

Victoria Day Holiday

MDA will be closed on **Monday, May 23** for the Victoria Day long weekend.

Regular business hours and deliveries will resume Tuesday, May 24.



To place an order, contact:

P. 204-945-3000
mda@gov.mb.ca
www.mda.gov.mb.ca

*Please note:
Items in flyer may not be exactly as shown.*



New Process for Ordering Office Supplies

A new process to order office supplies is being implemented in phases over the coming weeks, and will facilitate rapid ordering of office supplies with ability to track orders.

During the transition, staff are asked to continue ordering as usual. If the item to be ordered does not appear in SAP, contact MDA at mda@gov.mb.ca. MDA will act as an intermediary between the Department and the new supplier by providing instructions to Departments to register for the new process.

While the transition is underway, Departments may need to split their orders by ordering available items using the usual process in SAP, and following the instructions provided by MDA to order others.

Only items previously available through MDA will be available in the new process – for special office supply orders, contact MDA directly.

After the transition is complete, Departments will order office supplies previously available through MDA directly using the new process without having to split their orders.

