

To: All Horizon Staff

From: Jeff Carter, Corporate Director for Capital Assets and Infrastructure Services

Date: March 22, 2020

Re: **Bulletin #8b – COVID-19 – Essential supplies ordering**

Please be advised that Horizon, in partnership with Service New Brunswick (SNB), continues to work hard in securing critical inventories on essential supplies, such as Personal Protective Equipment (PPE). Our suppliers have advised us that they are providing us with stock based on an “allocation” methodology.

Essentially, they are using our historical procurement data as a baseline to provide future deliveries. This is a process frequently employed whenever there are supply chain disruptions due to decreased production (i.e damaged manufacturing facilities due to natural events such as hurricanes), or in increased demand – which is what the situation currently is. Using the allocation approach helps prevent “hoarding” and stockpiling by some, that allows inventory for all.

In that spirit, please note that SNB is monitoring stock requisitions and requests relative to all of our stores operation and the same allocation approach is being used internal.

We would ask that you please not circumvent this process by issuing special purchase requests directly to Purchasing, as these orders will not be placed.

Again, our suppliers are using our historical consumption numbers from which to base future deliveries, so ordering directly through Purchasing will not expedite anything.

Your understanding and cooperation is much appreciated.

