



Memo: Supply Management Update on Coronavirus-related Supplies

In order to offer assistance for issues with Coronavirus related supplies used in your operations (hand soap, hand sanitizer, nitrile gloves, face masks, etc.), please see below:

Our suppliers for these items are keeping Sonoco updated with stock levels. Right now, the normal channels of purchasing are the most effective and efficient avenues for these purchases.

You may be receiving an “out of stock” or delayed delivery responses when you attempt to place orders for your normal part numbers.

- 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 different supplier catalogs.

Please go through the following catalogs in Ariba:

Grainger

Motion

Tejas/Staples

Veritiv

*Cintas (rentals with refills)

If still not able to procure the items you need, please use Sigma Supply (sigma.supply.com). Find what you need on their website and create a non-catalog order in Ariba (there is an existing supplier set up for Sigma Supply in Ariba). Or, you can order directly from sigmasupply.com and use your emergency P card to place the order.

We were able to go into each catalog and, while we did receive a few delivery notifications, we were able to shop around and add items to carts with no message of delivery delays or issues on those substitutes. We have also noticed availability is changing based on location zip code and time of day. The catalogs are being updated in real time. For example: what wasn't available in the morning was available in the afternoon.

We are also working to unrestrict all supplier catalogs to allow for the purchase of these items as well and will keep you posted.

Corporate Supply Management