



Sustainable Purchasing

SUSTAINABILITY AMBASSADOR TOOLKIT

Area of Focus | Waste

Goal | Decrease waste at the source

Solution | Purchase products that have less packaging, consist of post-consumer content, are recyclable, are Energy Star rated, are reusable and/or refillable

Implementation | Create your own purchasing list on the Grand & Toy website filled with your departments Top 10 list of green supplies

Challenge | Work with your department and Grand & Toy to determine the Top 10, or Top 20, 30, 40, 50, items purchased by your area and if there is a sustainable alternative to the standard option

Tips | Create your own sustainable Top 10 page and email it to Grand & Toy by October 19th at 4pm to be entered into a draw for a departmental gift basket courtesy of Grand & Toy.

The draw will take place on October 21st (Campus Sustainability Day) at 1:00pm

Step-by-Step Instructions to Creating your Office Green List

Logging On

1. Go to: Grandandtoy.com (<http://www.grandandtoy.com/sites/corp/default.aspx>)
2. Log in with your user name and password
 - a. If you do not have an account set up, email your full name, email address and GL account to setmeup@grandtoy.com

Creating your Green List

1. Once you have logged in and navigated to the main Order page, **Create an Order** you can begin making your green list
2. Under the Order tab of the main menu bar, click **Custom List** button on the sub menu bar
3. Click **Create List**
4. Name your custom green list in the space allotted and then click **Next**
 - a. Your custom list is now ready for items to be added

Adding Items to your green list

1. Under the Browse Catalogue tab of the main menu bar, click the **Frequently Ordered Items** button on the sub menu bar
2. Choose the button to search your **top 10** items then click **Start Search**
 - a. Here you will see a list of your top 10 ordered items that you can use to find a green alternative
3. Copy the product name of your number one purchased item. Ie. Oxford Poly Index Dividers
4. Navigate to the **Advanced Search** tab of the Browse Catalogue sub bar, right click and choose **Open Link in New Tab**
5. Paste the name of your top item into the space provided
6. Keeping the item's desired criteria the same, ie Oxford Poly Index Dividers, alter the title to allow a search of other similar products
7. Click the button below to filter for **Environmentally Friendly Products Only**
8. Click **Go**
 - a. Here you will see a list of environmentally friendly alternatives, such as Index Dividers made with 10% post consumer paper
9. Enter a quantity into the space provided for that item
10. The top of the page click **Add to List**
11. Choose your previously created green list by clicking on the name you had given
 - a. The item has now been added to your list
12. Under the Order menu, search for you green list under **Custom List** tab
 - a. You should now see your green item(s) and be able to order directly from this list
 - b. Note that you can order form your green list and then continue to Browse Catalogue for other items as well which will all be added to the same order

Email Tim Davies at timdaview@grandandtoy.com with the name of the person who created the list and the name of their green list before October 19th at 4:00pm to be entered into a draw on October 21st at 1:00pm in MUSC . Please note that you must be present or send a delegate to be eligible to win the prize.