

September 2021

# Intel

WFH Ordering Guide

Steelcase

## Introduction

Intel's return to work program allows almost all employees to work a hybrid schedule. They have selected Steelcase to be their Global vendor of office furniture for their employee's home.

All products available on this program have been tested and handpicked by Intel's Corporate EHS, Global Supply Chain and the Workplace Strategy Team.

The global landing page can be found at [intel.home.steelcase.com](http://intel.home.steelcase.com)

All products are

- Easy to assemble
- Are commercial grade with premium quality, durability and longevity allowing you to focus on getting your work done.
- Meet industry regulations for office use (a higher standard than residential use) and meet and exceed prescribed ergonomic guidelines.
- Have contracted pricing and may be used for WFH program and personal use.

# Ordering process

Great Britain, Israel, Netherlands, Switzerland

Go to Global Landing Page  
[intel.home.steelcase.com](http://intel.home.steelcase.com)

- Select **EUROPE + MIDDLE EAST + AFRICA**
- Select required language from available choices
- Select required products using **Add to Request**
- Once complete select **View Request**
- Complete all required details including colour choices of fabrics and finishes
- **Submit Request**
- Request will be directed to Steelcase Distributor within your country location
- Quotation will be created by Steelcase Distributor and emailed to Intel Employee which will include product and delivery costs
- Quotation reviewed and accepted by Intel Employee
- **Payment made via Personal Credit/Debit Card**
- Order Processed and products delivered to Employee's home address

# Ordering process

Austria, Belgium, Germany, Denmark, Finland, France, Italy, Kazakhstan, Lithuania, Poland, Portugal, Romania, Spain, Sweden, United Arab Emirates

Go to Global Landing Page  
[intel.home.steelcase.com](http://intel.home.steelcase.com)

- Select **EUROPE + MIDDLE EAST + AFRICA**
- Select required language from available choices
- Select required products using **Add to Request**
- Once complete select **View Request**
- Complete all required details including colour choices of fabrics and finishes
- **Submit Request**
- Request will be directed to Steelcase Distributor within your country location
- Quotation will be created by Steelcase Distributor and emailed to Intel Employee which will include product and delivery costs.
- Quotation will include payment requirements
- Quotation reviewed and accepted by Intel Employee
- **Payment made via Personal Bank Transfer**
- Order Processed and products delivered to Employee's home address

# Ordering process

## Poland

Go to Global Landing Page  
[intel.home.steelcase.com](http://intel.home.steelcase.com)

- Select **EUROPE + MIDDLE EAST + AFRICA**
- Select required language from available choices
- Select required products using **Add to Request**
- Once complete select **View Request**
- Complete all required details including colour choices of fabrics and finishes
- **Please enter both your Intel email address and your own Personal email address.**
- **Submit Request**
- Request will be directed to Steelcase Distributor within your country location
- Quotation will be created by Steelcase Distributor and emailed to Intel Employee which will include product and delivery costs.
- Quotation will include payment requirements
- Quotation reviewed and accepted by Intel Employee
- **Payment made via Personal Bank Transfer**
- Order Processed and products delivered to Employee's home address
- **Please call Katarzyna Prokopczyk +48 692 101 151 if you have not received a response to your request within 48hrs**

