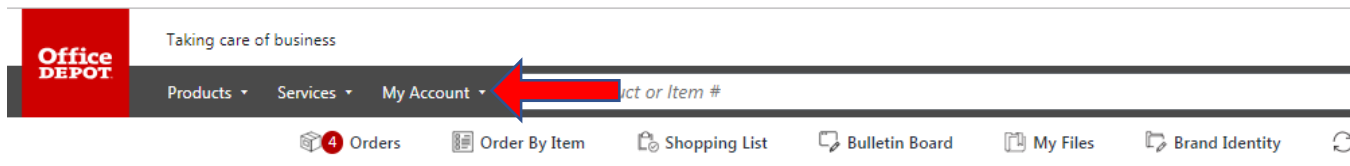


Bulk Upload Credit Card Process

Purpose: Functionality that allows customers to securely load their credit card data in Office Depot's system for ordering via our website, retail stores and for third party orders. This is to ensure Payment Card Industry (PCI) data security. Designated customer's logins will be enabled on their account to do **only uploads** of card information, **no downloads**. Account Managers facilitate requesting the login be enabled via Salesforce or SCOE request.

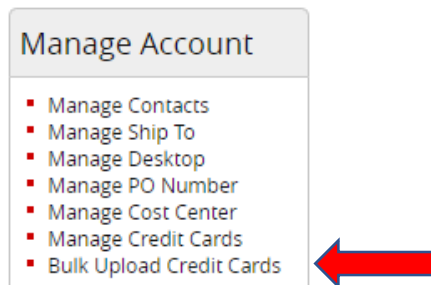
Instructions: Log onto **business.officedepot.com** with your login and password (The login must be enabled for bulk uploading credit cards.)

After accessing the homepage, click the **My Account** button on the top left



Select **Manage Account**

Under the Manage Account section, click on **Bulk Upload Credit Cards**



Step 1: Select the desired Excel template and click **Download**

Manage Account

- Manage Contacts
- Manage Ship To
- Manage Desktop
- Manage PO Number
- Manage Cost Center
- Manage Credit Cards
- Bulk Upload Credit Cards

Manage Users

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

Bulk Upload Credit Cards

You can use the Excel spreadsheets provided on this page to upload data for multiple credit cards. Once uploaded users will only see credit cards assigned to them.

Step 1: Download Credit Card Template

Choose Excel template to download and add credit card information.

Select any Template **DOWNLOAD**

Select any Template
Web User Default Card Template
Virtual Card Template
Procurement Card Template

Template

- Add all required information to the template and **Save** the file

Instructions & Examples of the downloaded templates

Web User

System will store encrypted token for card at the user level. User login Payment Permission needs to be Single Credit Card.

Field	Required	Max Length	Additional Info
Action Code	Y	1	Enter "A" to Add a default card for an existing user, "D" to remove a default card for an existing user
Login Name	Y	100	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)

	A	B	C	D
1	WebUserDefaultCard			
2	Action Code	Login Name	Card Number	Expiration Date
3				
4	A	jane.doe@abc.com	1234111122223333	01/2020
5				
6	<i>A (must be a capital A and no spaces before or after)</i>	<i>Login must be active</i>	<i>Card number must be entered with no spaces or dashes</i>	<i>Must be in the following format: MM/YYYY (ex: 02/2020)</i>
7				
8				

Virtual Card

Primarily for third party (EDI/cXML) accounts to store the encrypted token for the card at the account or ship to level *Verify setup with Ecommerce Team by submitting an Ecommerce Field Support request in Salesforce

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.

	A	B	C	D
1	VirtualCard			
2	Action Code	Card Number	Expiration Date	AddressID
3				
4	A	1234111122223333	01/2020	
5				
6	<i>A (must be a capital A and no spaces before or after)</i>	<i>Card number must be entered with no spaces or dashes</i>	<i>Must be in the following format: MM/YYYY (ex: 02/2020)</i>	<i>Leave this field blank if the card will apply to the entire account</i>
7				
8				

Procurement Card for Retail Purchasing

Credit card or corporate debit card *Card 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 a 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)

	A	B	C	D	E	F	G
1	ProCard						
2	Action Code	ProCard Number	ProCard Description	Desktop	Release	PO Number	Cost Center
3							
4							
5	A	1234111122223333	Jane Doe's card	Room B		12345	Accounting
6							
7	<i>A (must be a capital A and no spaces before or after)</i>	<i>Card number must be entered with no spaces or dashes</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>
8							

Step 2: Upload the Credit Card Template (that was downloaded and saved in Step 1), enter an email address and click **Upload**

Manage Account

- Manage Contacts
- Manage Ship To
- Manage Desktop
- Manage PO Number
- Manage Cost Center
- Manage Credit Cards
- Bulk Upload Credit Cards

Manage Users

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

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Select Desktop
- Select PO Number
- Select Cost Center
- My Proxy Approver
- Store Purchasing Card

Need Help?

