

Manage Account

- Manage Contacts
- Manage Ship To
- Manage Desktop
- Manage PO Number
- Manage Release
- Manage Cost Center
- Set Up "You Pick 10" List

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

Need Help?

- Email Assistance
- FAQs

Chat not available

Account Administration

Enter your permissions

Permissions

Required Information

Super User

☒ Click here to make this user a Super User. Note: Super Users are granted the highest permissions in all categories below regardless of settings chosen in this section. [What is a Super User?](#)

Shipping Addresses:

Add, Edit, and Select Any Ship To

Set Default: 00007 [view list create](#)

PO Number:

Add, Edit, and Select Any PO Number

Set Default: [view list create](#)

Release:

Add, Edit, and Select Any Release

Set Default: [view list create](#)

Cost Center:

Add, Edit, and Select Any Cost Center

Set Default: [view list create](#)

Reporting:

View Billing and Usage Reporting

Orders:

Query Any Placed Orders

Modify Placed Orders

Can Place and Release Orders

Can override restrictions [View Restriction Types](#)

Dollar Limits:

PER UNIT PRICE: 0.00

PER EXTENDED LINE ITEM: 0.00

PER ORDER: 0.00

Store Purchasing Card

☐ Allow user to request mobile Store Purchasing Card ⓘ

UPDATE

CANCEL

Once the user flag has been selected, the SPC Option will be available on the left navigation bar.

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My Account

Create and store your information for easy access.

Order Tracking

My Recent Orders

323683700-001 05/31/2013

323683352-001 05/31/2013

323677972-001 05/31/2013

VIEW ALL

Orders Pending Approval

323925126-001 06/20/2013

VIEW ALL

Search By: Order Number

Status: ALL

Date Range: From: To:

Min: Max:

Dollar Range:

Approver: [Select Approver](#)

SEARCH ORDERS

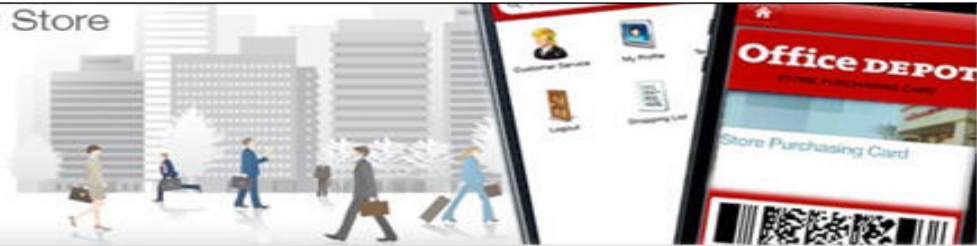
Future Orders

The Future Orders site has been designed to allow you to place your orders now for FUTURE delivery. It should ONLY be used for orders you wish delivered in NO LESS THAN 21 DAYS and NO GREATER than 180 days.

[Go to Future Orders](#)

Go mobile and request your Store Purchasing Card today.

Office DEPOT.
BUSINESS SOLUTIONS



Store Purchasing Card allows you to receive the lower of the retail store price or your custom business account pricing when you shop in our retail stores. You may pay by cash, check, credit card or account billing (if you have account billing on your business account.) Any single transaction may not exceed \$1,000. Daily Transactions are limited to 5 per day and may not exceed a total of \$2,000.

To request different payment options or transaction limits, please contact your account manager.

* Required Information

Cardholder Name

TEST USER

Company Name

ALLY_CO

Phone

5614381283

Email

Ship To

2200 OLD GERMANTOWN RD
DELRAY BEACH FL 334458223 USA

[Change Ship To](#)

Cost Center

[Change Cost Center](#)

PO#

[Change PO#](#)

☐ Please mail a Printed Card

☐ [Terms & Conditions](#)

By signing here you acknowledge that you have read and agree to the Store Purchasing Card Terms and Conditions.

[NEXT](#)

The web user profile information will be displayed when creating the Mobile SPC Card. The customer can only change the Shipto, Cost Center or PO if defaults allow.

Note: The Terms and Conditions must be read and checked to move forward. The user can choose to have a hard SPC card sent to them. And, only one card per user is allowed.

Save time & money

Go mobile and request your Store Purchasing Card today.

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Please confirm your information below.

