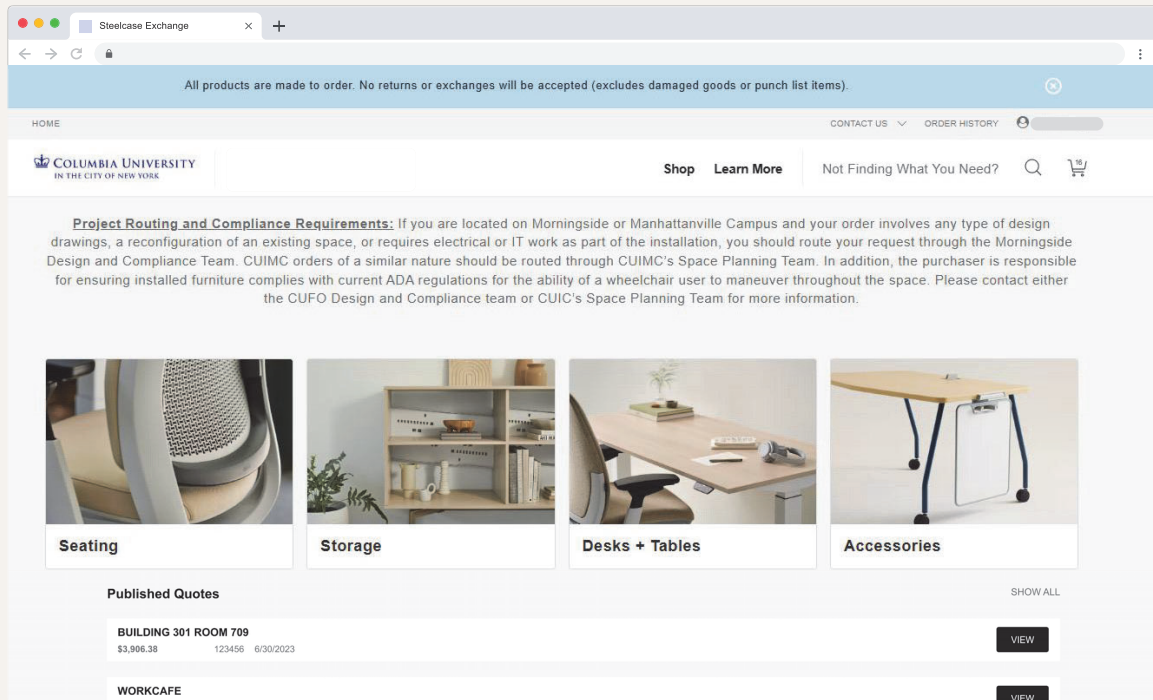


Steelcase exchange



Purchase all your furniture needs directly from your dealer, and request and process quotes in a **fast, easy and efficient way**.

Whether it is shopping for individual items from the curated Catalog, or checking out your large scale project purchases using Published Quotes, this site will help simplify your purchasing process.

From your Jaggaer system, please select your preferred dealer's shopping tile to access the site. If you do not know your dealer, please reach out to Lfarrell@steelcase.com

Benefits

24/7 Availability

Shop, purchase, access reports, and access your order history, anytime

Control spending + Reduce Administrative Purchasing Costs

Buy preapproved products at contract pricing

Reporting

Purchase Order status, delivery schedules, invoice and payment details and historical spend

Electronically Process Large Quotes

Standards

Select standardized products by location or user groups

Financial Integration

Benefit from automation from PO through invoice

Dealer contact

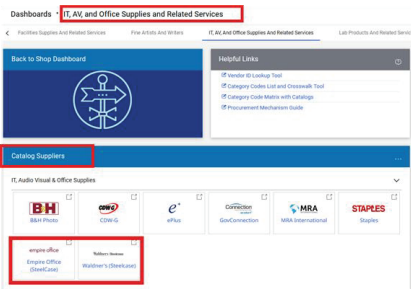
Contact your dealer directly from your site for:
Request for Project or Quote and Service or Warranty Needs