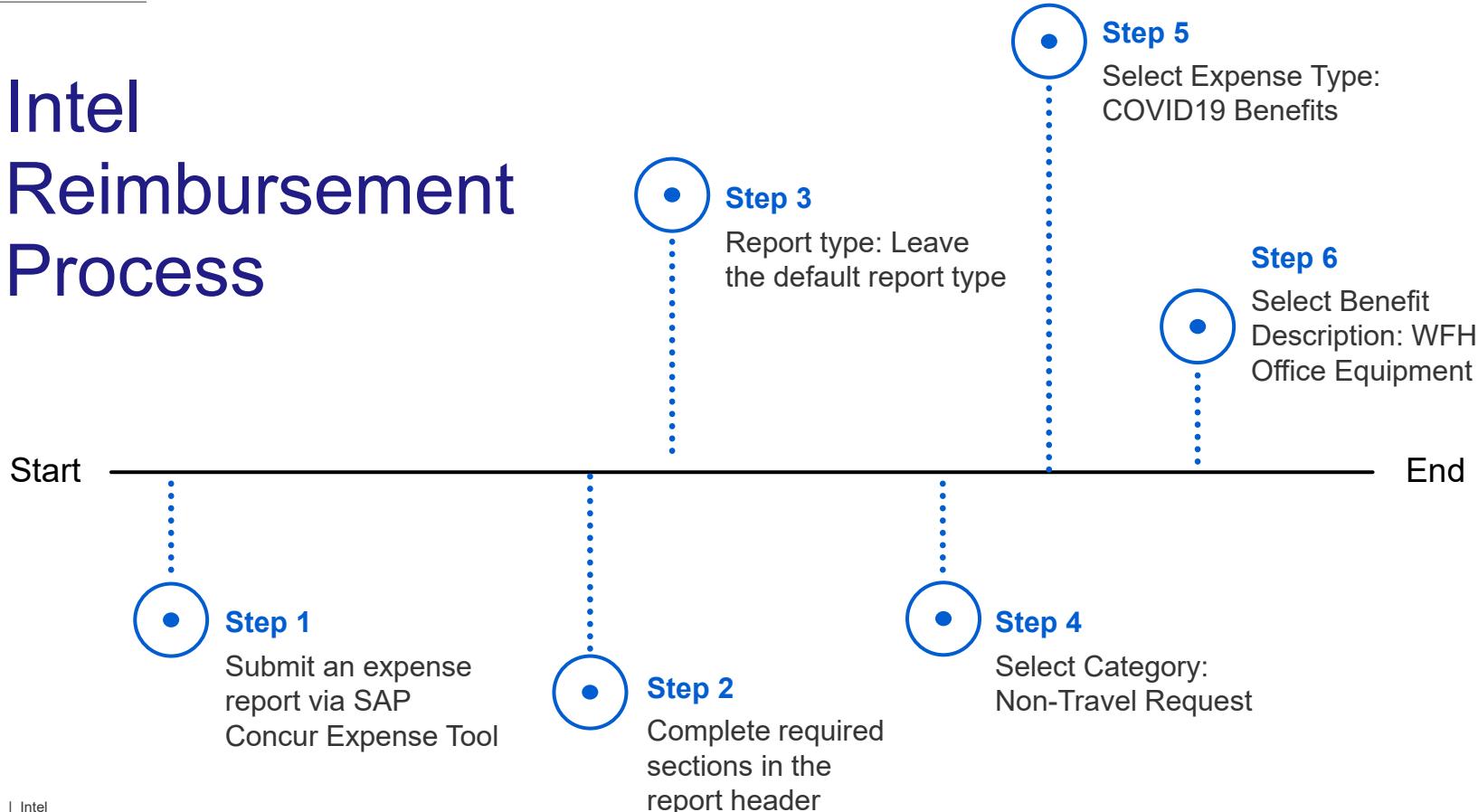
# Ordering process

## Ireland

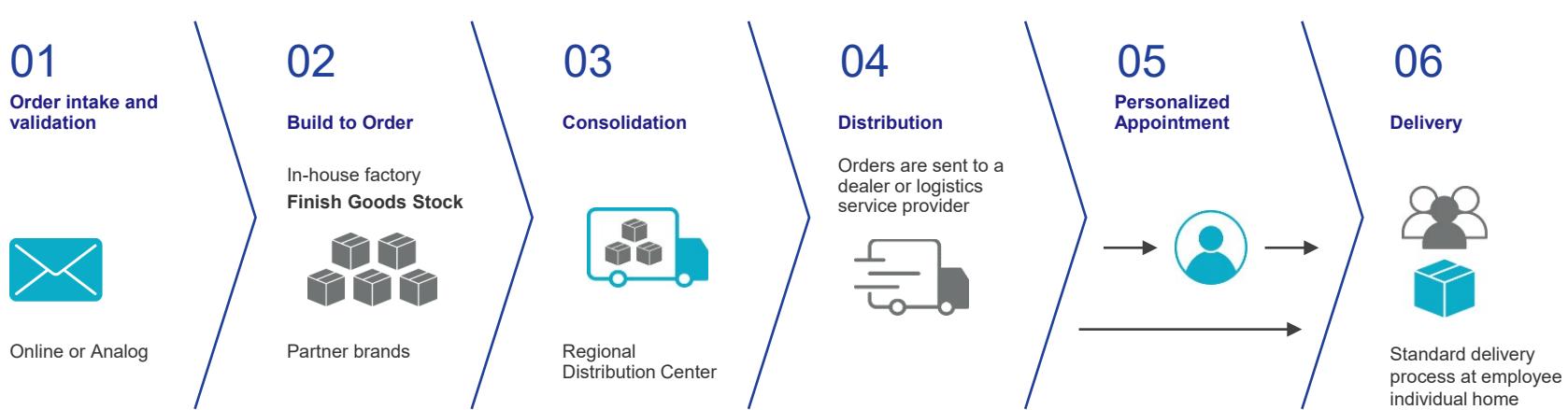
Go to Global Landing Page  
[intel.home.steelcase.com](http://intel.home.steelcase.com)

