

September 2021

# Intel

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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](https://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](https://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 Intel Corporate or 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, United Arab Emirates

**Go to Global Landing Page**  
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- 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](https://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](https://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 Apply Pay**
- Order Processed and products delivered to Employee's home address

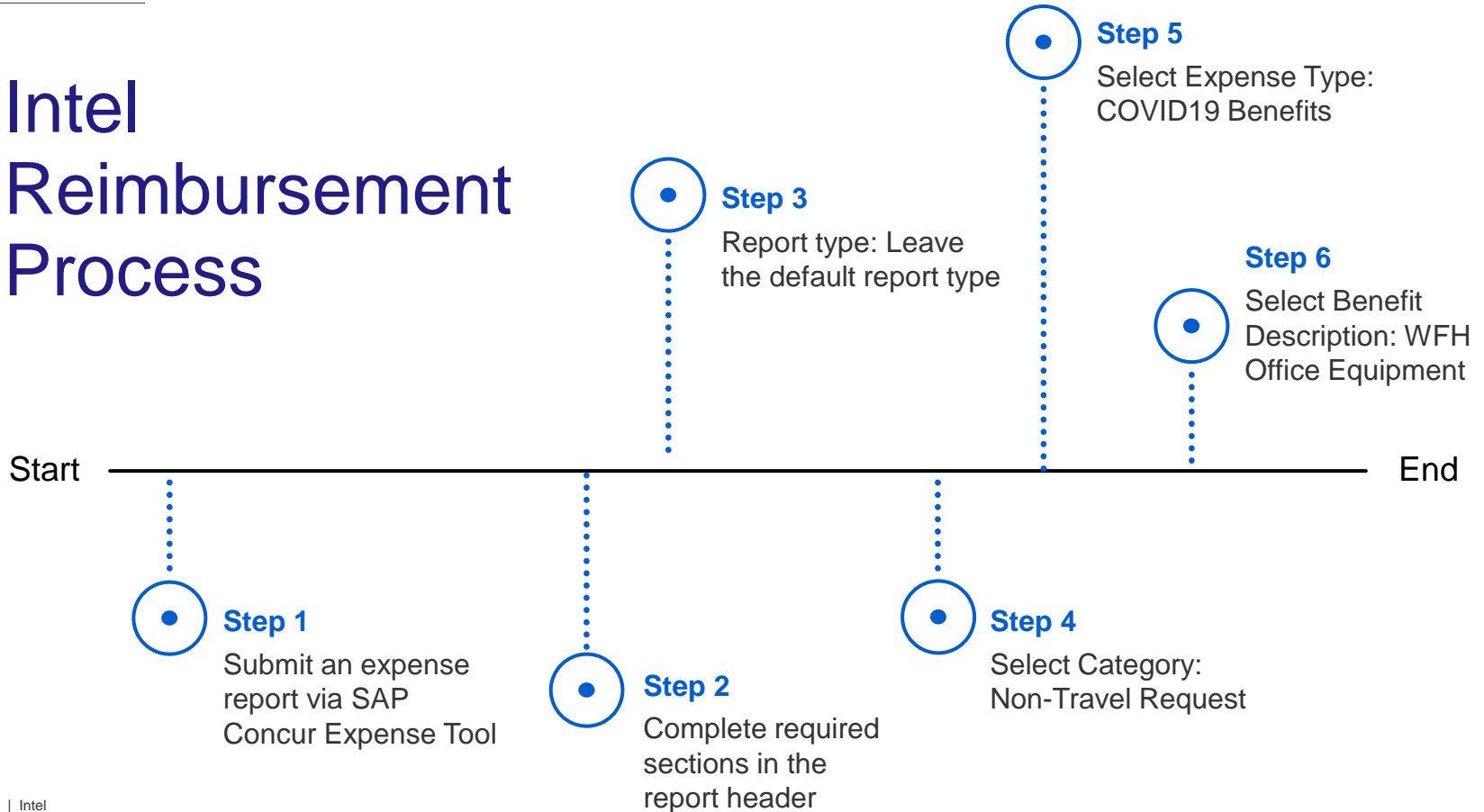
# Ordering process

## Russia

**Go to Global Landing Page**  
*[intel.home.steelcase.com](https://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
- Order Processed and products delivered to Employee's home address

