

## E-INVOICING

To view your invoices, log in using your assigned ID and select E-Invoicing under the Tools tab on the top menu bar.

488431 | 3800 FINNERTY RD UNIVERSITY CENTRE RM B104E | • Sign Out • FR

Search by Keyword or Product

Orders Accounts **Tools** Products ▾ Ink & Toner ▾ Services ▾

1 Click on the Tools menu

e-invoicing Free Calendars

2 Then click on the View button

Credit card account invoices are generally posted online the next business day following the shipment of an order and are listed in the History section of the E-Invoicing tool.

Fast-code account statements will be available for viewing at the end of each billing cycle. This is usually the first couple days in the new month. *Please note, UVic is not utilizing an approval function so you may disregard the "Pending Approval" notation as it is not required.*

A notification that a new invoice is available will be sent to you via email when the invoice is posted.

### FAST-CODE ACCOUNT ACCESS

If you are changing to a new department, requiring access to additional fast-codes or have a new staff member requiring access to a fast-code, you are required to get approval from UVic Purchasing. Contact Purchasing or a Victoria G&T staff member for an E-Procurement Form.

### CREDIT CARD ACCOUNTS

If you would like to have your purchases applied to a UVic purchasing card, please contact a Victoria G&T staff member for a credit-card billing request form.

### PERSONAL PURCHASES

UVic employees are eligible to make personal purchases using their credit card and receive the same pricing as on business purchases. If you would like access, please contact a Victoria G&T staff member to have the permission added to your user ID.

### Questions?

For assistance with general product inquiries or returns you are unable to do online, you may contact the Grand & Toy Customer Care Team at 1-866-391-8111 or online with "Live Chat".

For assistance with your account, you may contact your Victoria Grand & Toy team:

**Dana Way**  
Sales Support Assistant  
(250) 952-7007  
[danaway@grandandtoy.com](mailto:danaway@grandandtoy.com)

**Chris Lowres**  
Account Manager  
(250) 952-7003  
[chrislowres@grandandtoy.com](mailto:chrislowres@grandandtoy.com)