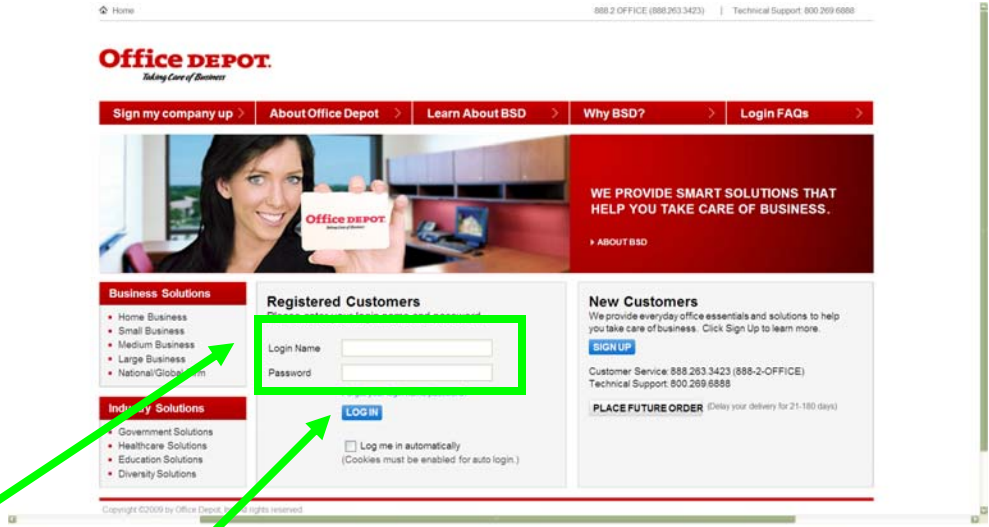
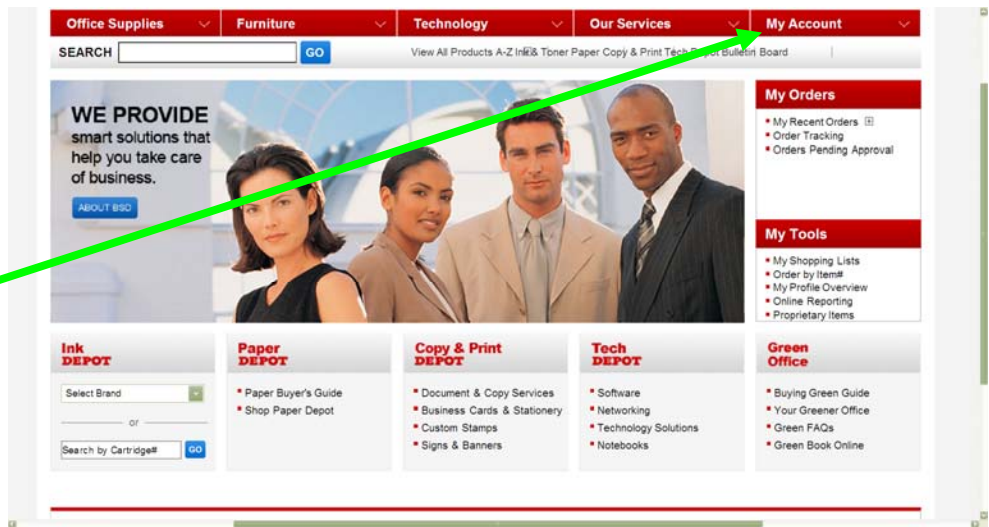
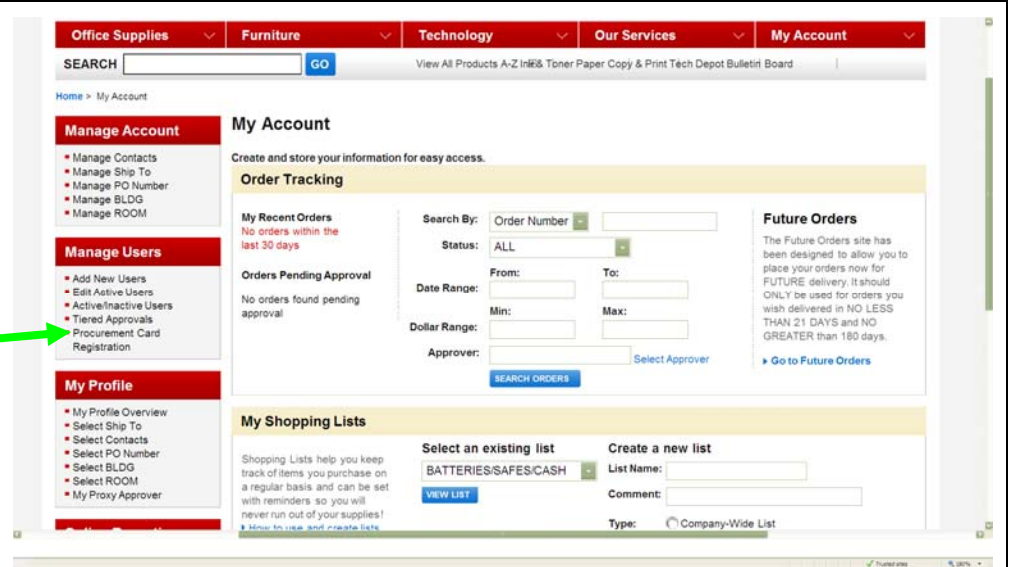


Steps/ Action	Screen
<p>To receive your contract pricing at any Office Depot store within the United States, you must first associate your credit card with your contract account. This will ensure that you receive the best price, either your contract price or the store sale price, whichever is lower.</p> <p>STEP 1: Login to your Office Depot Business account.</p> <p>Website: www.officedepot.com/bsd</p> <p>Login Name:</p> <p>Password:</p> <p>Login: Click on the "LOGIN" button</p>	
<p>STEP 2:</p> <p>My Account: Select "My Account"</p>	

STEP 3:

Procurement Card Registration:
Select Procurement Card Registration



STEP 4:

Enter Card Number:
Enter Procurement Card (Credit Card) number. Up to 20 at a time.

Submit:
Click on the Submit button and you should get the following message.

“Your Procurement Card setup request has been received. We are committed to providing YOU the highest level of customer service possible! Your request will be processed by 9 am EST the following business day. If you have any questions concerning your current Procurement Card settings, please contact your Account Representative.”

