



March 18, 2020

To: Authorized 3M Commercial Solutions Division Distributors

Subject: **IMPORTANT NOTICE: 3M Product Availability and Ordering Impacted by COVID-19 (Coronavirus)**

Dear Valued 3M Channel Partner,

This letter aims to provide clarity on the availability of 3M products that are in very high demand resulting from the COVID-19 (Coronavirus) global pandemic. This demand extends across multiple 3M disinfectants (chemical concentrates, tablets, and ready-to-use), cleaning chemicals, and other products offered by 3M Commercial Solutions Division (3M CSD).

3M CSD is responding in multiple ways. We have increased production and are working collectively with our 3M customers to help meet end-user demand. 3M is dedicated to supporting the public health responses to COVID-19 (Coronavirus) and to helping ensure product availability to our existing healthcare, education, and commercial cleaning customers whose operations rely on our products.

With regard to orders for 3M CSD products that are currently subject to high global demand as a result of the COVID-19 (Coronavirus) global pandemic, we are notifying you of the following changes to our current 3M CSD Terms and Conditions pertaining to the sale of 3M CSD products described at the end of this letter:

- **Prioritization. Effective immediately**, 3M is utilizing a protocol for prioritizing current and future orders by filling product purchase orders in the order listed below:
  - **Historical Distributor Demand-** Fill distributor orders based on historical demand (last 12 month ordering)
  - **Surge orders-** Fill distributor orders that are in excess (over & above) of historical demand
  - **New Customers**

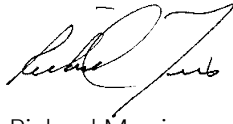
For surge orders and new customer orders, 3M will be prioritizing orders to Healthcare, Education, Commercial Building applications with proof required to substantiate the application. The following questions must be answered for these orders:

- “Who is the end customer ordering the CSD product?”
  - “What are they ordering?”
  - “What is the delivery schedule need?”
- **Returns. Effective immediately**, orders for 3M CSD products affected by the COVID-19 (Coronavirus) pandemic (as listed below) **CANNOT be returned** once shipped and billed except for products returned based on 3M quality and shipping errors that have been pre-authorized by 3M customer service. Please note this as you place orders.
  - **Order Cancellations. Effective Wednesday, March 25, 2020**, orders for 3M CSD products affected by the COVID-19 (Coronavirus) pandemic (as listed below) **CANNOT be canceled**. If you wish to cancel an existing order for one or more of these products, then you must do so by end of day Tuesday, March 24, 2020. Please note this as you place and manage orders.

At its sole discretion and at any time, 3M reserves the right to change 3M CSD Terms and Conditions

and the modifications to those Terms and Conditions as described in this letter, along with the list of affected CSD products as described below.

If you have questions, please contact your assigned 3M Sales representative. Thank you for all your work helping to deliver 3M disinfectants and chemical management products to those who need them.



