

Head Office

Piper House, 14 West Place
West Road, Harlow
Essex CM20 2GY

T +44 (0)1279 630400

F +44 (0)1279 630500

E info@sccigroup.com

www.sccigroup.com

Supply Chain update: COVID-19

Dear Client

We are writing to you as a valued partner and client of the SCCI Group companies to let you know the actions we are taking with specific to **Supply Chain and Distribution** in response to the COVID-19 situation. This communication is issued on behalf of all SCCI Group Companies.

If you have any queries specifically relating to COVID-19 and its potential business. impact please email: BCP@sccigroup.com or your primary business contact. We will respond as soon as we can. Please bear with us as the volume of enquiries is high.

The following are the measures we are implementing to minimise the impact of COVID-19 on our Supply Chain and Distribution channels so that we can maintain a good service to our clients.

Suppliers and Materials

- More frequent supplier engagement and collaboration with strategic supply partners to manage/mitigate the risks of continuity to product flow, business performance and achievement of business objectives.
- Developed a National network of parts supply for key installation areas of our business.
- Our Head Office parts replenishment mechanism is conducted daily and based on a moving average of 3 months demand data. Purchase orders now account for 3 months installation activity dependant on equipment type. In addition, we have exercised more frequent use of call off type purchase orders to commit to equipment of specific categories from particular regions.
- Increased safety/buffer stock levels at Head Office
- Increased engineer van stock levels of key SKU's
- Progressing alternative supply routes of strategic/bottleneck products
- Progressing the sourcing of equivalent products of the same quality and performance

Procurement & Warehouse Personnel

- Implemented a working from home policy for Procurement – this is working well;
- Introduced a shift/rota system at our Distribution sites to eliminate employee interaction, minimise personnel exposure and maintain continuity of warehouse resources;
- Additional PPE and improved hygiene measures;
- Maintaining distance during any supply and collection of stock.

Issued on behalf of

Simon Smith, Head of Supply Chain

Registered Office

Trethowans, The Pavilion
Botleigh Grange Business Park
Hedge End, Southampton SO30 2AF

VAT Registration No: 918 3240 32

Company Registration No: 6089974

Registered in England