



Leverage the mobile Store Purchasing Card



Whether you shop **odpbusiness.com**, buy online and pick up in store, or simply shop Office Depot® and OfficeMax® stores directly, we're helping you maximize savings, your way.

Program highlights

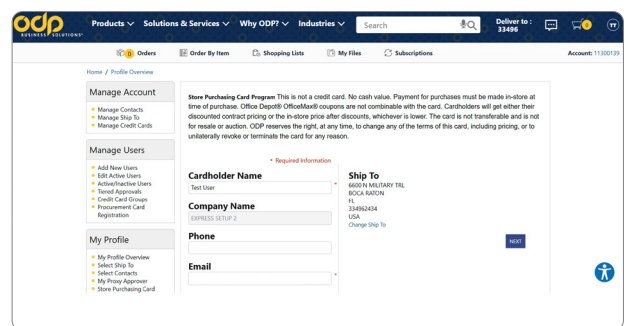
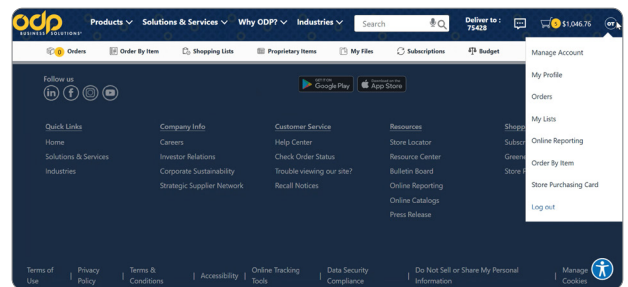
- + With the Store Purchasing Card (SPC), you can shop in Office Depot and OfficeMax stores and receive your contract pricing or the store price (whichever is lower at time of purchase).
- + Register online for the Store Purchasing Card and download our mobile app to access your contract pricing at checkout in an Office Depot or OfficeMax store

Please note: Account billing is not available with the Store Purchasing Card.

Access your contract pricing online

You can continue to place orders at **odpbusiness.com**:

- + Orders can be delivered to your home or business address, or you can place orders online for pickup at your favorite Office Depot and OfficeMax retail store locations
- + Ordering online gives you more visibility, accountability, and control over what your organization orders



Ready to get started?

A login is required to make purchases online and pick up orders in stores. If you don't have a login yet, simply call **888.263.3423** to get set up.

See reverse side for sign-up information.

Signing up for the Store Purchasing Card is easy

- 1 Visit **odpbusiness.com** and click on the login button in the upper-right corner.
 - + Use the “Forgot my password” feature or
 - + Contact a superuser for assistance or
 - + Contact Customer Care team for support at **888.263.3423**
- 2 Click on the “My Account” icon.
- 3 From the “My Account” page, click “Store Purchasing Card” under the “My Profile” menu.
- 4 The creation page is pre-populated with the user profile default settings. QR code settings such as shipping address, cost center, and/or PO number can be changed on this page (depending on user settings). Click “Next.”
- 5 You’re almost there. Verify your information and click “Confirm.” Once your confirmation page appears, simply download the ODP Business Solutions® App from the App Store® (Apple) or Google Play™ (Android) store for digital access to the Store Purchasing Card.
- 6 Once you access the ODP Business Solutions App, go to the login page. Select “Store Purchasing Card” from the menu. Provide your mobile Store Purchasing Card QR code to the cashier at checkout.

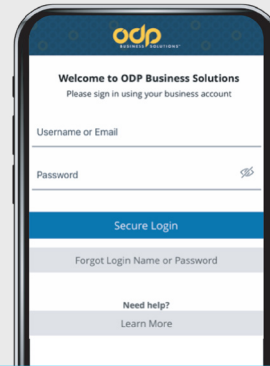
Please note: In 24 hours, you can come back to access your contract prices in store with your QR code.

We hope you enjoy using the ODP Business Solutions App and QR code for a contactless, flexible experience in store. Happy shopping!

Questions? Contact our Customer Care team at **888.263.3423**.

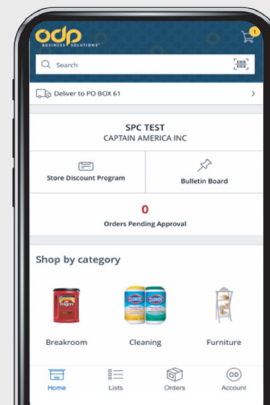
Now, you’re ready to shop!

1



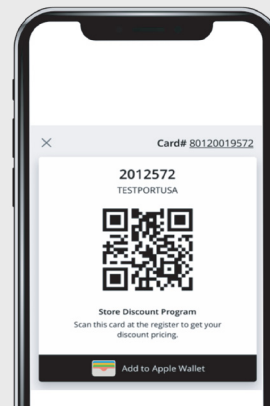
Go to login page.

2



Select “Store Purchasing Card” from the menu.

3



Provide your mobile Store Purchasing Card QR code to the cashier at checkout.

The Store Purchasing Card is not a credit card. No cash value. Payment for purchases must be made in-store at time of purchase. Office Depot OfficeMax coupons are not combinable with the card. Cardholders will get either their discounted contract pricing or the in-store price after discounts, whichever is lower. The card is not transferable and is not for resale or auction. ODP reserves the right, at any time, to change any of the terms of this card, including pricing, or to unilaterally revoke or terminate the card for any reason. Go here for more details: <https://www.odpbusiness.com//marketing/storepurchasing>

Any restrictions or exclusions imposed on the purchase of products pursuant to a written contract between the ODP Client and ODP shall not apply to purchases made in Office Depot or OfficeMax stores using the card. Purchases made with the card do not qualify for Office Depot OfficeMax Rewards or the Business Select program benefits.

ODP and ODP Business Solutions are trademarks of ODP Business Solutions, LLC. Office Depot is a trademark of The Office Club, LLC. OfficeMax is a trademark of OMX, LLC. ©2026 ODP Business Solutions, LLC. All rights reserved.