

TO OUR VALUED SUPPLIERS,

As a supplier of goods and services to us and in the attempt of maintaining the same good collaboration Steelcase would like to kindly ask for your assistance in implementing the mandatory standards of the Accounts Payable Process. This will help us to process more efficiently your invoices.

Sincerely,

Accounts Payable Finance Manager



Standard rules

- 1** 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.
- 3** The currency on the Purchase Order (PO) and invoice must match.
- 4** 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.



Accounts Payable Department

Coupa platform is being used by Steelcase for invoice processing in an automated way.

You already received our communication regarding different vendor profiles that you can choose while collaborating with Steelcase (CSP / SAN profiles).

You can become a **CSP Coupa vendor** and create your Steelcase invoice by accessing the Coupa portal, or by using the e-mail notification received once the PO is being created.

If you chose to become a **SAN Coupa vendor**, you can create your invoice to Steelcase from the Coupa PO layout, by clicking “*Create invoice*”.



ONE GLOBAL DIGITAL PLATFORM FOR THE SOURCE TO SETTLE
PROCESS, ALLOWING US TO EFFICIENTLY MEET THE NEEDS OF
OUR BUSINESS THROUGH BETTER USABILITY, VISIBILITY AND
SPEND CONTROL

CONTACT DETAILS

Steelcase SAS France.....STEELCASE_AP_FR@steelcase.com
Solutions by Steelcase France.....STEELCASE_AP_SBS@steelcase.com
SDS2 (dealer) France.....STEELCASE_AP_SDS2@steelcase.com
Steelcase SRL Romania.....STEELCASE_AP_RO@steelcase.com
Steelcase LTD Great Britain.....STEELCASE_AP_UK@steelcase.com
Steelcase BV Netherlands.....STEELCASE_AP_NL@steelcase.com
Steelcase SA NV Belgium.....STEELCASE_AP_BE@steelcase.com
Steelcase Czech Republic S.R.O.....STEELCASE_AP_CZ@steelcase.com
Steelcase PTY South Africa.....STEELCASE_AP_SAF@steelcase.com
Steelcase AG Germany.....STEELCASE_AP_DE@steelcase.com
Steelcase INC.....STEELCASE_AP_INCE@steelcase.com
AF Steelcase SA Spain.....CCONTAPR@steelcase.com

Please use the above for:

Invoices and Credit Notes if your PO starts with 35.. or 45..

Please send all invoices and credit notes in **electronical format - PDF format only** (same quality than the paper) to the above e-mail addresses.

Queries and reminders - ALL PO types (35.., 45.., 37..) to be sent to the above addresses.

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



If your PO starts with 37..

Please send all **invoices and credit notes in electronic format - PDF format only** (same quality than the paper) to the following e-mail addresses.

For **queries and reminders** related to 37... POs, please use the e-mail addresses from the **previous page**.

Steelcase provides our Suppliers with access to **status of Invoices, statement of accounts** and **Payment information** via the Coupa Supplier Portal. If you have trouble login to the site, please contact CSPHELPEMEA@steelcase.com.

CONTACT DETAILS

Steelcase SAS France.....	Invoices+Coupa_FR@steelcase.coupahost.com
Steelcase SRL Romania.....	Invoices+Coupa_RO@steelcase.coupahost.com
Steelcase LTD Great Britain.....	Invoices+Coupa_UK@steelcase.coupahost.com
Steelcase BV Netherlands.....	Invoices+Coupa_NL@steelcase.coupahost.com
Steelcase SA NV Belgium.....	Invoices+Coupa_BE@steelcase.coupahost.com
Steelcase Czech Republic S.R.O.....	Invoices+Coupa_CZ@steelcase.coupahost.com
Steelcase AG Germany.....	Invoices+Coupa_DE@steelcase.coupahost.com
Steelcase INC.....	Invoices+Coupa_INCE@steelcase.coupahost.com
AF Steelcase SA Spain.....	Invoices+Coupa_ES@steelcase.coupahost.com

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



EMEA Accounts Payable Department

TOLL-FREE HOTLINE

Green No.

+ 800 64 710 420

for France, UK, Belgium, Netherlands,
Germany, Czech Republic

Direct Line No.

+ 403 64 710 420

for all other countries

OPENING PHONE HOURS

Monday to Wednesday

8 AM – 12 PM CET
2 PM – 5 PM CET

Thursday

8 AM – 12 PM CET

Friday

8 AM – 12 PM CET
2 PM – 5 PM CET

Not applicable during Romanian
bank holidays

SPAIN Accounts Payable Department

For any issues related to outstanding invoices or payments (statements should also be sent to this e-mail address), our accounts payable process is currently supported by our accounting department based in Madrid.

CONTACT DETAILS

CCONTAPR@steelcase.com

ADDRESS

Calle Antonio Lopez 243. 28041 Madrid. Spain

TOLL-FREE HOTLINE

Hotline No.

00 34 914 759 000

with support in Spanish and English

OPENING PHONE HOURS

Monday to Friday

8 AM – 6 PM

***Not applicable during Spanish bank holidays

Love how you work.[®]