- Email Assistance

Bulk Upload Credit Cards

You can use the Excel spreadsheets provided on this page to upload data for multiple credit cards. Once uploaded users will only see credit cards assigned to them.

Step 1: Download Credit Card Template

Choose Excel template to download and add credit card information.

Procurement Card Template

DOWNLOAD

[Instructions](#)

Step 2: Upload Credit Card Template

Edit the template, save and upload your file. You will receive a notification email to the address provided confirming your card data has been successfully added. Each file should not exceed 5,000 records.

Excel template:

Procurement Card Template

Notification email:

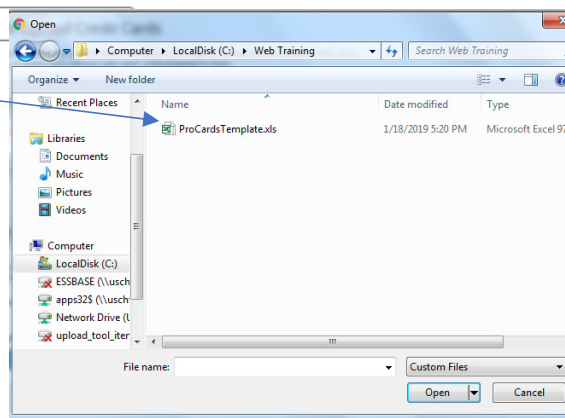
john.smith@abc.com

CHOOSE FILE

☐ Replace All

UPLOAD FILE

ProCardsTemplate.xls



Step 3: Results An email will be sent to the address entered in the Notification email field with the results. Check the email to ensure the upload was a success. There will be a message in the Results file if it is not a success.

Notes to ensure a successful upload:

- 1) Ensure the "formatting" on the file is **all** Text. See below for "How To".
- 2) Do not edit the first two (2) rows of the spreadsheet.
- 3) Column A is either A for Add or D for Delete. No spaces before or after the letter.
- 4) Type each number of the credit card with no spaces or dashes. *If you copy & paste the number it could affect the formatting of the data and cause the file to fail.
- 5) Remember to remove all spaces before and after each field
- 6) Expiration date is two digits for the month and four digits for the year separated by a forward slash. Example: October 2020=10/2020
- 7) On the Virtual Card if there is no existing card loaded and the option for Replace All is selected the new card will not upload

How To Format the entire template to Text:

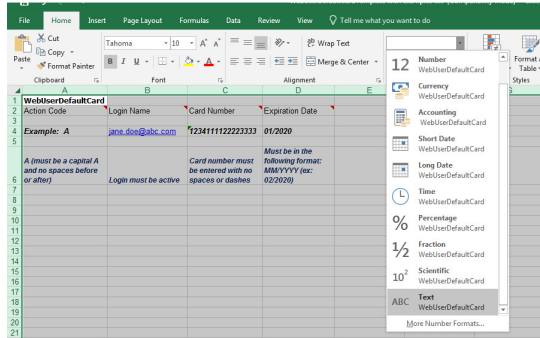
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- Click the box in the top left of the spreadsheet to highlight everything

	A	B	C	D	E
1	WebUserDefaultCard				
2	Action Code	Login Name	Card Number	Expiration Date	
3					
4	Example: A	jane.doe@abc.com	1234111122223333	01/2020	
5					
6	A (must be a capital A and no spaces before or after)	Login must be active	Card number must be entered with no spaces or dashes	Must be in the following format: MM/YYYY (ex: 02/2020)	
7					

- Go to Home then select Text as the format for the entire sheet



Updating Cards

The **REPLACE ALL** feature should **only** be used for the **ProCard** template. It was designed for this template since most accounts using this feature have lots of cards and rather than keeping up with what needs to be added/deleted, they can just load a full file of active cards.

For the **Web User** template, to update an expiration date on an existing card, use an Add (A) entry with the user ID, card# and new expiration date. The upload will replace the existing card information with the new info.

For the **Virtual** template, to update an expiration date enter a Deletion of the card and an Add of the card with the new expiration date. You can do both on the same upload template, just be sure to list the Deletion first. Just doing an Add doesn't work on the Virtual template like it does on the Web User template. **Do not use the Replace All option! It will remove all existing cards and replace them with only what you have as Adds on the upload you're submitting.**