

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](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**

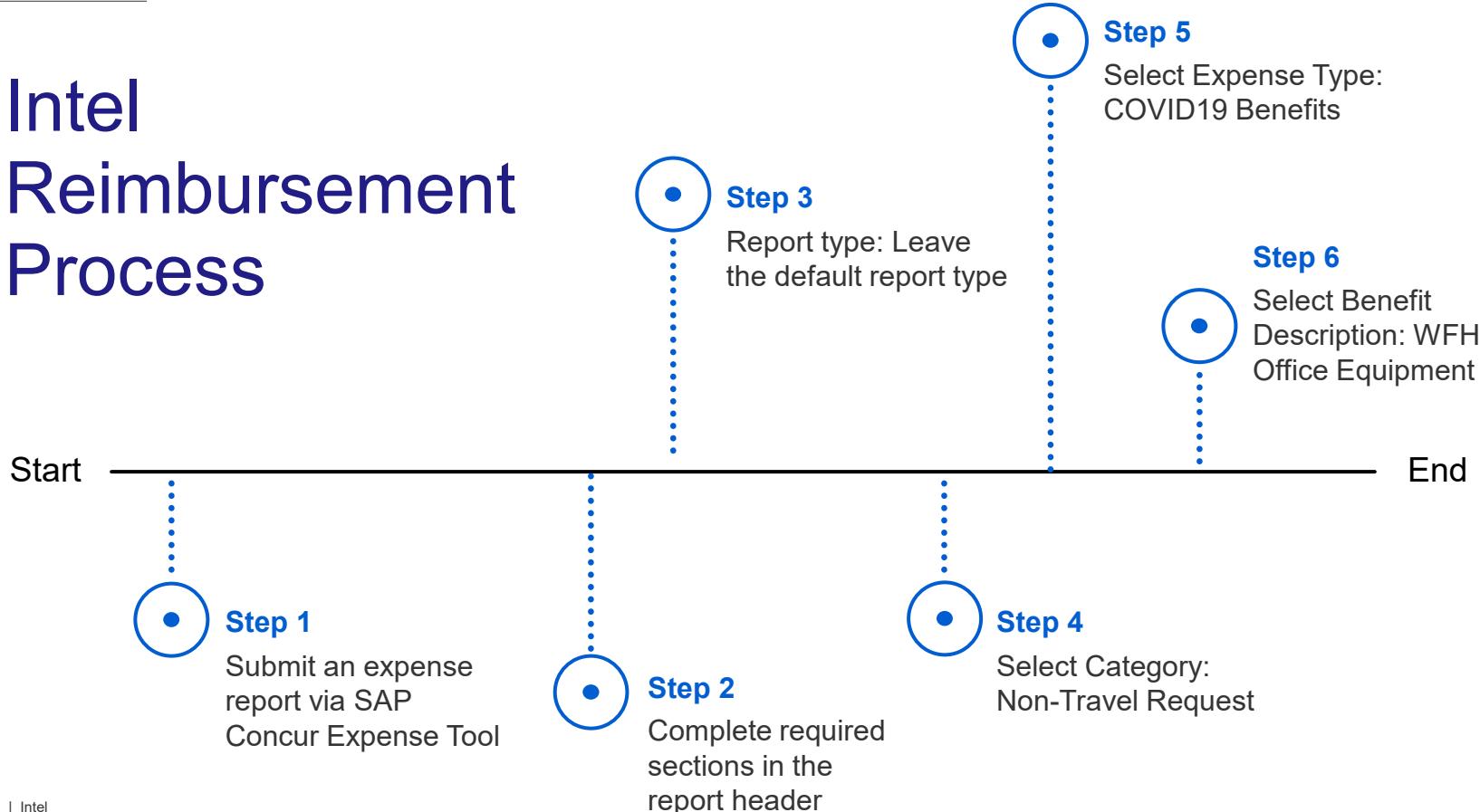
# Ordering process

## Ireland

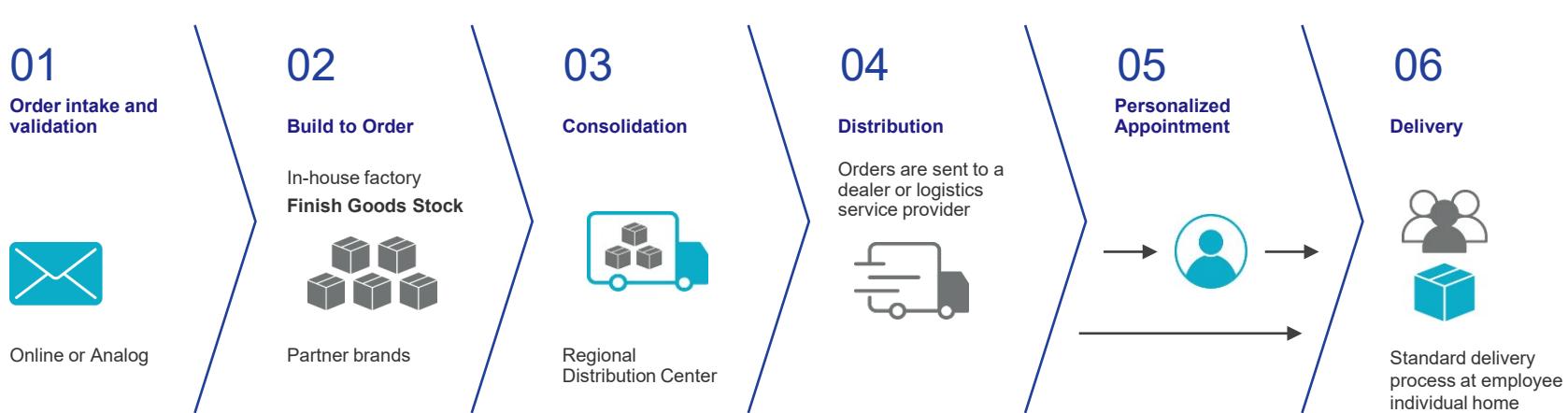
Go to Global Landing Page  
*intel.home.steelcase.com*

