



November 14, 2022

RE: **DATE CHANGE** for Key Surgical Legal Entity / Tax ID Number Change – US Customers

Dear Valued US Customer,

Please take note of the date change in the information below.

As you are most likely aware, Key Surgical was acquired by STERIS in November 2020. Work is ongoing to align the systems and processes of Key Surgical and STERIS to help provide a better experience for our Customers.

On February 1, 2023 (instead of the previously communicated date of December 1, 2022), all Key Surgical products and services sold and invoiced will be under the STERIS Corporation tax ID number (34-1482024), and as part of this transition, all order communications will use the STERIS branding in place of Key Surgical – this includes sales order acknowledgements, invoices, sales quotes, etc.

What we request from you starting February 1, 2023

For many Customers, STERIS is already setup as a supplier. Please make note of the following:

1. Update your ordering system / item master files for all Key Surgical products to reflect the STERIS Corporation tax ID number (34-1482024) on **February 1, 2023**. Any purchase order submitted under the Key Surgical tax ID number on or after **February 1, 2023**, will need to be revised and resubmitted under the STERIS Corporation tax ID number. This will help ensure a smooth transition of orders once the change is in place.
2. The majority of SKUs are the same but all 'dots', 'dashes', 'parentheses', spaces and special characters have been removed, and some product part numbers are changing. Update your ordering system to reflect the new SKUs prior to placing your first order for legacy Key Surgical SKUs with STERIS. Please visit the [resource page](#) to access a full list of SKU information.
3. If you require banking information for ACH/EFT, please send your ACH/EFT enrollment form to the STERIS accounts receivable email address: generalar@steris.com. Visit the [resource page](#) to access the financial institution information sheet.
4. Remit payment to STERIS at the address listed on your invoice.

How to submit an order with STERIS (starting **February 1, 2023**)

- Phone: 800-541-7995
- Fax: 440-639-4450
- Email: HealthcareCS@steris.com
- EDI: <https://www.steris.com/about/business/ediConnect>

Plan ahead - As part of our systems integration, we strongly recommend ordering ahead of our February 1 cutover date. Please consider ordering now to cover product needed between the dates of January 31, 2023 and February 5, 2023 in case there are any unforeseen shipping interruptions during system cutover. We anticipate returning to our typical shipping schedule on February 6. We apologize for any inconvenience and appreciate your understanding.

We thank you in advance for your continued business and encourage you to reach out to us with any questions. Call 800-541-7995 or visit the resource page (linked here: www.steris.com/healthcare/key-surgical) for all information related to this change, including a FAQ document.

Sincerely,

STERIS Customer Operations