Cardholder Name

TEST USER

Phone

5614381283

Ship To

2200 OLD GERMANTOWN RD
DELRAY BEACH FL 334458223 USA

Email

tammy.troy@officedepot.com

Company Name

ALLY_CO

Printed Card

NO

CHANGE

CONFIRM

Mobile SPC confirmation page

Save time & money

Go mobile and request your Store Purchasing Card today.

Office DEPOT.
BUSINESS SOLUTIONS



Thank you

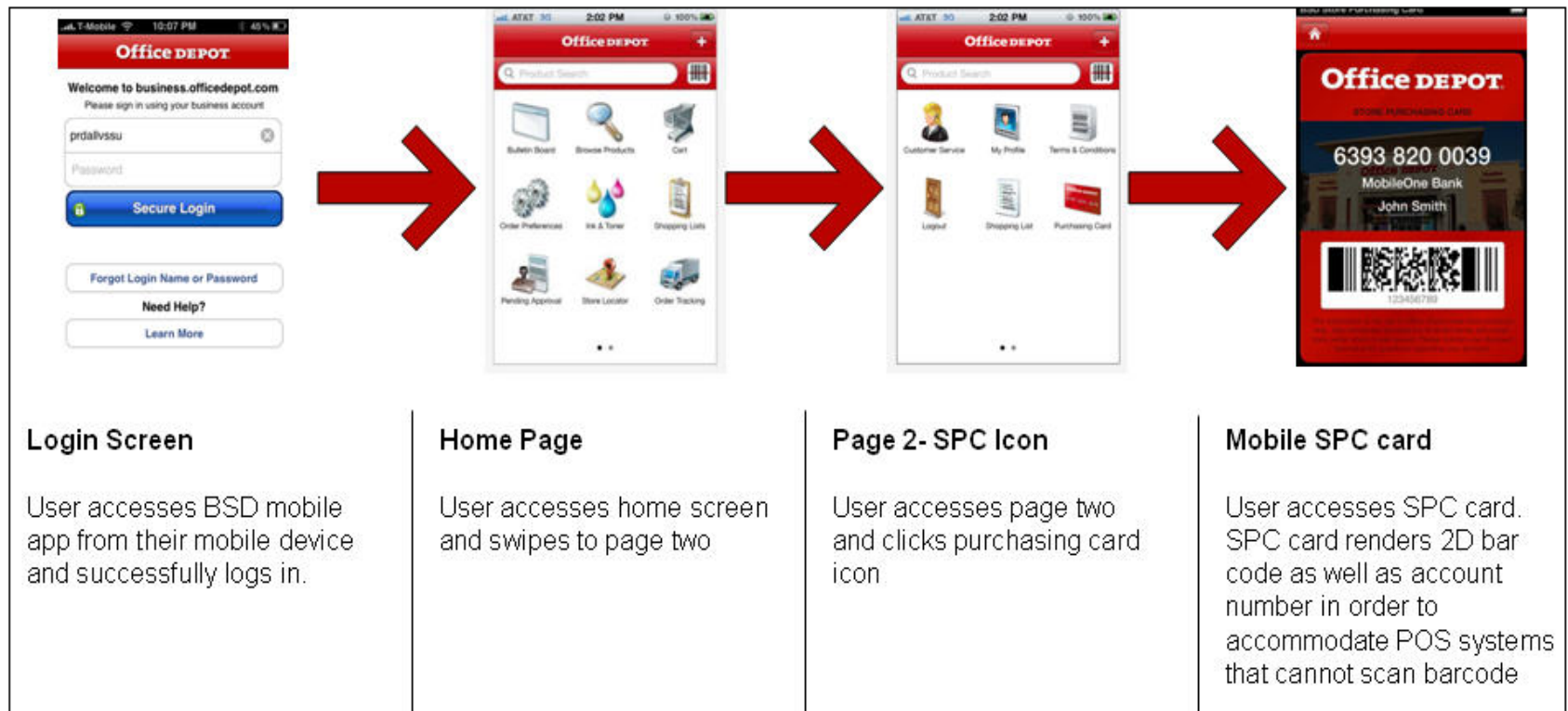
You should receive a notification within the next 24 hours to allow you to print a temporary card.

Go Mobile

You can now view and use your Store Purchasing Card on your mobile device. > [LEARN MORE](#)



A “Thank You” page will be displayed and the customer will receive notification within 24 hours that the card is ready to be printed or accessed on the BSD Mobile Site.



Once the customer has received confirmation that their SPC Card is available, they can login to the BSD Mobile App and start shopping!

Note: The BSD Mobile App is only available for Android and Apple phones.