Getting started

How to access your Exchange site

1. Navigate to the **IT, AV, and Office Supplies and Related Services** dashboard. Scroll to the **Catalog Suppliers** section and select the **Empire Office** or **Waldner's (Steelcase)** tile. If you do not know your dealer, please contact Lfarrell@steelcase.com

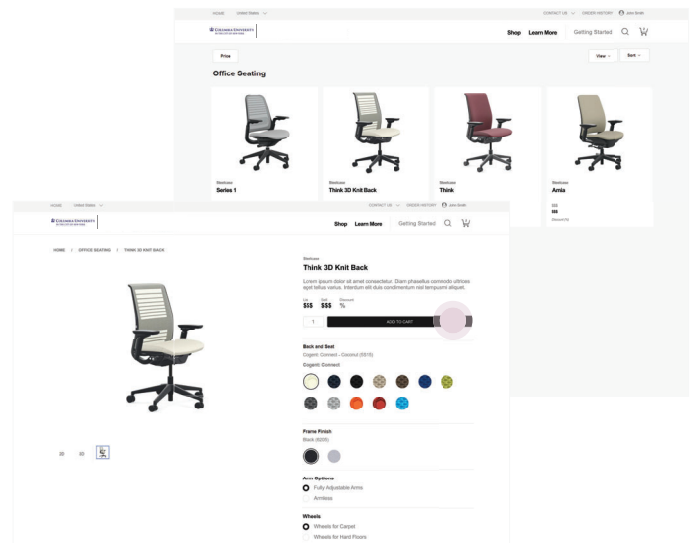
💡 Chrome, Safari or Edge are preferred browsers



2. Once you land on your site's home page, navigate to the “Shop” menu to start adding products to your cart

Adding products to your cart

1. Select the product category from the Catalog Navigation Menu and choose the product of your interest
2. Click on the product to see more details. If your curated catalog allows it, customize your product by selecting the finishes, material and other available options on the right side of the screen
3. To preview your selection, use the 2D and 3D visualization tools to see the Steelcase product details in 360°
4. Once the product is customized, select the quantity required. Click “Add to Cart”



Cart summary + checkout

1. Click on “Cart” to begin the checkout process. A detail of your selected products will be listed on the cart summary page. Review and edit your items as needed.
2. Click “Checkout”

⚠️ Do not close out of this page, it could take a few minutes to transfer your cart to your eProcurement system. Once your cart is transferred to your eProcurement system, you will automatically be brought back to your eProcurement system.

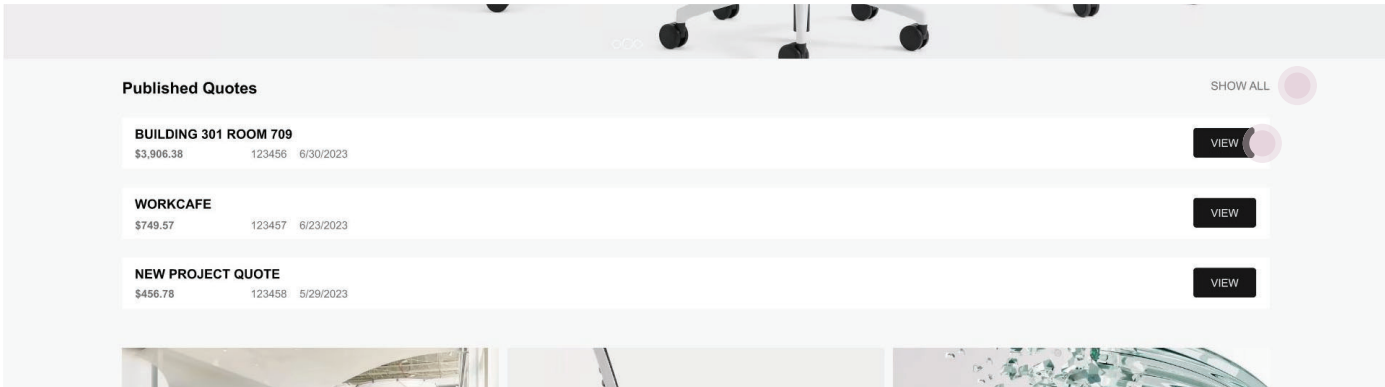
3. Follow your internal processes to submit your purchase order