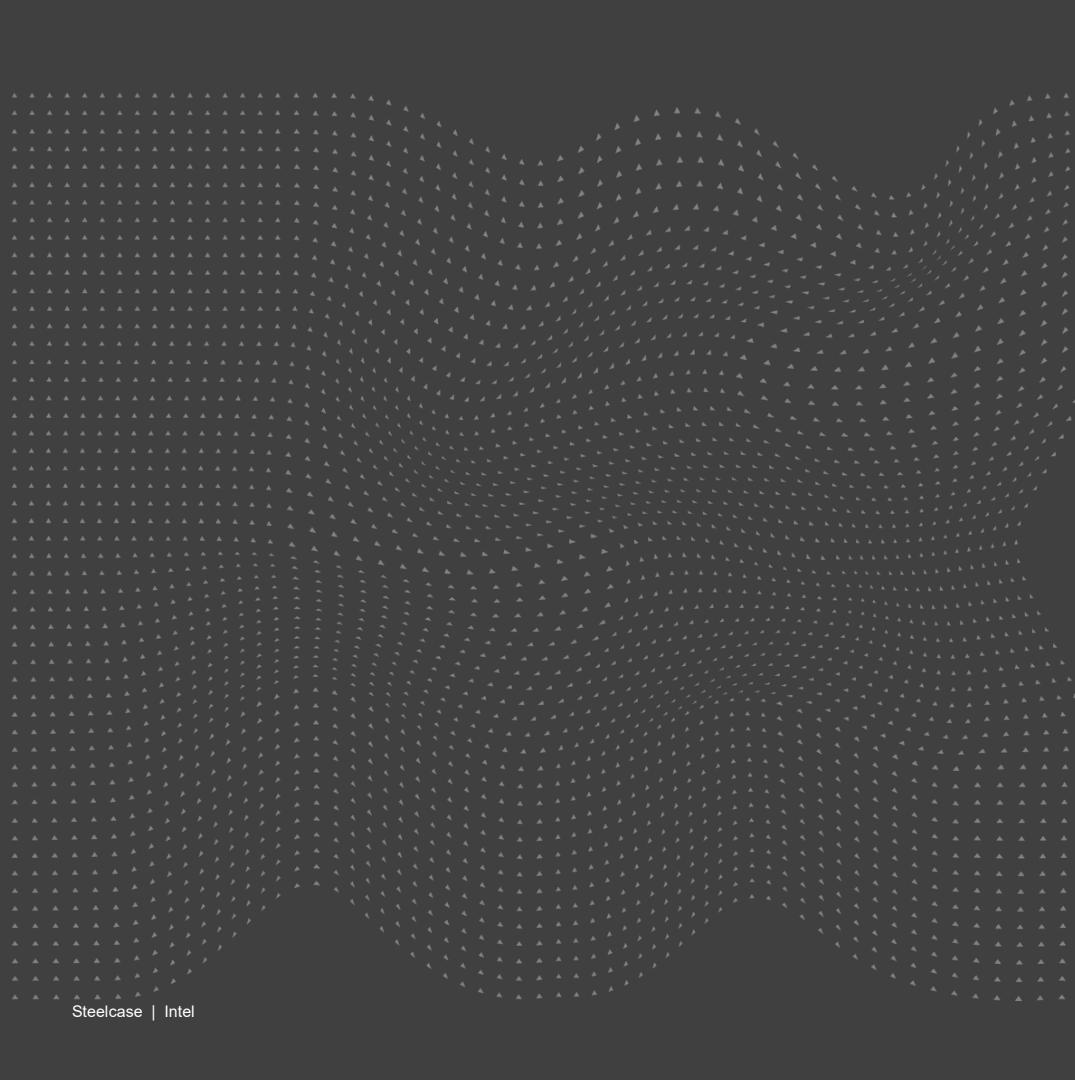
- Select EUROPE + MIDDLE EAST + AFRICA
- Select **Ireland** from list which will take you to dedicated portal for employees based within Ireland
- Follow the step-by-step instructions to select your furniture
- **Payment can be made by credit/debit card or Apple Pay**
- Order Processed and products delivered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