# Intel Reimbursement Process





# End-to-End Service

01

Order intake and validation



Online or Analog

02

Build to Order

In-house factory  
Finish Goods Stock



Partner brands

03

Consolidation



Regional  
Distribution Center

04

Distribution

Orders are sent to a  
dealer or logistics  
service provider



05

Personalized  
Appointment

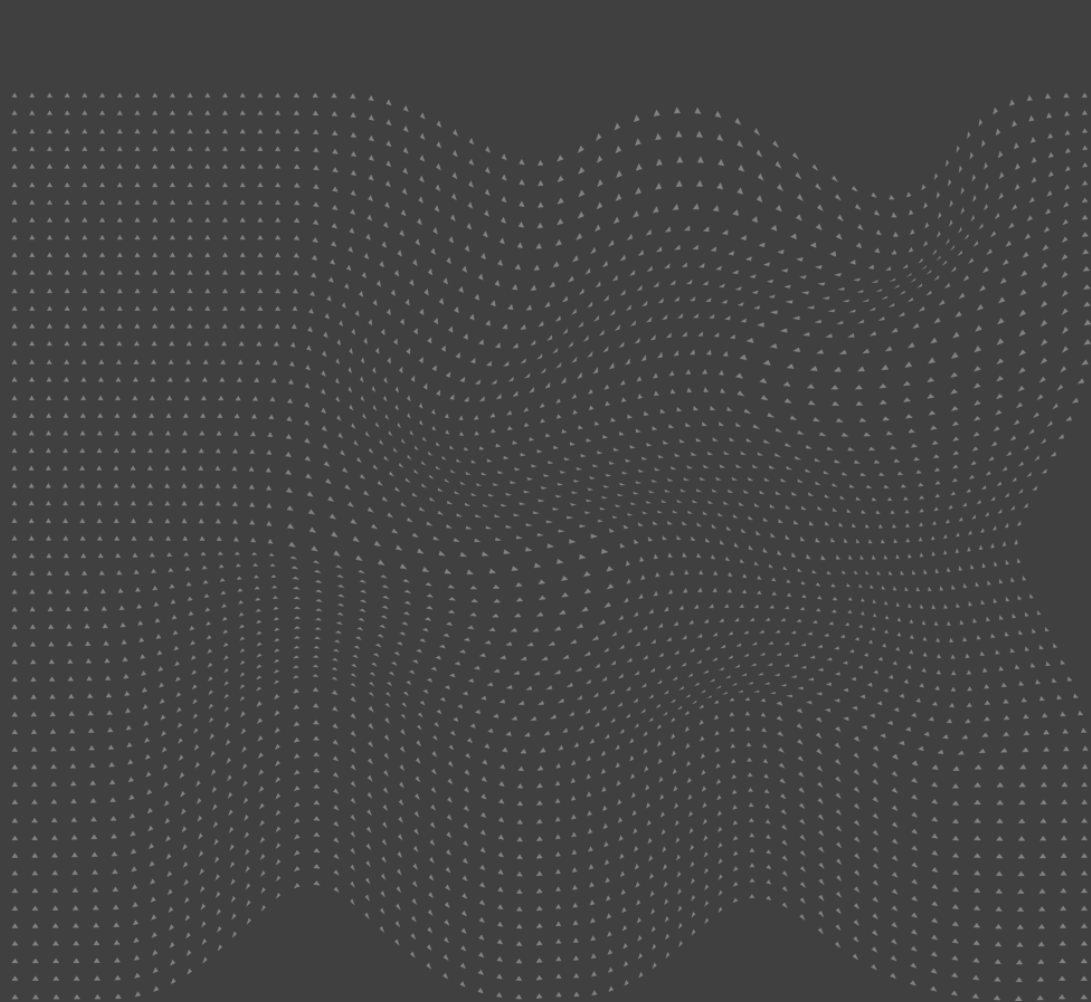


06

Delivery



Standard delivery  
process at employee  
individual home



Working From Home

# 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

# Leap

Leap incorporates a number of unique ergonomic features as a direct result of our user research discoveries. These features help make Leap as dynamic and supple as the human spine.

Leap is proven to reduce musculoskeletal disorders and increase productivity at work. People using it report significantly less back pain and discomfort, and their musculoskeletal symptoms are lower than those of people not using Leap.

That's why Leap is the high-performance chair that sets you free to be a star performer.



# Leap

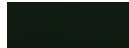
**Not available in Great Britain and Ireland**

## Frame Options



Black

## Fabric Options



Atlantic Black



Atlantic Pepper



Atlantic Royal Blue



Atlantic Saffron



Atlantic Peacock



User Adjustability  
Video

Product Highlights

# Steelcase Series 1

Steelcase Series 1 was thoughtfully designed with LiveBack technology, adaptive bolstering and 4D adjustable arms, delivering the dynamic performance you've come to expect from Steelcase.