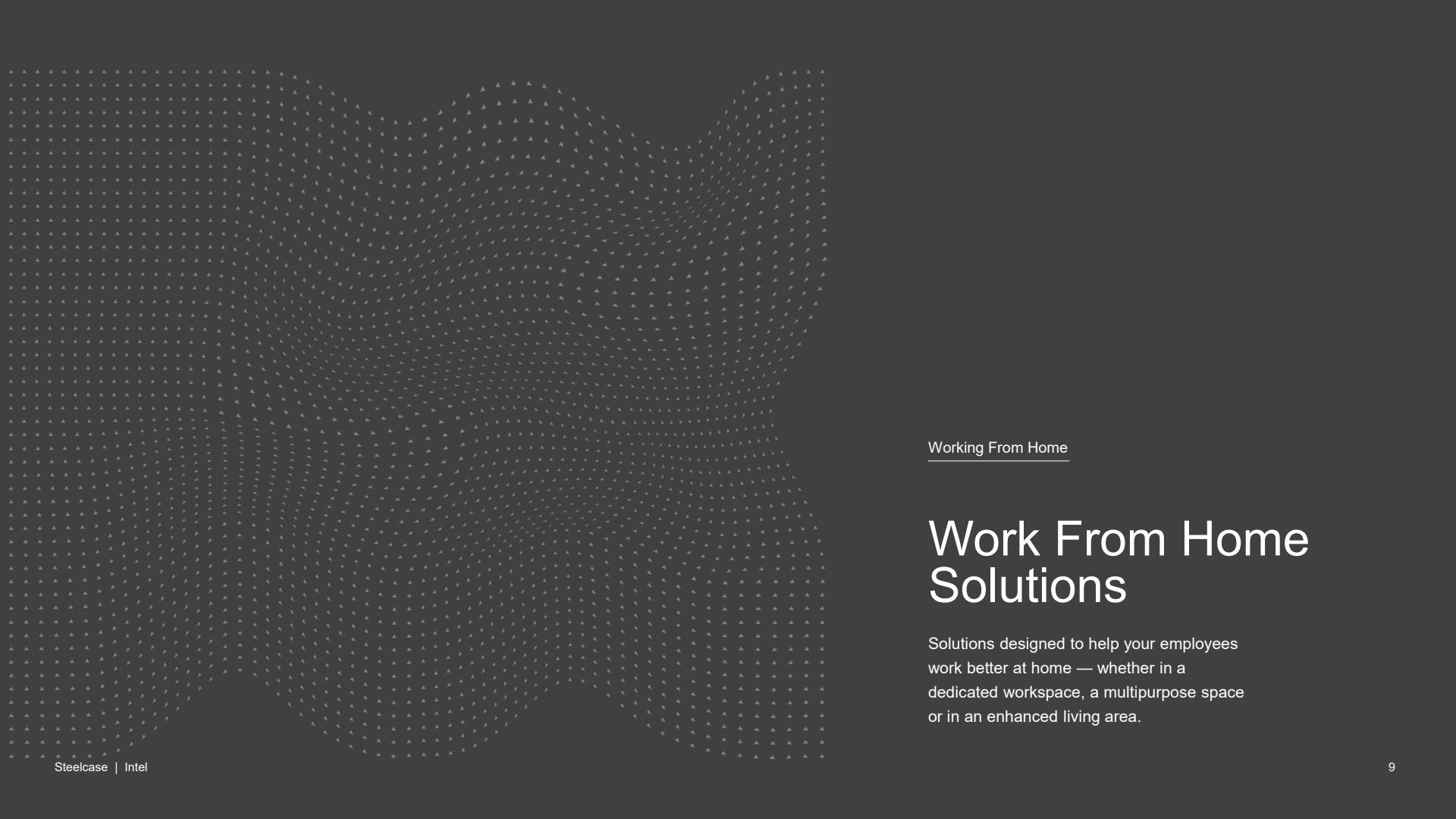
- Select EUROPE + MIDDLE EAST + AFRICA
- Select **Ireland** from list which will take you to dedicated portal for employees based within Ireland
- Follow the step-by-step instructions to select your furniture
- **Payment can be made by credit/debit card or Apple Pay**
- Order Processed and products delivered to Employee's home address