# Intel Reimbursement Process



# End-to-End Service





Working From Home

# 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.



# Amia

## Frame Options



Black

## Fabric Options



Atlantic Black



Atlantic Pepper



Atlantic Royal Blue



Atlantic Saffron



Atlantic Peacock

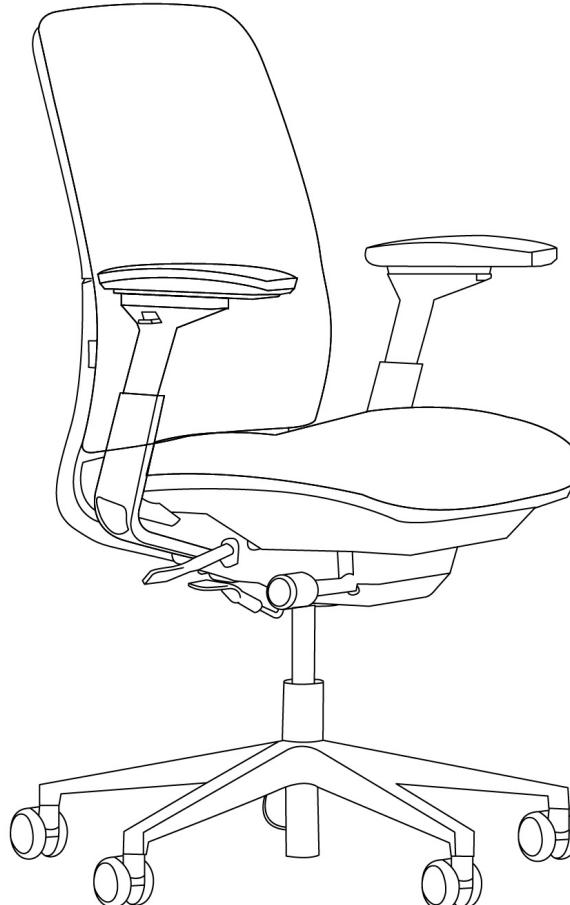
For United Kingdom & Ireland please see next page