# Steelcase Series 1

**Series 1 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



Blue Jay



Seagull



Peacock

## Fabric Options



Fame Black



Fame Grey



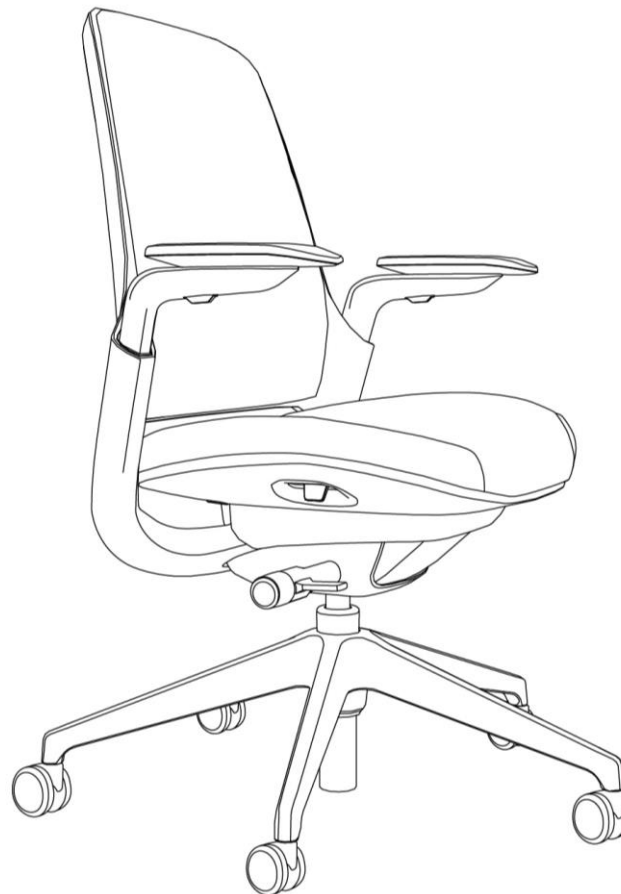
Fame Night Blue



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





# Solo Sit-to-Stand

	Option 1	Option 2	Option 3	Option 4
<b>Side Frame:</b>	 ZW Pearl Snow	 ZW Pearl Snow	 MG Merle	 MG Merle
<b>Work Surface:</b>	 WY Snow	 WY Snow	 AT Acacia	 AT Acacia
<b>Accent:</b>		 4CZ6 Lagoon		 4CZ7 Saffron