# Intel Reimbursement Process



# End-to-End Service





Working From Home

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# Work From Home Solutions

Solutions designed to help your employees work better at home — whether in a dedicated workspace, a multipurpose space or in an enhanced living area.



Product Highlights

# Amia

Amia is a chair that knows exactly what you need. Its extremely innovative back mechanism automatically adapts itself to your body position to give you optimum comfort and full support throughout the working day. Whether you're busy at the computer, on the telephone or talking, Amia never lets you down.



Product Highlights

# Amia

**Not available in Great Britain and Ireland**

## Frame Options



Black

## Fabric Options



Atlantic Black



Atlantic Pepper



Atlantic Royal Blue



Atlantic Saffron



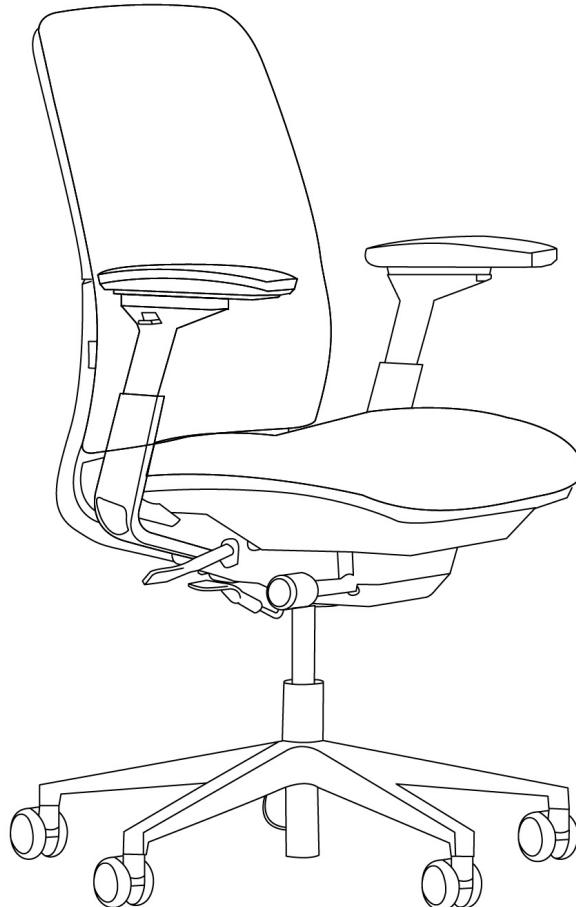
Atlantic Peacock



User Guide  
Printed



User Adjustability  
Video



Product Highlights

# Steelcase Series 2

Steelcase Series 2 was thoughtfully designed with Air LiveBack technology, adaptive bolstering and 4D adjustable arms, delivering the dynamic performance you've come to expect from Steelcase.

It is the ideal fit for the workplace or home office.



