

Dear Logistics Service Provider:

Thank you for your interest in Steelcase Inc. Steelcase's primarily uses full truckload carriers to transport its product. What is required of Steelcase full truckload carriers? The customer experience is extremely important to Steelcase, and our carrier base plays a critical role in that experience.

Please read the following very carefully prior to contacting Steelcase.

### ONE-WAY MOVES ONLY

Steelcase already has dedicated and private fleets. This opportunity is for non-dedicated *one-way* moves only. The opportunities available are *not* round trip.

### ASSET BASED PROVIDERS ONLY

We are only pursuing new business with asset-based providers who can drop trailers that meet our trailer spec. We are currently not onboarding brokers and 3PL's.

### TRAILER REQUIREMENTS

To safely deck our loads, Steelcase requires that **ALL** trailers meet the following specifications:

- 53' air ride with smooth wood floors (i.e. no ridges)
- Vertical floor-to-ceiling logistics posts spaced at 24-inch centers



**QUESTION:** Do your trailers meet these exact specifications? If not, please STOP here. We are unable to use your services.

If your trailers meet the above spec, please continue reading regarding the high-level requirements of Steelcase shipments.

**SHIPMENT TYPES:** Steelcase has two primary outbound shipment types. All carriers and drivers must be able to connect and track loads via MacroPoint.

#### (1) Steelcase Factories to Steelcase RDCs

These are one-way loads with drop and hook at origin and destination. Shipments are not live loaded nor live unloaded. Carrier must provide a pool of trailers (with the exact spec noted above) at origin and at destination based on volume of business allocated to carrier. Trailers must be made available to Steelcase 24-36 hours in advance of loading. Trailers require up to two business days for unloading.

**Factory Origins:** Kentwood, MI; Athens, AL; Rancho Cucamonga, CA; Reynosa, Mexico (serviced from Pharr, TX); and Tijuana, MX (serviced from San Diego, CA)

**RDC Destinations:** Atlanta, GA; Aurora, CO; Hazleton, PA; Desoto, TX; Rancho Cucamonga, CA; Kentwood, MI and Puyallup, WA

#### (2) Steelcase RDC to Customer Shipments

1. Dropped trailers (with the exact spec noted above) at origin (RDC locations are listed above) a minimum of 24 hours in advance of loading.
2. Live unload at destination(s)
3. Carrier provides a supply of stenciled bars, pads, straps, and plywood/OSB. These items are stored at our RDC.
  - a. An average load may contain 50-150 pads, 2-4 straps and 4-8 bars. Quantities vary based on the product mix that each customer orders.

- b. Plywood/OSB specs: 4' x 8' x 7/16" or 1/2" to support decking and blocking of products.
  - c. Steelcase compensates carriers for providing this equipment
4. Driver requirements:
  - a. Driver must offer to assist with the unload process. This may include folding blankets, being present at unload, and helping to move product to tail of trailer.
  - b. For multi-stop loads, driver must make sure that freight is secured after each stop.
  - c. Drivers are expected to be clean, professional, courteous, and helpful.
5. These are one-way loads. Once the load is complete, carriers are responsible for the repositioning of the bars, pads, plywood, etc.

## Next Steps

Please provide the following information to [carriers@steelcase.com](mailto:carriers@steelcase.com).

1. Written confirmation that your trailers meet the exact [spec](#) as detailed above.
2. Which shipment type(s) are you interested in supporting for Steelcase ([Steelcase Factory to RDC](#) or [Steelcase RDC to customer](#))
3. Which [origins](#) and [destinations](#) are of interest? Please specify.

Please note: Steelcase has centralized analysis and selection of all logistics service providers. All inquiries for new or additional business should be routed via our Logistics Procurement department. Please do not solicit additional business via other individuals at Steelcase as these solicitations will be routed back to our team.