
From: Battelle Memorial Institute <solutions@battelle.org>
Sent: Wednesday, March 18, 2020 12:16 PM
To: RSP - Pre-Award
Subject: COVID-19 - An important message to our valued suppliers.



Dear Valued Battelle Supplier,

We are all working to understand and contain the business impact of COVID-19 (the coronavirus), and expect that your company has taken, or will be taking, proactive and preventative actions to ensure uninterrupted support.

The following are urgent requests:

1. If your business with Battelle has been impacted, please get in touch immediately with your Battelle Procurement counterpart.
2. Should you anticipate (now or in the future) that your support could be weakened or impacted, please ask your Battelle POC to alert their program team.
3. If your support involves work at Battelle or Battelle's customers' sites, please communicate with your Battelle Procurement counterpart to understand if there are restrictions being put in place by either the customer, Battelle or your company.

Individual Battelle programs and business units may have already contacted you for information that is more detailed or shared with you customer-specific guidance. If so, please consider the above as a reminder to communicate and align on mitigation steps.

COVID-19 is creating a very dynamic business situation, and we want to stay in close communication with your company.

Please send any issues or concerns to: bmiprocurement@battelle.org.

We thank you for your help in this matter.

Call us at 800-201-2011 | solutions@battelle.org

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