# Steelcase Series 2

**Series 2 is only available to Employees based in Great Britain and Ireland –  
Cannot be chosen for other countries.**

## Frame Options



Black



Seagull

## Mesh Options



Black



Nickell

## Fabric Options



Fame Black



Fame Grey



Blue Jay



Seagull



Fame Night Blue



Fame Oregano



Peacock



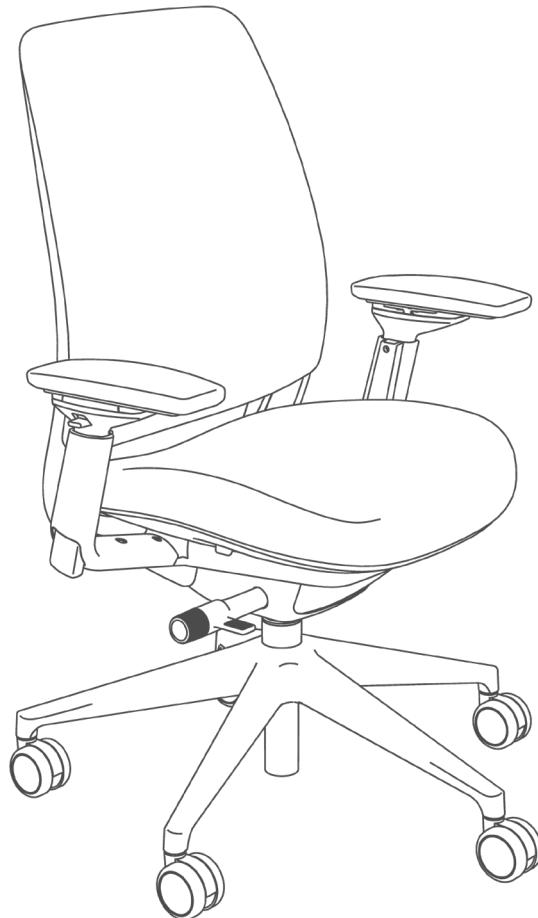
Fame Saffron



User Guide  
Printed



User Adjustability  
Video



# Gesture

Gesture is the first chair designed to support our interactions with today's technologies.

Technology is the single greatest force driving the changes in the way we work, live and behave.

The new, multiple devices we deploy throughout our work day allow us to flow between tasks, fluidly, and frequently



# Gesture

**Gesture is only available to Employees based in Great Britain and Ireland –  
Cannot be chosen for other countries.**

## Frame Options



Black/Black



Seagull/Platinum

## Fabric Options



Fame Black



Fame Grey



Fame Night Blue



Fame Oregano



Fame Saffron



User Guide  
Printed



User Adjustability  
Video



Product Highlights

# Solo Sit-to-Stand

Solo transforms a rigid home office into one that promotes movement and activity. Solo uncomplicates the standing desk experience. Most of the work is already done when your desk is delivered. All you need to do is attach the legs, plug into power and you're ready to work



Product Highlights

# Solo Sit-to-Stand

	Option 1	Option 2	Option 3	Option 4
<b>Side Frame:</b>				
<b>Work Surface:</b>				
<b>Accent:</b>				



Assembly  
Guide Printed



User Adjustability  
Video

Option 1



Option 3



Option 2



Option 4





Working From Home

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# Warranty

“ You can depend on us.  
Our Products. Our  
Services. Our People.  
The Steelcase warranty  
is the strongest warranty  
in the industry...that you  
may never need!

## STEELCASE WARRANTY For Global Products

PAGE 1 of 2  
Effective 10/15/2018  
Updated 06/21/2021

### YOU CAN DEPEND ON US. OUR PRODUCTS. OUR SERVICES. OUR PEOPLE.

Steelcase Inc. (“Steelcase”) Global Products Warranty includes Steelcase®, Coalesse®, and Turnstone® brand products. Steelcase manufacturers products for the Americas and they are sold in every region. Products for Europe or the Middle East and Africa (“EMEA”) and Asia Pacific (“APAC”) are sold in the United States, Canada, Mexico, Caribbean, Central and South America, EMEA, Middle East, Africa, APAC (Asia Pacific) continue to apply for any product not included in the Global Products Warranty. Steelcase warrants that Global Products are free from defects in materials and workmanship. This warranty is valid from the date of delivery, regardless of shift usage, to the original End User and is non-transferable. Steelcase will repair or replace with comparable product, at its option and free of charge (for materials and components) any product, part or component which fails under normal use. If repair or replacement is not commercially practicable, Steelcase will provide a refund or credit for the affected product. End User means the final purchaser acquiring a product from Steelcase or a Steelcase Authorized Reseller for the purchaser's own use and not for resale, remarketing or distribution.

