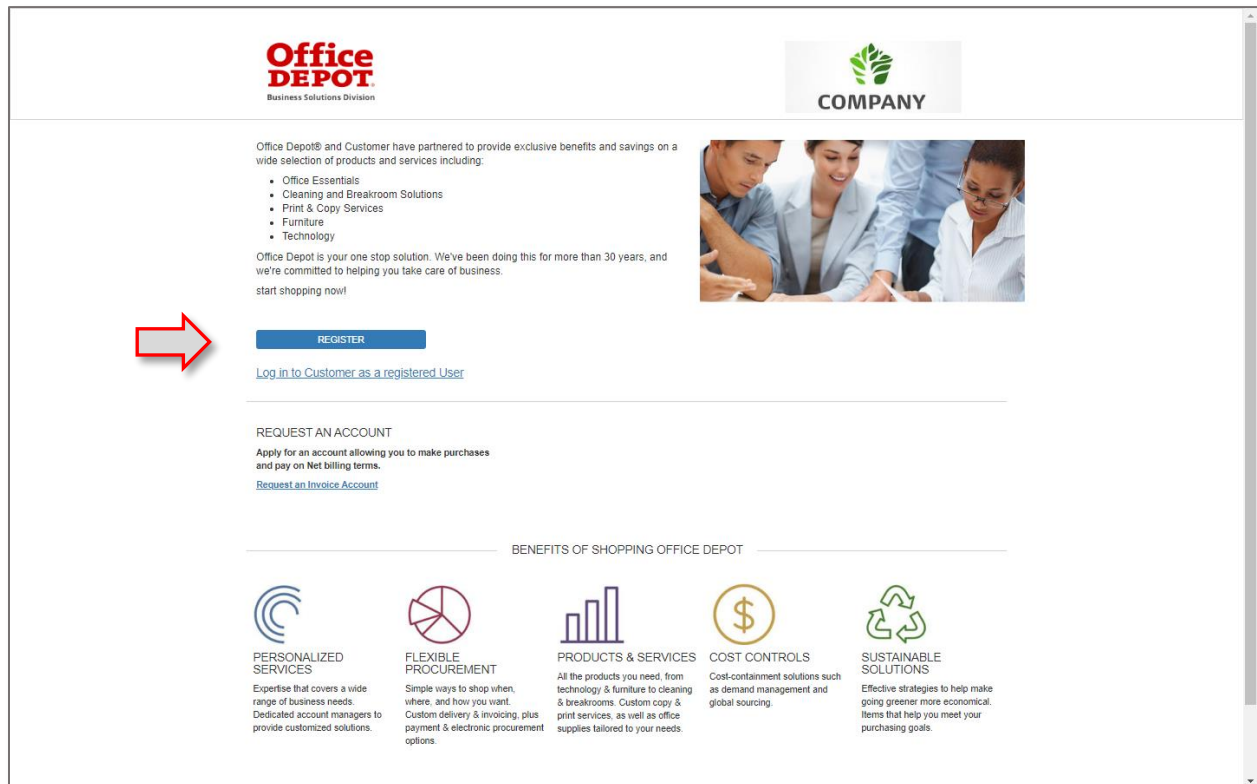


Community Quick Reference Guide

Welcome to the Office Depot Communities.

Each community page is a custom landing page allowing you to register for online access to exclusive member benefits and savings.

To get started, simply click  .



The screenshot shows the Office Depot Business Solutions Division Community landing page. At the top, the Office DEPOT logo and Business Solutions Division text are on the left, and a green leaf logo with the word COMPANY is on the right. Below the logos, a paragraph states: "Office Depot® and Customer have partnered to provide exclusive benefits and savings on a wide selection of products and services including:" followed by a bulleted list: "• Office Essentials", "• Cleaning and Breakroom Solutions", "• Print & Copy Services", "• Furniture", and "• Technology". Below this, another paragraph says: "Office Depot is your one stop solution. We've been doing this for more than 30 years, and we're committed to helping you take care of business. start shopping now!". To the right of this text is a photo of three business professionals (two men and one woman) looking at a document. A red arrow points to a blue REGISTER button. Below the button is a link: "Log in to Customer as a registered User". Further down, a section titled "REQUEST AN ACCOUNT" says: "Apply for an account allowing you to make purchases and pay on Net billing terms." and includes a link: "Request an Invoice Account". At the bottom, a section titled "BENEFITS OF SHOPPING OFFICE DEPOT" features five icons and their corresponding descriptions: 1. PERSONALIZED SERVICES (circular arrow icon): "Expertise that covers a wide range of business needs. Dedicated account managers to provide customized solutions." 2. FLEXIBLE PROCUREMENT (pie chart icon): "Simple ways to shop when, where, and how you want. Custom delivery & invoicing, plus payment & electronic procurement options." 3. PRODUCTS & SERVICES (bar chart icon): "All the products you need, from technology & furniture to cleaning & breakrooms. Custom copy & print services, as well as office supplies tailored to your needs." 4. COST CONTROLS (dollar sign icon): "Cost-containment solutions such as demand management and global sourcing." 5. SUSTAINABLE SOLUTIONS (recycling symbol icon): "Effective strategies to help make going greener more economical. Items that help you meet your purchasing goals."