Richard Morris  
USAC Business Director  
3M Commercial Solutions Division

List of Affected CSD Products as of March 18, 2020

<u>Stock #</u>	<u>Cat #</u>	<u>Product Formal Name</u>
<b>3M™ C. Diff Solution Tablets</b>		
7100141038	85938	3M™ C. Diff Solution Tablets, Quart Size, 140 Tablet Container, 2/Case
7100141032	85939	3M™ C. Diff Solution Tablets, Gallon Size, 140 Tablet Container, 2/Case
7100141025	86053	3M™ C. Diff Solution Tablets, Gallon Size, 100 Tablet Container, 4/Case
7100141036	86053	3M™ C. Diff Solution Tablets, Quart Size, 200 Tablet Container, 6/Case
<b>3M™ Bulk/Ready to Use(RTU) Cleaning Chemicals</b>		
7010385683	23556	3M™ HB Quat Disinfectant Cleaner Concentrate, Gallon, 4/Case
7100034339	59809	3M™ TB Quat Disinfectant Ready-To-Use Cleaner, Quart, 12/Case
<b>3M™ Twist n Fill™ System- Gray Cap</b>		
7100052011	1L	3M™ Glass Cleaner Concentrate 1L, Gray Cap, 2 Liter, 6/Case
7100055378	2L	3M™ Heavy Duty Multi-Surface Cleaner Concentrate 2L, Gray Cap, 2 Liter, 6/Case
7100048759	3H	3M™ Neutral Cleaner Concentrate 3H, Gray Cap, 2 Liter, 6/Case
7010341307	3L	3M™ Neutral Cleaner Concentrate 3L, Gray Cap, 2 Liter, 6/Case
7100134355	4L	3M™ Bathroom Disinfectant Cleaner Concentrate 4L, Gray Cap, 2 Liter, 6/Case
7000052378	5H	3M™ Quat Disinfectant Cleaner Concentrate 5H, Gray Cap, 2 Liter, 6/Case
7000002181	5L	3M™ Quat Disinfectant Cleaner Concentrate 5L, Gray Cap, 2 Liter, 6/Case
7100053805	6H	3M™ Speed Stripper Concentrate 6H, Gray Cap, 2 Liter, 6/Case
7010315341	7H	3M™ Food Service Degreaser Concentrate 7H, Gray Cap, 2 Liter, 6/Case
7100052540	7L	3M™ Food Service Degreaser Concentrate 7L, Gray Cap, 2 Liter, 6/Case
7010315347	8H	3M™ General Purpose Cleaner Concentrate 8H, Gray Cap, 2 Liter, 6/case

7100052141	8L	3M™ General Purpose Cleaner Concentrate 8L, Gray Cap, 2 Liter, 6/Case
7100127056	11L	3M™ Scotchgard™ Bonnet Cleaner Concentrate 11L, Gray Cap, 2 Liter, 6/Case
7100049083	12L	3M™ Deodorizer, Country Day Scent Concentrate 12L, Gray Cap, 2 Liter, 6/Case
7100051405	13L	3M™ Deodorizer, Fresh Scent Concentrate 13L, Gray Cap, 2 Liter, 6/Case
7100057516	14L	3M™ Deodorizer, Mountain Spice Concentrate 14L, Gray Cap, 2 Liter, 6/Case
7000029750	15L	3M™ Non-Acid Disinfectant Bath Cleaner 15L, 2 Liter, 6/Case
7100134357	16L	3M™ Sanitizer Concentrate 16L, Gray Cap, 2 Liter, 6/case
7100064068	17L	3M™ Glass Cleaner & Protector Concentrate, 17L, Gray Cap, 2 Liter, 6/Case
7100063521	19L	3M™ Non-Acid Bathroom Cleaner Concentrate 19L, Gray Cap, 2 Liter, 6/Case
7010385278	20L	3M™ Heavy Duty Glass Cleaner Concentrate 20L, Gray Cap, 2 Liter, 6/case
7010385257	21L	3M™ Troubleshooter™ Finish Remover Concentrate 21L, Gray Cap, 2 Liter, 6/Case
7100064517	22H	3M™ Floor Stripper LO Concentrate 22H, Gray Cap, 2 Liter, 6/Case
7000052529	23H	3M™ Neutral Quat Disinfectant Cleaner Concentrate 23H, Gray Cap, 2 Liter, 6/Case
7100134549	23L	3M™ Neutral Quat Disinfectant Cleaner Concentrate 23L, Gray Cap, 2 Liter, 6/Case
7100053804	24H	3M™ 3-in-1 Floor Cleaner Concentrate 24H, Gray Cap, 2 Liter, 6/Case
7000053093	25H	3M™ HB Quat Disinfectant Cleaner Concentrate 25H, Gray Cap, 2 Liter, 6/Case
7000053094	25L	3M™ HB Quat Disinfectant Cleaner Concentrate 25L, Gray Cap, 2 Liter, 6/Case
7100051876	26H	3M™ Industrial Degreaser Concentrate 26H, Gray Cap, 2 Liter, 6/Case
7100122450	26L	3M™ Industrial Degreaser Concentrate 26L, Gray Cap, 2 Liter, 6 Bottles/Case
7100063837	27H	3M™ Scotchgard™ Extraction Cleaner Concentrate 27H, Gray Cap, 2 Liter, 6/Case
7100056205	28H	3M™ Scotchgard™ Pretreatment Cleaner Concentrate 28H, Gray Cap, 2 Liter, 6/Case
7010302091	33H	3M™ Neutral Cleaner LO Concentrate 33H, Gray Cap, 2 Liter, 6/Case
7100074297	34H	3M™ Peroxide Cleaner Concentrate 34H, Gray Cap, 2 Liter, 6/Case
7100055372	34L	3M™ Peroxide Cleaner Concentrate 34L, Gray Cap, 2 Liter, 6 Bottles/Case
7100058966	40L	3M™ Disinfectant Cleaner RCT Concentrate 40L, Gray Cap, 2 Liter, 6/Case
7100171517	41H	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate 41H, Gray Cap, 2 L, 6/Case
7100171524	41L	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate 41L, Gray Cap, 2 L, 6/Case
7100171525	42H	3M™ MBS Disinfectant Cleaner Concentrate 42H, Gray Cap, 2 Liter, 6/Case
7100171625	42L	3M™ MBS Disinfectant Cleaner Concentrate 42L, Gray Cap, 2 Liter, 6/Case
7100135692	44L	3M™ Bathroom Cleaner Concentrate 44L, Gray Cap, 2 Liter, 6/Case