Published Quotes

Review your Published Quotes

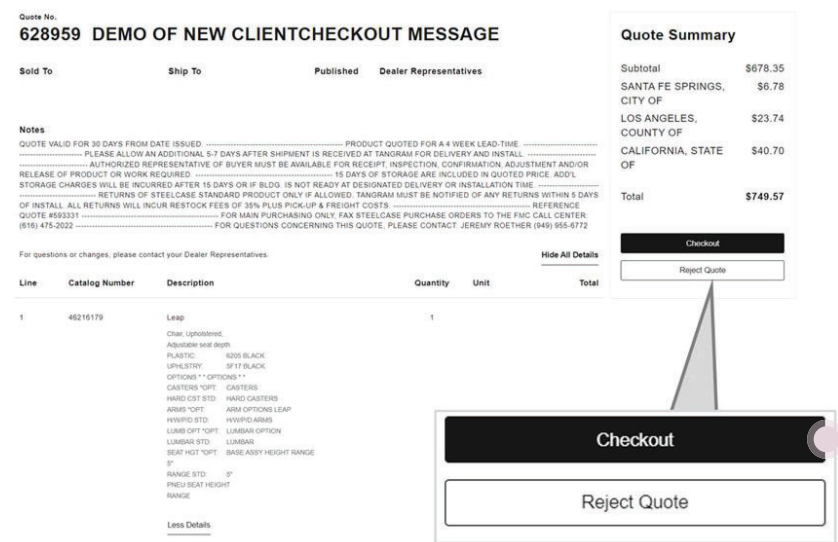
- 1. On the “Published Quotes” section of the site, you will find the 10 most recent quotes published to you as shopper.
- 2. Once you located the published quote you are looking for, click on “View” to review it

💡 If you have access to other shoppers’ quotes, click “Show All” to review the complete list of published quotes



Accept or reject your quote

- 1. Once you reviewed your published quote, you can accept it and checkout or reject it:
 - a. If you want to accept your quote, click on “Checkout” and follow your internal processes to submit your purchase order
 - b. If you want to reject the quote, click on “Reject Quote” and fill out the form



Order History

Once your order has been submitted (after 2-5 business days), you can review order details, status and other relevant information on the "ORDER HISTORY" section of the site.

How to check your order status

1. To access your Order History list, navigate to the site's main menu and click on "ORDER HISTORY". A new page, with a list of all your orders, will show. This list contains information about your order number, date, purchase order, estimated delivery date, and total of all your orders.
2. Click on the specific order number for detailed information and status. A new page, with your specific Order Details, will show. This page contains detailed information regarding your order:

Orders								
Orders For			Sold to Name		Orders Since			
Email Address			Sold to Name		03/28/2023			
Export Results					Filter Results			
Order	Title	Entered	Purchase Order	Estimated Delivery Date	Web ID	Total	Sold to	
438168	Admin Offices	7/6/2023	AAB179	7/16/2023		\$1,979.09	Furniture Shop	
438323	Building 210	6/30/2023	AAB951	7/10/2023		\$1,979.09	Furniture Shop	
438324	Learning Center	6/14/2023	AAB753	6/24/2023		\$1,979.09	Furniture Shop	
438364	Mobile tables	6/2/2023	AAB369	6/12/2023		\$1,979.09	Furniture Shop	
438400	West Building	5/29/2023	AAB258	6/9/2023		\$1,979.09	Furniture Shop	
438423	Smiles Davis chair	5/21/2023	AAB9147	5/31/2023		\$1,979.09	Furniture Shop	
438464	Big project	5/5/2023	AAB789	5/15/2023		\$1,979.09	Furniture Shop	
438482	East Building	4/29/2023	AAB456	5/6/2023		\$1,979.09	Furniture Shop	
438499	Workcase	4/18/2023	AAB123	4/28/2023		\$1,979.09	Furniture Shop	
438548	Library	4/9/2023	AAB001	4/26/2023		\$1,979.09	Furniture Shop	
Showing 1 to 10 of 500 entries						Previous	1	2 3 4 5 ... 50 Next