Community Quick Reference Guide

This New User Registration form will collect all information necessary for you to create an account and have products shipped to your desired location.

Please enter a login id that you can remember easily and unique to you. Office Depot recommends using your email address.

The system will prompt and coach you through the entry of all required elements.

Store Purchasing Card

When you check the box: Register for Store Purchasing Card a mobile ID card will be created.

Present your mobile id in any Office Depot retail store to obtain member pricing for any Store purchase.

☒ Register for a Store Purchasing Card ⓘ

☐ Please mail me a Printed Card

STORE PURCHASING CARD TERMS AND CONDITIONS

In consideration of issuance of an Office Depot Store Purchasing Card ("Card") to you, ("Cardholder"), Cardholder agrees to be bound to the following Terms and Conditions applicable to the use of the Card:

1. The Card is not a revolving or any other type of credit card and does not establish any new account, nor does it extend credit to the Cardholder. The

☐ Terms and Conditions

Please accept the Terms and Conditions by checking the box.

Please [click here](#) to learn how to manage and use my Mobile Store Purchasing Card.

For security, please check the box I'm not a robot. You may be prompted to select image.

Once complete, click **SUBMIT**.

New User Registration

Enter your information to create a new user profile.

Login Name

Password

Confirm Password

Contact Information

First Name

Last Name

Company Name

Phone

Email Address

Shipping Address

Address 1

Address 2 (optional)

City

State

Zip Code

Store Purchasing Card

☐ Register for a Store Purchasing Card ⓘ

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

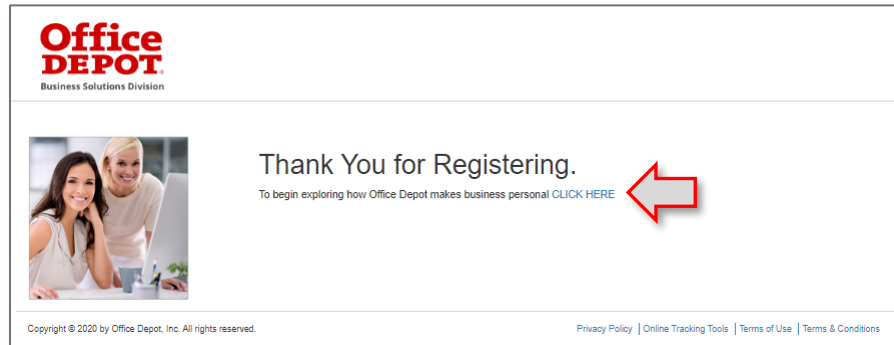
SUBMIT

[Privacy Policy](#) [Online Tracking Tools](#) [Terms of Use](#) [Terms & Conditions](#)

Community Quick Reference Guide

You will receive an on screen and email confirmation when you have successfully registered.

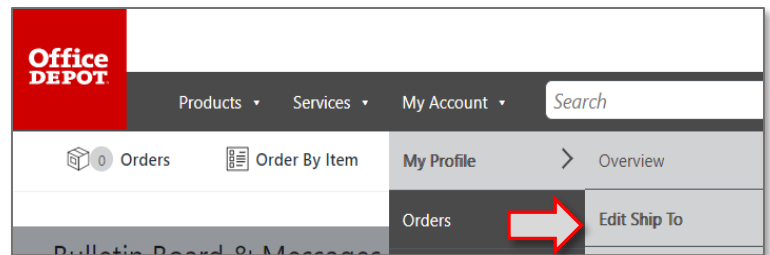
To logon and begin shopping, Click where indicated



Edit My Shipping address.

Do you need to change your shipping address? As a registered Community member, you may edit your address while on-line as a business.officedepot.com user, it's most easily done prior to checkout.

1. Logon with your new Business.officedepot.com user id and password:
2. My Account/ My Profile - Click Edit Ship To



3. Edit the shipping address as needed.
4. Don't forget to **UPDATE** Click:
5. Then proceed with your shopping.

* Required Information

* ShipTo ID:

* Business Name:

* Address Line 1:

Address Line2:

* City:

* State:

* Zip code:

Country:

UPDATE **CANCEL**

(We cannot deliver to P.O. box numbers)