

AMIA CHAIR

ATMOSPHERE
COMMERCIAL INTERIORS

Style Number: 4821410



Steelcase



Shown: Upholstery Buzz2 - Black 5F17
6205 - Black Plastic Base

*Others finish options available

Ordering Through UMarket + Atmosphere Exchange:

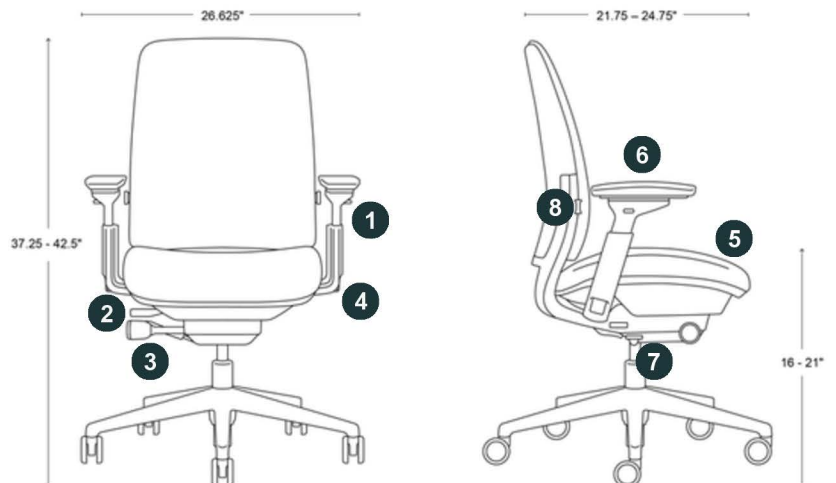
- 1. Shop in UMarket:** Search for products and add items to your cart within UMarket.
- 2. Access Atmosphere Exchange:** To access the Steelcase – Atmosphere supplier website, punch out directly from your UMarket system.
- 3. Build Your Cart:** Browse the full product catalog and add items to your cart on the Atmosphere Exchange site.
- 4. Assign for Processing:** Once complete, assign your cart to a requisition preparer for processing.

View next page for step-by-step instructions on how to:

- Access the supplier website
- Browse the product catalog
- Place your order

KEY FEATURES

1. Armrest Height Adjustment
2. Recline Adjustment (*range includes with full recline with back lock*)
3. Tilt Tension
4. Seat Depth Adjustment
5. Adaptive Bolstering in Seat Cushion
6. 4-Dimensional Armrest (*height, width, pivot, & depth*)
7. 5" Seat Height Adjustment
8. Height-Adjustable LiveLumbar™ Support



DETAILS

U of M Price	\$707.81 +\$185 for delivery & installation
Manufacturer	Steelcase
Distributor	Atmosphere Commercial Interiors
Seat Depth	21.75" - 24.75"
Seat Height	37.25" - 42.5"

CONTACT INFO

UMNTeam@atmosphereci.com
(612)343-0868
Darla Fall: darla.fall@atmosphereci.com
(612)987-4450

STEP-BY-STEP INSTRUCTIONS

- Log in to MyU (myu.umn.edu)
- Navigate to: Purchasing > Shop U Market OR Alternate Navigation: umarket.umn.edu

01

SEARCH FOR PRODUCT

- Simple (keyword)
- Advanced (product, supplier)
- Supplier Tile

If you cannot find an item, punchout to the Steelcase – Atmosphere supplier website to search for it directly.

04

ADDING PRODUCTS TO YOUR CART

- Once product is customized, select the quantity required and add to cart.
- To begin the checkout process, click on your cart, confirm all details, and select "Checkout".

Do not close out of this page, it could take a few minutes to transfer your cart to your eProcurement system..

02

SUPPLIER TILES WITHIN CATEGORY SECTIONS

- Click the caret next to the Office Products, Furniture, Uniforms & Apparel section header to view supplier tiles.
- Select Steelcase - Atmosphere supplier tile.
- To get to the Atmosphere Exchange supplier website, you will need to punch out to the site from your UMarket system.

05

ASSIGN CART TO REQUISITION PREPARER

- Click "Assign Cart", then "Select".
- Select the name of the person to assign the cart to.
- Enter comments for Justification (reason or need for products), ChartField string, and ship-to address.
- Click "Assign".

Requisition preparers receive email notification a cart has been assigned. If the requisition preparer name is unknown, contact your unit finance representative.

03

PRODUCT & FINISH SELECTIONS

- Once on the Exchange site, select the product category from the Shop Navigation Menu and choose the product of interest.
- Atmosphere's curated catalog allows you to customize your product by selecting the finishes, material and other available options on the right side of the screen.

You can preview your selection and see the product details in 360° using 2D & 3D visualization tools.

06

PUBLISHED QUOTES & CHECK ORDER STATUS

- Navigate to the Exchange site's navigation menu and click on "Order History".
- Click on the specific order number and a new page will display detailed information about your order:
 - **Processing** - Purchase Order has been received and the order is being processed.
 - **Manufacturing** - Order has been sent to and acknowledged by the Manufacturer.
 - **Invoice** - The Purchase Order has been invoiced.

