

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

- 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 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.



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

KBCAP-AP10@steelcase.com

Steelcase Australia Pty Ltd

KBCAP-AU10@steelcase.com

Steelcase Trading (Shanghai) Co Ltd

KBCAP-CN20@steelcase.com

Steelcase Trading Beijing Co Ltd

KBCAP-CN21@steelcase.com

Steelcase Dongguan

KBCAP-CN50@steelcase.com

Steelcase Hong Kong Limited

KBCAP-HK10@steelcase.com

Steelcase Asia Pacific Holdings India Pvt Lyd (Mumbai)

KBCAP-IN20@steelcase.com

Steelcase Asia Pacific Holdings India Pvt Ltd (Pune)

KBCAP-IN50@steelcase.com

Steelcase JapanKK/Steelcase Hong Kong Ltd (Korea)

KBCAP-JP10KR20@steelcase.com

Steelcase Manufacturing (M) Sdn Bhd

GBCKL_AccPayable@steelcase.com

Steelcase Office Solutions (M) Sdn Bhd

KBCAP-MY20@steelcase.com

Steelcase Office Solutions Pte Ltd

KBCAP-SG10@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.[®]