Option 1



Option 3



Option 2



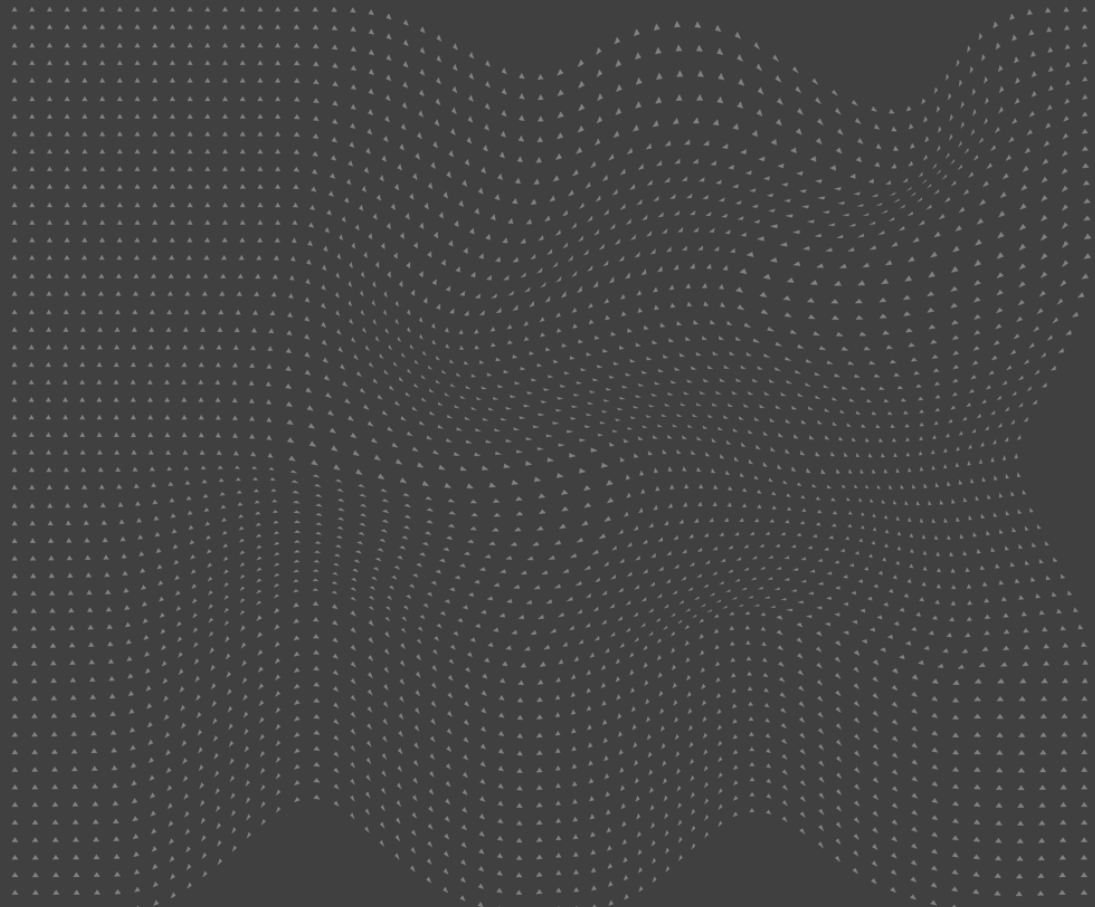
Option 4



Assembly  
Guide Printed



User Adjustability  
Video



Working From Home

# 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

### 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 manufactures products for use around the world in every region. Products in two or more regions are “Global Products.” The regional warranties (the Americas (including the United States, Canada, Mexico, the Caribbean, Central and South America), EMEA (Europe, except UK and Ireland, including Russian Federation, Middle East, Central Asia and Africa), United Kingdom and Ireland, and 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 Baseline™, B-Free™, B-Free™ 4.8 Table, FlipTop™ Twin Table, Campfire® Big Lamp, Big Tables, Big Tables with trough and gronnets, Paper Table, Personal Table, and Screens, cscape®, Diviso Side Screen, FrameOne™/FrameOne Plus, High-Density Storage, Steelcase Flex, Migration™, Migration™ SE, Ology™ Desk/Ology Bench, Verb™, Media.scape seating™, and Universal Storage.

Coalesse: CG\_1™, Free Stand, Lagunita™, Milbrae™, Montara650, Potrero15™, Potrero15 Light, PowerPod, Sebassapal™, and SW\_1®

#### Lifetime Warranty

Frame (except Coalesse), case/carcass, doors (except tambour), drawers (body and fronts), push/handles, supports, legs and base (except Coalesse), suspensions, carts, modesty panels, wire managers/cable trays, baskets, cup holder, dividers, rails, shelves, hanging folders bar, interlocks and locks

#### 12 Year Warranty

Steelcase Flex, Migration, Migration SE, Ology Desk, and Ology Bench height-adjustable mechanisms and electronics, 4.8 Table, FlipTop Twin Table, Flex board clips, modular power/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/or data, and/or USB; Coalesse Free Stand mechanism and tablet, Coalesse SW1 table tablet including slide mechanism

#### SEATING

Steelcase: Ania™, B-Free, Buoy®, Brody™, Campfire® Lounge, Ottoman and Wedge, colu™, Coestra™, D™, Leap™, Node™, QV1™, Reply™, Steelcase Series™ 1, Steelcase Series™ 2, S1™, Shortcut™, Umani™ and Tri™  
Coalesse: Enea™, Altza943, Hous®, Lagunitas, LessThanFive™, Marlen152, Massaut, Milbrae, Montara650, SW\_1 and Visalia®

#### Lifetime Warranty

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

#### 12 Year Warranty

Mechanisms, lumbar mechanisms, headrests, coat hanger, pneumatic cylinders/gas lifts, arm caps, foam, casters and glides, Node personal worksurface, Umani® 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

#### Lifetime Warranty

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

#### 12 Year Warranty

Verb teaching station lectern and plastic components

#### 5 years

Work Tents

#### 3 Year Warranty

Flex markerboards

#### WORKTOOLS

SOTO™/r1+1 Welcome Tools, Eyesite®/Plurio, CFF/FSMA, Volley, and dash®

#### Lifetime warranty

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

#### 12 Year Warranty

Eyesite®/Plurio, CFF Series/FSMA, Volley, 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.

\*Brody electrical power is not covered in EMEA

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



[Steelcase Intel WFH team form](#)

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

**Steelcase**