL TORONTO, ON M5S1A2 CAN
2ND FL

Delivery Details: [Edit](#)


Delivery Option: 48 Hours
Customer Name: Jane Doe
Telephone Number: (416) 586 3796
Email jane.doe@gmail.com
PO #: 6

2. Billing Information


Select Payment Method

New Credit Card

+ Add a Credit Card



Order Summary [Edit Cart](#)


1 Item 


Subtotal	349.00
GST/HST	45.37
Total	394.37

[Submit Order](#)

By clicking 'Submit Order', you agree to the Product Return Conditions as outlined in the Return Policy.

Need Assistance?

 1-866-391-8111

 Live Help



Select **Ship to New Address**

Enter home address

Click **Apply**

1. Shipping Information

Ship-to Account/Cost Centre:

265955

Change Shipping Address ×

Ship to Account Address

Ship to an Alternate Address

-- Select One -- ▾

Ship to a New Address

Fields marked with an asterisk (*) are required

Address *

City *

Province *

Postal Code *

Country
CAN



Your address should be displayed under Shipping Address

Click **Add a Credit Card**

Enter Credit Card information


Click **Add Card**

Enter CVV Number

Click **Apply**


Click **Submit Order**


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:
265955

Shipping Address: Edit 
37 Barker Ave Etobicoke, ON M9V1E6 CAN

Delivery Details: Edit 
Delivery Option: 48 Hours
Customer Name: Jane Doe
Telephone Number: (416) 586 3796
Email jane.doe@gmail.com
PO #: 6

Order Summary

Edit Cart



1 Item ▼

Subtotal 349.00
GST/HST 45.37

Total 394.37

Submit Order

By clicking 'Submit Order', you agree to the Product Return Conditions as outlined in the [Return Policy](#).

Need Assistance?
 1-866-391-8111
 Live Help

2. Billing Information

Select Payment Method

New Credit Card

+ Add a Credit Card

Please note, your delivery address, will be saved under the shipping address for future orders.

Thank you for shopping at Grand & Toy