



Registering for your personal Store purchase card if you are already a registered user

- 1. Logon to the Amway portal and select the Office Depot link
 - Click: Log in to Amway-Office Depot Partner Store as a registered User

Office DEPOT. Rutiness Solutions Division	Amway
Office Depot8 and Amway have partnered to provide exclusive benefits and savings to its members including:	
 Vast assortment of products and services The flexibility to shop online at business officedepot.com and at any of our retail locations with your Shop Purchasing Card FREE, inst-business-ady adverse on qualifying orders of \$50 or more within our local delivery areas. (See our Terms and Conditions for details.) Whord class customer service for youck problem resolution 	
Questions? contact: amway.global@officedepot.com Already registered? Login to Amway Office Depot Partner Store.	
Log in to start shopping now!	
REGISTER	
Log in to Amway-Office Depot Partner Store as a registered User	
IMPORTANT DOWNLOADS	
Personalize Store Purchasing Card	

2. Enter your Office Depot User id and Password

Offi DEP	ce DT	
Business Solution	ns Division	
Customor Lo	cin	
Customer Lo	gin	
Existing program m site and start shop	embers can sign into the Office Dep ping.	pot web
Login Name	Login Name / Password Help	
Password		
	LUGIN	



4.	If a printed card is desired. Click the check box		Store Purchasing Card	allows you to receive the lower of	of the retail store price or your custom business account pricing when		
	next to "Please mail a Printed Card"	you shop in our retail stores. You may pay by cash, check, credit card or account billing (if you have account billing on your business account.) Any single transaction may not exceed \$1,000. Daily Transactions are limited to 5 per day and may not exce					
5.	Be sure to check the Terms & Conditions box		a total of \$2,000. To request different pa	a total of \$2.000. To request different payment options or transaction limits, please contact your account manager.			
	Click NEXT .						
		_	Cardbolder Na	Required information	Shin To		
			TEST TESTER	*	4700 MUHLHAUSER RD HAMILTON		
			Company Nam	e	OH 450119796		
			TEST		USA		
			Phone		PO# Change PO#		
			Empell		Please mail a Printed Card Terms & Conditions		
			noreply@officedepot.co	om	By signing here you acknowledge that you have read and agree to the Store Purchasing Card Terms and Conditions.		
					NEXT		
			Please confirm y	our information be	low.		
6.	A setup confirmation screen will appear.		Cardholder Name TEST TESTER	Ship To 4700 MUHLHAUSER RD	Email noreply@officedepot.com		
				HAMILTON OH			
Clic	k CONFIRM .			450119796 USA			
			Company Name	Printed Card			
			TEST	NO	CHANGE CONFIRM		
					CIPATOL CONTINUE		
	Final confirmation will appear. If you had						
7		Thank you Your popula Store Durchasing Card application has been received and your card will be available on your popula device within					
7.		the next 24 hours.					
	elected to receive a printed card. You should	G	io Mobile				
	receive your card	Yo	ou can now view and use you	r Store Purchasing Card on you	Google play		
				•			
0	Within 24 hours you will be able to view your						
о.	SPC anline through Store Durchesing Cord	Your SPC # 80199999999		99999	Print a Temporary Printed		
	SPC online through Store Purchasing Card		dholder Name	Ship To	Card.		
	under the My account.	FIRST	LAST	4700 MUHLHAUSER RD HAMILTON			
9.	Print a Temporary Card for instore purchase by			OH 450119796	 The user's Other Spectra and a second invasion why The Other Spectra and the Spectra an		
	clicking on PRINT CARD	Com	npany Name	Cost Center			
		AMWA	ΑY	XYZ50118	Store Purchasing Card		
10.	Click UPDATE If you need to make changes or	Pho 00000	ne 06665		ABC Congany James Harrist		
	now wish to obtain a plastic printed card.	Ema	ail	Mail Printed Card			
		NORE	PLY@OFFICEDEPOT.COM	No	PRINT CARD		
	Repeat steps 4 – 6	If you	would like to make any chan	ges on your	UPDATE		
	0.0	SPCI	Inormation				
		fl 🎯 🖵 🖟		\$ ͡͡͡͡͡͡͡͡͡͡ ▲ 12:⁄	46 PM		
			fice depot hsd				
11.	Visit Itunes or Play Store to download Office	, 01					
	Depot For Business App to your mobile device		Office Depot®	For Business	:		
	then login using your registered BSD login id.	Office	Office Depot				
		BUSINESS 43*					
	L		119 ¹¹				