User Guide  
Printed



User Adjustability  
Video



Product Highlights

# Amia

Finish Choices for United Kingdom & Ireland

## Frame Options



Black

## Fabric Options



Fame Black



Fame Grey



Fame Night Blue



Fame Oregano



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



# 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

# 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 09/21/2021

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

Steelcase Inc. ("Steelcase") Global Products Warranty includes Steelcase®, Coalesse®, and Tandem® brand products. Steelcase manufacturing plants for products are located in every region. Products of or made for Steelcase are "Global Products." The regional warranties (the Americas, including the United States, Canada, Mexico, 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™, Biv®-Free, B-Free®, Campfire Twin Table, Campfire™, Big Lamp, Big Table, Big Table™, brighten, grommet, Paper Table, Personal Workstation, Personal Workstation®-based, Design Series, Design Series Plus, High-Density Storage, Steelcase Flex, Migration™, Migration™ SE, Ology™, Desk/Ology Bench, Verb™, Media/scape seating™, and Universal Storage. Coalesse C5™, Free Stand, Lagunitas™, Milibar™, Monarca50, Potere415™, Potere15 Light, PowerPod, Seabastopol™, and SW\_1®. Lifetime Warranty (except Coalesse) carcasses, doors (except tambour), drawers (body and fronts), pulshandlers, supports, legs and base (except Coalesse), suspensions, carts, modesty panels, wire managerable trays, baskets, cup holder, desk pads, frames, 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 (body and front), pulshandlers, supports, legs and base (except Coalesse), suspensions, carts, modesty panels, wire managerable trays, baskets, cup holder, desk pads, frames, hanging folders bar, interlocks and locks

**5 Year Warranty**  
Tambour doors

**3 Year Warranty**  
Coalesse modular electrical desktop, table-top and rail mounted cart that houses power cord data, and/or US, Coalesse Free Stand mechanism and tablet, Coalesse SW1 table tablet including slide mechanism

#### SEATING

Steelcase Aria™, B-Free, Buoy®, Brody™, Campfire Lounge, Ottoman and Wedge, colo™, Gesture™, D™, Less™, Node™, QVI™, Recliner, Steelcase Series™, Steelcase Series™ 2, SILQ™, Shortcut™, Umano™ and Think™, Coalesse Enza™, Alto243, House®, Lagunitas, LessThanFive™, Marin152, Monarca50, Monarca50, SW\_1 and Yela®

**Lifetime Warranty**  
Frame (except Coalesse), seat shell, outerback, arm frame structure, base, stool flooring, cup holder

**12 Year Warranty**  
Steelcase ergonomic mechanisms, headrest, coil spring, pneumatic cylinders/gas lifts, arm caps, foam, 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®, ScapéSeries™, and RoomWizard®

**Lifetime Warranty**  
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 wall/rack

**12 Year Warranty**  
Verb teaching station lectern and plastic components

#### 5 years

Work Tents

**3 Year Warranty**  
Flat marketboards

#### WORKTOOLS

SOTOTM/11 Welcome Tools, Eyesite®/Pluto, CF/FSMA, Voley, and dash®

**Lifetime Warranty**  
Eyesite®/Pluto, welcome 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, dispensational 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.

\*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](http://intel.home.steelcase.com)

Steelcase