Credit Card Upload Instructions

Instructions:

- All fields in the excel files should be formated as text
- The credit card expiration date should be in the following format MM/YYYY. (ex: 01/2018)
- Do not edit the first 2 rows of the spreadsheet.

Specific Instructions by Card Type:

Procurement Card for Retail Purchasing: ***Cards will be available for retail use on the next business day**

Field	Required	Max Length	Additional Info
Action Code	Y	1	“A” to Add, “D” to Delete
ProCard Number	Y	20	Credit Card Number, it cannot be duplicate and it must be at least 15 digits long
ProCard Description	N	20	Provide a card name for identification purposes (optional; can leave blank)
Desktop	N	20	Please leave blank
Release Number	N	12	Please leave blank
P.O. Number	N	22	Purchase Order number (optional)
Department Number	N	20	Department or Cost Center (optional)

Virtual Card:

For EDI customers, please contact your account representative for assistance with utilizing this option.

Field	Required	Max Length	Additional Info
Action Code	Y	1	“A” to Add, “D” to Delete
Card Number	Y	20	Credit Card Number to be used for orders, it must be at least 15 digits long
Expiration Date	Y	7	Must be in the following format: MM/YYYY (ex: 02/2020)
AddressID	N	20	To link card for the entire account, leave field blank. To link card for a single location, input an address ID. To find an address ID go to My Account, Manage Account, Manage Ship To, Search for Ship To. The address ID is in the first column.

Web User Default Card:

Field	Required	Max Length	Additional Info
Action Code	Y	1	Enter "A" to Add a default card for an existing user, "D" to Delete a default card for an existing user
Login Name	Y	?	User Login ID used to access business.officedepot.com
Card Number	Y	20	Credit Card Number to be used as the default credit card for a user, it must be at least 15 digits long
Expiration Date	Y	7	Must be in the following format: MM/YYYY (ex: 02/2020)