TO OUR VALUED SUPPLIERS,

As a supplier of goods and services to us, Steelcase would like to inform you that, in order to more efficiently process your invoices, we kindly ask your assistance in implementing the mandatory standards of the Accounts Payable process.

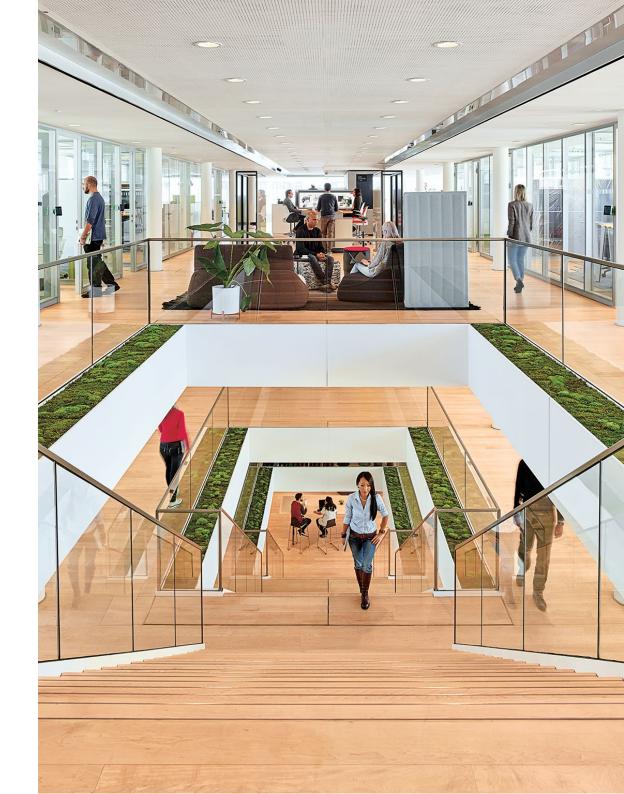
Sincerely,

APAC Accounts Payable Finance Manager



Standard rules

- Steelcase applies only the electronic payment, which secures and ensures the fastest payment of your invoices.
- 2 The **"NO PURCHASE ORDER NUMBER, NO PAY**" policy is applied within Steelcase.
 - * This means that an invoice without a valid Purchase Order is not booked and is send back to you. If you have no number, please ask your Steelcase contact before sending your invoice.
 - The currency on the Purchase Order and invoice must match.
- The Steelcase invoiced legal entity and the one on the PO must match.
- 5 Payments will be remitted in the currency of the invoice.
- 6 Payment details will be sent electronically to your accounting email (if we have it) , once the electronic payment is made.



APAC Account Payable Department

All invoices and credit notes can be sent on paper support or electronically, **PDF format only** (same quality than the paper) to the following addresses.

You can use the same generic addresses for any payment issue related question.

CONTACT DETAILS

Steelcase Asia Pacific Limited Steelcase Australia Pty Ltd Steelcase Trading (Shanghai) Co Ltd Steelcase Trading Beijing Co Ltd Steelcase Trading Beijing Co Ltd Steelcase Dongguan Steelcase Dongguan Steelcase Hong Kong Limited Steelcase Asia Pacific Holdings India Pvt Lyd (Mumbai) Steelcase Asia Pacific Holdings India Pvt Ltd (Pune) Steelcase Asia Pacific Holdings India Pvt Ltd (Pune) Steelcase JapanKK/Steelcase Hong Kong Ltd (Korea) Steelcase Manufacturing (M) Sdn Bhd Steelcase Office Solutions (M) Sdn Bhd KBCAP-AP10@steelcase.com KBCAP-AU10@steelcase.com KBCAP-CN20@steelcase.com KBCAP-CN21@steelcase.com KBCAP-CN50@steelcase.com KBCAP-HK10@steelcase.com KBCAP-IN20@steelcase.com KBCAP-JP10KR20@steelcase.com GBCKL_AccPayable@steelcase.com KBCAP-MY20@steelcase.com

Please note that all invoices should have the right billing address, as mentioned on the order/ Purchase Order form.



Love how you work.