

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

2 Click on the **"My Account"** icon.

3 From the **"My Account"** page, click **"Store Purchasing Card"** under the **"My Profile"** menu.

4 The Store Purchasing Card Creation page is pre-populated with the user profile default settings. Card settings such as Shipping Address, Cost Center and/or PO Numbers can be changed on this page (depending upon user settings). Review the Terms and Conditions to continue. Click **NEXT**.

The screenshot shows the Office Depot business account interface. The top navigation bar includes links for Office Supplies, Paper, Breakroom, Ink & Toner, Cleaning, Technology & Services, Furniture, School Supplies, and Print & Copy. The main content area is divided into two columns. The left column contains a 'My Profile' menu with options like 'My Profile Overview', 'Select Ship To', 'Select Contacts', 'Select Desktop', 'Select PO Number', 'Select Release', 'Select Cost Center', 'My Proxy Approver', and 'Store Purchasing Card'. The right column shows the 'My Account' section with a 'My Recent Orders' table and an 'Order Tracking' section. Below this, the 'Store Purchasing Card' creation form is displayed, which includes fields for Cardholder Name, Company Name, Phone, Email, Ship To address, Cost Center, and PO#. The form also includes checkboxes for 'Please mail a Printed Card' and 'Terms & Conditions', and a 'NEXT' button at the bottom right.

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.

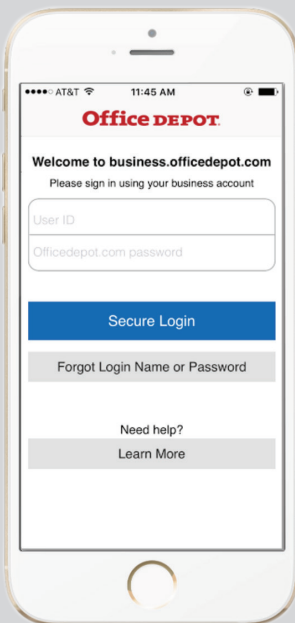
- 5** You're almost there. Verify your information and click "Confirm". Once your Confirmation Page appears, go to the App Store (Apple) or Google Play (Android) to download the Office Depot® Business App.

The screenshot shows the Office Depot website with a confirmation modal. The modal title is "Please confirm your information below." It contains four sections: Cardholder Name (SPC USER), Phone (5555555555), Ship To (6600 N MILITARY TRL, BOCA RATON, FL 334962434, USA), and Email (spcuser@yourcompany.com). Below these are fields for Company Name (OD EC SUPPORT TEST ACC) and Printed Card (NO). At the bottom right are "CHANGE" and "CONFIRM" buttons. The background shows the website navigation bar and a sidebar with "My Profile" and "Need Help?" links.

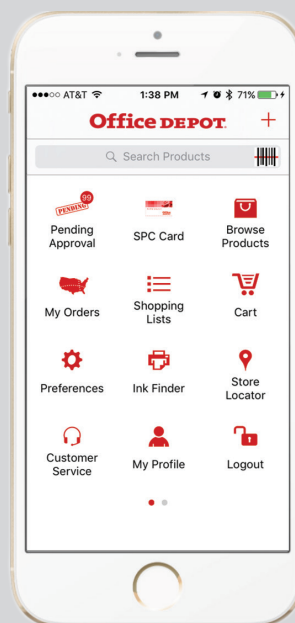
Please Note: In 24 hours, you can come back to access your card on your mobile device, or to print your temporary card.

The screenshot shows a page titled "Print a Temporary Printed Card." It displays the SPC # 80110000000. Below this are fields for Cardholder Name (SPC USER), Ship To (6600 N MILITARY TRL, STE 200, BOCA RATON, FL 334962434, USA), Company Name (OD EC SUPPORT TEST ACC), Phone (5555555555), Email (SPCUSER@YOURCOMPANY.COM), and Mail Printed Card (No). There is an "UPDATE" button at the bottom right. On the right side, there is a preview of the temporary card with the Office Depot logo and a "PRINT CARD" button.

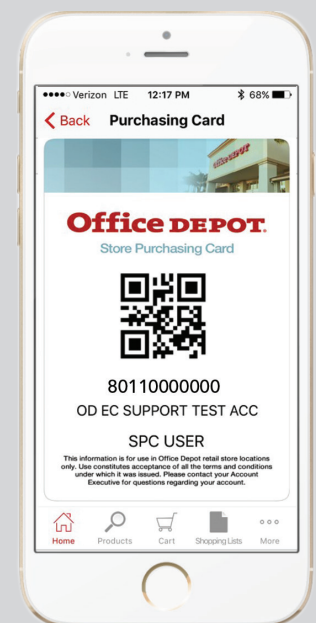
Now. You're ready to shop on the go!



- 1** Go to log in page.



- 2** Select **Purchasing Card** from the menu.



- 3** Provide your mobile Store Purchasing Card to the cashier at checkout.