### GLOBAL PRODUCTS - LIMITED WARRANTY

#### DESKS, TABLES, SCREENS, STORAGE AND BENCHING

Steelcase Bassline™ B-Free, B-Free+, 4.8 Table, FlipTop Twin Table, Campfire™ Big Table, Big Table+, Big Table+ with integrated grommet, Power Table, Personal Table, Personal Screen, Sit-to-Stand, Sit-to-Stand with integrated grommet, Sit-to-Stand Plus, High-Density Storage, Steelcase Flex, Migration™, Migration™ SE, Ology™, DeskOlogy Bench, Verb™, Media scape seating™, and Universal Storage. Coalesse: CG\_1™, Free Stand, Lagunitas™, Millbase™, Montara650, Poterol15™, Poterol15 Light, PowerPod, Seabastop™, and SW\_1™.

#### Lifetime Warranty

Steelcase Bassline, coalesce, doors (except tambour), drawers (body and fronts), pull/handlers, supports, legs and base (except Coalesse), suspensions, carts, modesty panels, wire manageable trays, baskets, cup holder, trash receptacles, hanging folders bar, interlocks and locks

#### 12 Year Warranty

Steelcase Flex, Migration SE, Ology Desk, and Ology Bench height-adjustable mechanisms and electronics, 4.8 Table, FlipTop Twin Table, Flex board (except high-density storage), electrical power, mechanisms, casters, rollers, wheels and glides, Coalesse steel legs, and steel bases

#### 5 Year Warranty

Tambour doors

#### 3 Year Warranty

Coalesse/Steelcase electrical desktop, table top and rail mounted that houses power and data, and/or USB, Coalesse Free Stand mechanism and tablet, Coalesse SW1 table tablet including slide mechanism

#### SEATING

Steelcase Aria™, B-Free, B-Free+, Brody™, Campfire Lounge, Ottoman and Wedge, colo™, Gesture™, D™, Less™, Node™, QVI™, Rely™, Steelcase Series™, Steelcase Series™ 2, SILQ™, Shortcut™, Umano™ and Think™, Coalesse: Enya™, Atzo643, Housé™, Lagunitas™, LessThanFive™, Marin152, Montara650, Montara650, SW\_1 and Vizual™

#### Lifetime Warranty

Frame (except Coalesse), seat shell, outerback, arm frame structure, base, stool footing, cup holder

#### 12 Year Warranty

Mechanisms, lumber mechanisms, headrests, coil spring, pneumatic cylinders/gas lift, arm caps, casters and glides, Node, personal worksurface, Umano™ frames, Coalesse lounge wood, bent-ply or steel frames

#### 3 years

Lagunitas articulating back, LessThanFive finish, SW\_1 lounge tablet

#### SMART AND CONNECTED

media.scape™, ScapeSeries™, and RoomWizard™

#### Lifetime Warranty

ScapeSeries and media.scape furniture components

#### 3 Year Warranty

media.scape technology components, RoomWizard

#### 1 Year Warranty

RoomWizard II

#### BOARDS AND EASELS

Steelcase Flex, Verb™

#### Lifetime Warranty

Verb whiteboards, docks, hooks, easels, storage caddy, and walltrack

#### 12 Year Warranty

Verb teaching station lectern and plastic components

#### 5 years

Work Tents

#### 3 Year Warranty

Flat markersboards

#### WORKTOOLS

SOT01111 Welcome Tools, Eyesite®/Pluto, CFI/FSMA, Voley, and dash®

#### Lifetime Warranty

Mobile workstation, mobile caddy, binder holder, letter trays, launch pad non-powered and screen, functional screen, personal pocket, flat top hanger, waste basket, footrest, mobile laptop support, laptop shelf, monitor bridge, ergo edge, and desk pad, cable clip, optional hook, toolbox, set of small boxes

#### 12 Year Warranty

Eyesite/Pluto, CF Series/FSMA, Voley, CPU supports and keyboard supports, lighting fixtures for dash

#### 5 Year Warranty

Launch pad powered, lighting components for dash LED

#### 3 Year Warranty

USB charging station

#### 1 year

Steelcase Flex Mobile Power

#### SURFACE MATERIALS

Refer to separate regional warranties for surface materials details.

“If you have issues or damage with your chair, contact Steelcase directly.



[Steelcase Intel WFH team form](#)

[intel.home.steelcase.com](http://intel.home.steelcase.com)

Steelcase