



## **Memo: Supply Management Update on Coronavirus-related Supplies**

In order to help procure Coronavirus related supplies used in your operations (hand soap, hand sanitizer, nitrile gloves, etc.), please see below:

Our suppliers for these items are keeping Sonoco updated with stock levels. Right now, the best channel for purchasing with our suppliers is by reaching out to your reps - it the most effective and efficient for these needs. If you are at critical supply levels, please notify [MROInfo@sonoco.com](mailto:MROInfo@sonoco.com) for a quick response and assistance.

Due to supply challenges with our Ariba suppliers, when purchasing Coronavirus-related supplies will give you an automatic "out of stock" notification. To obtain these critical supplies, working directly with your rep will help the supplier to identify urgent needs and orders can be routed as quickly as possible to your site.

With the unprecedented supply shortages, we encourage you to consider alternatives.....

- a) If your normal product refill, etc. is on back order or not available, please consider alternatives – even if that may require the purchase of new dispensers.
- b) Consider smaller sizes (no dispenser required)
- c) Consider different brands
- d) Consider "shopping" in different supplier catalogs

**Grainger (US)** – Communication was issued 3/18 and again on 4/1 to all Sonoco sites regarding an updated Keepstock process designed to help prioritize orders. If your Grainger rep is not actively working with you to prioritize your Grainger orders, please send Susie Hodges a **SEPARATE email with your site location in the subject of the email.**

**Acklands-Grainger (Canada)** - If your Acklands-Grainger rep is not actively working with you to prioritize your orders please send me a SEPARATE email with your site location in the subject of the email.

**Motion** - Place order regardless of comments in catalog. If you cannot add in item to your cart or the order is rejected, look for other items. If you receive a message from a Motion Customer Service rep stating your order cannot be filled, please remind them that Sonoco is an ESSENTIAL BUSINESS due to our support of food/pharmaceutical packaging production. Again – reach out to your Motion rep!

**Tejas/Staples** – Working to release critical items (Restricted to hospitals right now).

**Amazon of Business (Ariba Catalog)** - The stock and availability of items are changing drastically throughout the day on Amazon. The catalog is being updated in real time - what wasn't available yesterday or this morning may now available today/this afternoon.

**MSC Direct** – MSC has created a team to manage customer inventory and prioritize allocation as MSC receives product. Most Coronavirus-Related supplies will show as restricted in the MSC Ariba catalog. MSC has requested that these orders are emailed to [CCSupport@mscdirect.com](mailto:CCSupport@mscdirect.com). If those items are available MSC will need to invoice those items manually. This is not ideal, but there is so much demand it is the only way to manage to make sure product gets distributed as evenly as possible.

**\*Cintas** - (rentals with refills)

**Sigma Supply (sigmasupply.com)** – Shop on the website and make a list of items you need (with part numbers!) and send your list via email or a phone call to Steve Mohr so he can provide SONOCO PRICING. Once you get his green light you can order via a non-catalog order in Ariba using the supplier set up SIGMA SUPPLY.

**Stephen Mohr**

National Account Manager

Mobile: **678-367-1616**

Phone: **803-908-4990**

Fax: **803-908-4491**

Email: **smohr@sigmasupply.com**

Website: [www.SigmaSupply.com](http://www.SigmaSupply.com)

**Stag Enterprise** – Bulk quantities of hand sanitizers are available via this diverse supplier. Russell can provide you with SONOCO PRICING. Once you get his green light you can order via a non-catalog order in Ariba using the supplier set up [STAG ENTERPRISES INC](#)

**Russell Crawford**

Vice President of Sales

P: 800-478-7824

C: 770-881-1416

AeroxchangeID: 0YSA1

Woman, Minority, Veteran Certified Small Business

The latest COVID-19 Impact Statement is available at:

[www.stagenterprise.com](http://www.stagenterprise.com)

**Chemical Distribution Solutions (CDS)** - Bulk quantities (drums) of 70/30 Isopropyl Alcohol are available to order in Ariba.

Please enter a NON-CATALOG order in Ariba to [CHEMICAL DISTRIBUTION SOLUTIONS LLC](#)

DESCRIPTION = 70/30 IPA-Water Blend

PRICE = \$4.95/lb

QTY = 390 lbs per drum

Instructions for Diluting Concentrated Chemicals are attached (cleaning.pdf)

For any changes in your normal purchases, always check with your plant's safety coordinator and quality. \*\*FDA and CDC Guidelines Sites

- Sonoco microsite: <https://www.sonoco.com/coronavirus-update>
- FDA: <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>
- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#spreads>
- WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- NIH: <https://www.nih.gov/>

Again, the stocks are changing drastically throughout the day with each supplier. We have noticed that the availability is changing constantly based on **zip code** and the **time of day**.

In addition, Supply Management is working hard to identify new suppliers/locations/etc. for these critical supplies that may require the use of your site's emergency credit card.

As new information, sources, etc. are identified we will provide an update.