7100054086	51L	3M™ Bathroom & Shower Cleaner Concentrate 51L, Gray Cap, 2 Liter, 6/Case
7100046568	52L	3M™ Tile, Grout And Bowl Cleaner Concentrate 52L, Gray Cap, 2 Liter, 6/Case
<b>3M™ Twist n Fill™ System- Black Cap</b>		
7010385272	1L	3M™ Glass Cleaner Concentrate 1L, Black Cap, 2 Liter, 6/Case
7010385381	2L	3M™ Heavy Duty Multi-Surface Cleaner Concentrate 2L, Black Cap, 2 Liter, 6/Case
7010315337	3H	3M™ Neutral Cleaner Concentrate 3H, Black Cap, 2 Liter, 6/Case
7010385960	3L	3M™ Neutral Cleaner Concentrate 3L, Black Cap, 2 Liter, 6/Case
7010341056	4L	3M™ Bathroom Disinfectant Cleaner Concentrate 4L, Black Cap, 2 Liter, 6/Case
7010383380	5H	3M™ Quat Disinfectant Cleaner Concentrate 5H, Black Cap, 2 Liter, 6/Case
7010316038	5L	3M™ Quat Disinfectant Cleaner Concentrate 5L, Black Cap, 2 Liter, 6/Case
7010385961	6H	3M™ Speed Stripper Concentrate 6H, Black Cap, 2 Liter, 6/Case
7010385258	7H	3M™ Food Service Degreaser Concentrate 7H, Black Cap, 2 Liter, 6/Case
7010315342	7L	3M™ Food Service Degreaser Concentrate 7L, Black Cap, 2 Liter, 6/Case
7010385274	8H	3M™ General Purpose Cleaner Concentrate 8H, Black Cap, 2 Liter, 6/case
7010342464	8L	3M™ General Purpose Cleaner Concentrate 8L, Black Cap, 2 Liter, 6/Case
7010342454	12L	3M™ Deodorizer, Country Day Scent Concentrate 12L, Black Cap, 2 Liter, 6/Case
7010385264	13L	3M™ Deodorizer, Fresh Scent Concentrate 13L, Black Cap, 2 Liter, 6/Case
7010385684	15L	3M™ Non-Acid Disinfectant Bath Cleaner 15L, Black Cap, 2 Liter, 6/Case
7000042871	16L	3M™ Sanitizer Concentrate 16L, Black Cap, 2 Liter, 6/case
7010385385	17L	3M™ Glass Cleaner & Protector Concentrate, 17L, Black Cap, 2 Liter, 6/Case
7010315348	20L	3M™ Heavy Duty Glass Cleaner Concentrate 20L, Black Cap, 2 Liter, 6/case
7010303923	22H	3M™ Floor Stripper LO Concentrate 22H, Black Cap, 2 Liter, 6/Case
7010340388	23L	3M™ Neutral Quat Disinfectant Cleaner Concentrate 23L, Black Cap, 2 Liter, 6/Case
7010385265	24H	3M™ 3-in-1 Floor Cleaner Concentrate 24H, Black Cap, 2 Liter, 6/Case
7010316439	25H	3M™ HB Quat Disinfectant Cleaner Concentrate 25H, Black Cap, 2 Liter, 6/Case
7100134180	25L	3M™ HB Quat Disinfectant Cleaner Concentrate 25L, Black Cap, 2 Liter, 6/Case
7010385279	26H	3M™ Industrial Degreaser Concentrate 26H, Black Cap, 2 Liter, 6/Case
7010385380	26L	3M™ Industrial Degreaser Concentrate 26L, Black Cap, 2 Liter, 6 Bottles/Case
7010385261	27H	3M™ Scotchgard™ Extraction Cleaner Concentrate 27H, Black Cap, 2 Liter, 6/Case
7010385262	28H	3M™ Scotchgard™ Pretreatment Cleaner Concentrate 28H, Black Cap, 2 Liter, 6/Case

