

## Credit Card Upload Instructions

### Instructions:

- All fields in the excel files should be formatted 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.
- “Replace All” option is only applicable to Procurement Cards and Virtual Cards.
- If the “Replace All” option is checked, all the cards on the account will be removed. Only the cards listed in the template with Action Code “A” will be added.

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 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)                                                  |