



Get your contract pricing wherever business takes you.

It's simple to set up your mobile Store Purchasing Card.



- 1 Log on to **business.officedepot.com** as a Superuser and go to **My Account**.
- 2 If **My Account** isn't available, no worries. Just go to **Edit Active Users** under **Manage Users** to enable your profile.
- 3 In **Profile Overview**, to go **Permissions**. Click **Edit** and **Enable Store Purchasing Card**. Click **Update**.
- 4 Log out and then back in again to create your **Store Purchasing Card**.

Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Tiered Approvals
- Procurement Card Registration

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Select Desktop
- Select PO Number
- Select Release
- Select Cost Center
- My Proxy Approver

User ID	User	Active	Super User
STB333	TREVA HOSKINS	Yes	No
-	ALEX GIBSON	Yes	Yes
-	USER TEST	Yes	Yes
-	ALEXIS	Yes	No
-	ALEXANDER GIBSON	Yes	No
-	CUSTOMER	Yes	No
-	DAVID MENDOZ	Yes	Yes
-	ALPINE CSR	Yes	Yes
-	ALPINE CSR	Yes	Yes
-	ALPINE TEST USER 123	Yes	Yes
-	AMANDA N WILDE	Yes	Yes
-	AMBER VAZQUEZ@OFFICEDEPOT.COM	Yes	Yes
-	AMY DIOGO	Yes	Yes
-	ANTHONY	Yes	Yes
-	ANTHONY LAGANO	Yes	Yes
-	AOPS TEAM	Yes	Yes
-	AOPS TEAM USER	Yes	Yes
-	TEST USER	Yes	No
-	TEST APPROVER	Yes	No
-	TEST USER	Yes	No
-	APPROVER TEST	Yes	No
-	APPROVER2	Yes	No
-	APPROVER3	Yes	No
-	APPROVER4	Yes	No
-	APPROVER5	Yes	No
-	APPROVER6	Yes	No
-	APPROVER7	Yes	No
-	APPROVER8	Yes	No

Profile Overview

User ID: TAMMY TEST 3

Selected User Settings

- Manage Ship To
- Manage Desktop
- Manage PO Number
- Manage Release
- Manage Cost Center

Subscriptions & Settings

- Email Preferences
- Subscriptions
- Login Settings

Account Administration

Permissions

Super User: **Yes**

Required Information

- Shipping Address: **ADD, EDIT, AND SELECT ANY SHIP TO: 12**
- Release: **ADD, EDIT, AND SELECT ANY PO NUMBER: 12**
- Cost Center: **ADD, EDIT, AND SELECT ANY COST CENTER: 12**
- Payment: **ADD, EDIT, AND SELECT ANY DESKTOP: 12**

Reporting

- Query Any Placed Orders: **12**
- Can Place and Release Orders: **12**
- Cannot override restrictions: **12**

Store Purchasing Card

☐ Allow user to request mobile Store Purchasing Card

Update **Cancel**

Click: business.officedepot.com | **Call:** 888-2-OFFICE (888-263-3423) | **Come by:** Visit a store near you!

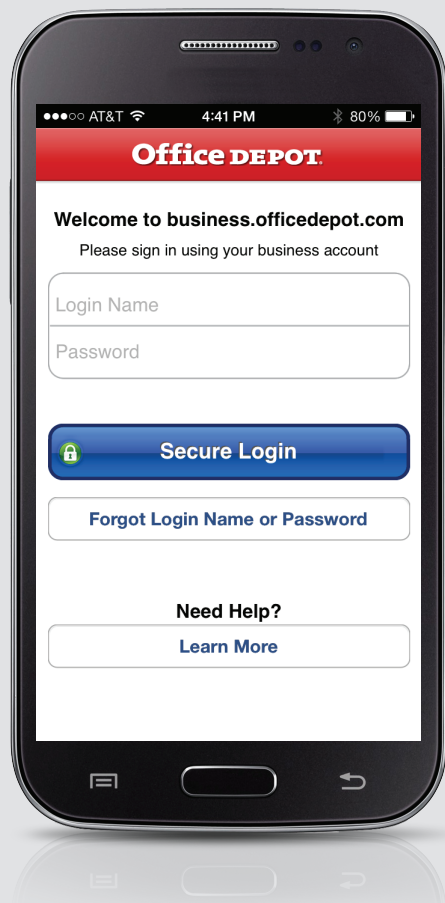
See reverse side for mobile Store Purchasing Card set up.

- 5 Once logged in to **business.officedepot.com**, see new feature on left nav bar to start creating your **Store Purchasing Card**.

The Store Purchasing Card Creation page defaults with all user profile settings. You can change **Ship-To's** and **Cost Centers**. Review the **Terms and Conditions** to continue. Click **NEXT**.

- 6 You're almost there. Verify your information and click **Confirm**. Once your **Confirmation Page** appears, go to the App Store (Apple) or Google Play (Android) to download the **Office Depot Business App**.

Please Note: In 24 hours, you can come back to access your card on your mobile device, or to print your temporary card.



Now. You're ready to shop on the go!

- 1 Go to log in Page
- 2 Select **Purchasing Card** from the menu
- 3 SPC Card Displays. Provide to **Cashier at Point of Sale** to be manually keyed for purchase.