Order Details

Quote Number: 741258

Quote Title: Learning Center

Order Number: 438324

Order Title: Learning Center

Today's Date: 07/06/2023

PO Number: SQ 603381PD IN FULL

PO Date: 02/06/2021

Order Entry Date: 02/08/2021

Estimated Delivery Date: 03/23/2021

PROCESSING

MANUFACTURING

DELIVERY

INVOICE

Sold To

FURNITURE SHOP

901 44th St SE

Grand Rapids, MI 49508

Ship To

FURNITURE SHOP

901 44th St SE

Grand Rapids, MI 49508

Note: BARRY PRITCHARD

Note: Quote valid for 30 days - Your signature and 50% deposit is required prior to processing your order. All product is made to order. No changes or cancellations after order placement. No returns. Client is responsible for proper care and cleaning of products. Please consult your Dealer representative for further information on appropriate cleaning procedures. Products whose materiality or appearance is affected by improper use of cleaning agents will not be covered by manufacturer warranty.

Line	QTY	Item	Description	Unit	Total	
1	1	46216179C	Leap: Chair: Upholstered, Adjustable seat depth, Aluminum p		\$1,033.16	\$1,033.16
2	1	FEE			\$200.00	\$200.00
					Subtotal	\$1,233.16
					LOS ANGELES, COUNTY OF	\$43.16
					CALIFORNIA, STATE OF	\$73.99
					Grand Total	\$1,350.31

- **Order Information:** Quote Number and Title, Order Number and Title, PO Number and Date, Order Entry Date
- **Order Status:** Processing - The Purchase Order has been received and the Order is being processed
 - Manufacturing - The Order has been sent to and acknowledged by the Manufacturer
 - Delivery - Item has been delivered
 - Invoice - The Purchase Order has been invoiced
- **Sold/Ship to:** You can confirm your order's Sold and Ship To information
- **Estimated Delivery Date:** Your estimated delivery date is based on when your product is expected to arrive to your Dealer. Once your Dealer receives your order, they will reach out to you to schedule an appointment. This date is subject to change. Please reach out to your dealer if you have any questions regarding the status of your order
- **Products ordered:** You will see a list of the products ordered. Click on the green "+" to see the product specifications

Contact your dealer

Request a new project or quote

1. On the site's home page, you will find the "Request for a Project or Quote" Form.
2. Click on "Request a Quote" and fill out the form to submit your request to your dealer

💡 Include all the details you know of your project, including images and supporting documents.

3. Your dealer will review your request and will reach out to you to discuss your options and next steps.

Request warranty or service

1. Contact your dealership directly from your site, on the home page click on "Contact Service Support" to access to the form.
2. To service your needs in a timely and effective manner, please fill out the form as completely as possible.

💡 Attaching images, production labels, or receipts of original order allows your dealership to start processing your issue as quickly and efficiently as possible. Multiple files are accepted.

2. You can find production labels on Steelcase products in the following places:
 - a. Seating Products: Labels are typically found under the seat of the chair.
 - b. Storage Products: Labels are typically found inside the top drawer or inside a door.
 - c. Desk/Table Products: Labels are typically found under the worksurface.
3. You will be contacted within 48 hours to guide you through the warranty and service process.

Request for Quote or Project

✉ Please complete this form.

John

Smith

1 23 4567 8901

example@email.com

Main Building A

901 44th St SE, Grand Rapids, MI 49508 US

Hello, we are renovating the floor 4 in our building. Please provide a quote for two personal spaces including a desk, chair and a caddy, based on our premium standards. Thank you!

UPLOAD FILE No file chosen

We accept nearly all file types. Examples include but are not limited to: pdf, dwg, jpg, png, mp4, etc. Multiple files can be uploaded. There is a total upload size limit of 2GB.

SUBMIT

Request for Service or Warranty

✉ Please complete this form.

First Name Last Name

Email Phone

Contact Contact Phone (if differs)

Address of where service work is to be done Department Number or Suite Location

Original PO Number, Order Number, or Acknowledgement Number

What product(s) is in need of service?
Chair, Storage, Desk, Table, Other

Please describe the problem that needs to be resolved

UPLOAD FILE No file chosen

SUBMIT