

Contract Summary

Contract Expiration

November 30, 2027

ELIGIBLE END-USERS

- » This contract is available for use by members of HealthTrust Purchasing Group

For questions regarding End User eligibility please contact our Allsteel Customer Solutions Team at 888-255-7833 or governmentsupport@hniworkplacefurnishings.com

CONTRACT TERMS & CONDITIONS

Payment Terms Net 30 Days

DELIVERY

- » Shipments of orders placed directly with Vendor shall be fulfilled as FOB Destination, company paid freight to one destination.
- » Delivery time per purchase order.

SERVICES

- » Allsteel's services are all negotiated on an order-by-order basis between the dealer and end-user.
- » Exception is the Delivered and Install tier:
 - Install, design, project management during standard business hours is included in the discount.
 - Union, Prevailing Wage, after-hours, or weekend work can be negotiated between dealer and end-user.

PRODUCT & PRICING INFORMATION

DISCOUNTS/PRODUCTS

See Matrix for discounts and available products.

NON-CONTRACT ITEMS

Items not approved on contract cannot be quoted or represented as a contract sale; non-contract items will not be accepted on an order.

SPECIALS

Specials are approved on contract with the following limitations:

- » The special must be a modification to an already approved base model accepted on this contract.
- » List pricing is determined on a case-by-case basis; all requests should be sent to the HNI Customer Support team governmentsupport@hniworkplacefurnishings.com

Approved specials will receive discounts consistent with the base model discounts already approved on contract.

DISCOUNT MATRIX & PRODUCT LISTING

Allsteel Price List

February 1, 2024

Product Line	Drop Shipped (% off List)	Delivered & Installed (% off List)
Altitude Tables	75.90%	72.70%
Stride Systems, Terrace, Concensys, Optimize, Further, Fit, Gallery Panels Involve Casegoods, Approach, Mural, Stride Benching, Pedestals, Overheads, Worksurfaces, Daybook, Universal Screens and Electrical & Accessories	70.70%	66.80%
Further Adaptive Supports	68.20%	64.30%
Lateral Files, Vertical Files, Storage (Towers, Bookcases, & Cabinets), and Essentials	63.60%	58.80%
Align (Laterals, Storage, Credenzas), Involve Storage, and Radii Storage	67.20%	62.80%
Aware, Admix, Structure Tables	63.60%	58.80%
Relate, Seek, Inspire, and Access Seating	61.30%	56.10%
Acuity, Scout, Mimeo, Lyric, Quip, Evo, O6, Pli and Svelte Seating	60.70%	55.50%
Social Collaborative Seating/Tables/Conferencing, Clarity, Co Ho, Park by Norm Architects, Recharge, Retreat, Townhall Collection (Rock, Wedge, Peak, Summit, Picnic, Cloud), Two-Thirds, Belong, Rise,	50.10%	43.50%
Wood Casegoods (Align Wood), and System Veneer	52.90%	46.70%
Gunlocke	55.30%	49.30%

For Dealer & Sales Reference Only

SERVICING FEES

Servicing Type	Servicing Fee %
Dropship	15%
Delivered/Installed	25%

ORDER PLACEMENT

COMPASS CODES

- » B523 ASI HPG Dropship Invoice to End-User
- » B524 ASI HPG Dropship Invoice to Dealer
- » B525 ASI HPG Delivered/Install Invoice to End-User
- » B526 ASI HPG Delivered/Install Invoice to Dealer

Important Order Details:

It is a contractual requirement of HPG that all orders placed by a HPG member are treated as a HPG contract sale only. HPG members are not allowed to purchase HON products under any other contract method. As an Authorized Dealer, it is your responsibility to verify your customer's eligibility using the published HPG member roster and confirm you are only selling to registered HPG members via the HPG contract. Additionally, commercially reasonable efforts will be made by HON to put policies in place to monitor purchases under the HPG contract and ensure proper order placement for all eligible members.

AGENCY ORDERS PLACED DIRECTLY WITH ALLSTEEL

Orders issued direct to Allsteel must adhere to the following rules:

- » Orders MUST be made out to Allsteel LLC c/o Servicing Dealer.
- » Orders MUST reflect the correct contract pricing. Orders with incorrect pricing will be sent back to the dealer who will correspond directly with the End User for appropriate modifications.
- » Orders MUST include the contract number HPG-92167.
- » Orders MUST be sent to Allsteel's Government Customer Service team by the following methods:
 - EDI or Electronic Ordering: Please contact Customer Service for full details.

ORDERS ARE PLACED THROUGH THE AUTHORIZED DEALER

Select Authorized Dealers have been approved by Allsteel and HealthTrust to receive purchase orders and payments; dealers must adhere to the following rules:

- » Both the End User purchase order to the dealer and the dealers order to Allsteel, must reference Allsteel's contract number HPG-92167.
- » The dealer **must** provide a copy of the End User's purchase order to Allsteel.

- » End User pricing must match Allsteel's stated contract pricing. The dealer is not authorized to change discounting or net pricing to the customer without written authorization from Allsteel.

Dealer must provide the following information:

- » HealthTrust Member ID (GPOID)
- » HPG Customer Name
- » HPG Customer Address
- » HPG Customer City, State, Zip Code
- » HPG Customer Purchase Order Number
- » Installation charges applied to the order
- » Design charges applied to the order
- » Project Management charges applied to the order
- » Storage Charges applied to the order

DEALER ADDITIONS/UPDATES

Dealers can be updated on a quarterly basis with approval from Allsteel and HealthTrust.

Due dates for Sales to send complete submittals are January 1, April 1, July 1, and October 1.

Required Documentation to add a Dealer are as follows:

- » Allsteel Dealer Agreement Form
- » Allsteel General Information Form
- » HealthTrust Information Form
- » Dealer Flow-down Letter

For further details regarding new dealer setups, please contact HNI Government Support at governmentsupport@hniworkplacefurnishings.com

Dealer Requirements

It is the expectation of HPG that all orders placed by a member are a HPG contract sale. As an Authorized Dealer, it is your responsibility to verify member eligibility using the published HPG member roster and placing HPG contract orders correctly. Current HPG Roster can be found here <https://res.cloudinary.com/hni-corporation/raw/upload/v1/HON/Marketing%20Resources/hon.com/Files/HPG-Member-Listing.xlsx>

This link will be updated regularly, if you need assistance, please reach out to Customer Support at governmentsupport@hniworkplacefurnishings.com

CONTACT INFORMATION

Allsteel Customer Support

888-255-7833

governmentsupport@hniworkplacefurnishings.com

Order Assistance: ASIOOrder@allsteeloffice.com

Compass Ordering Issues: HNIPortalSupport@hnicorp.com

Credit Assistance (Invoice copies, payment information): credit@hniworkplacefurnishings.com

Contracts & Compliance details: AllsteelGovContracts@allsteeloffice.com

Feel free to contact your local Allsteel Business Development Manager