7010342470	34H	3M™ Peroxide Cleaner Concentrate 34H, Black Cap, 2 Liter, 6/Case
7100126586	34L	3M™ Peroxide Cleaner Concentrate 34L, Black Cap, 2 Liter, 6 Bottles/Case
7010315334	40L	3M™ Disinfectant Cleaner RCT Concentrate 40L, Black Cap, 2 Liter, 6/Case
7100171526	41L	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate 41L, Black Cap, 2 L, 6/Case
7100171531	42L	3M™ MBS Disinfectant Cleaner Concentrate 42L, Black Cap, 2 Liter, 6/Case
7010342459	44L	3M™ Bathroom Cleaner Concentrate 44L, Black Cap, 2 Liter, 6/Case
7010342471	51L	3M™ Bathroom & Shower Cleaner Concentrate 51L, Black Cap, 2 Liter, 6/Case

### 3M™ Flow Control System

7010342253	85849	3M™ Flow Control Portable Dispenser, 1/Case
7010385971	1A	3M™ Glass Cleaner Concentrate 1A, 0.5 Gallon, 4/Case
7010291716	2A	3M™ Heavy Duty Multi-Surface Cleaner Concentrate 2A, 0.5 Gallon, 4/Case
7010293201	3A	3M™ Neutral Cleaner Concentrate 3A, 0.5 Gallon, 4/Case
7010385952	4A	3M™ Bathroom Disinfectant Cleaner Concentrate 4A, 0.5 Gallon, 4/Case
7010386101	5A	3M™ Quat Disinfectant Cleaner Concentrate 5A, 0.5 Gallon, 4 Bottles/Case
7010386083	6A	3M™ Speed Stripper Concentrate 6A, 0.5 Gallon, 4/Case
7010385964	7A	3M™ Food Service Degreaser Concentrate 7A, 0.5 Gallon, 4/Case
7010296260	8A	3M™ General Purpose Cleaner Concentrate 8A, 0.5 Gallon, 4/Case
7010341310	13A	3M™ Deodorizer, Fresh Scent Concentrate 13A, 0.5 Gallon, 4/case
7010385965	15A	3M™ Non-Acid Disinfectant Bathroom Cleaner Concentrate 15A, 0.5 Gallon, 4/Case
7010315339	16A	3M™ Sanitizer Concentrate 16A, 0.5 Gallon, 4/Case
7010341302	17A	3M™ Glass Cleaner & Protector Concentrate 17A, 0.5 Gallon, 4/Case
7010385966	22A	3M™ Floor Stripper LO Concentrate 22A, 0.5 Gallon, 4/Case
7010342270	23A	3M™ Neutral Quat Disinfectant Cleaner Concentrate 23A, 0.5 Gallon, 4/Case
7010342248	24A	3M™ 3-in-1 Floor Cleaner Concentrate 24A, 0.5 Gallon, 4/Case
7010385953	25A	3M™ HB Quat Disinfectant Cleaner Concentrate 25A, 0.5 Gallon, 4/Case
7010385967	26A	3M™ Industrial Degreaser Concentrate 26A, 0.5 Gallon, 4 Bottles/Case
7010293203	27A	3M™ Scotchgard™ Extraction Cleaner Concentrate 27A, 0.5 Gallon, 4 Bottles/Case
7010301945	28A	3M™ Scotchgard™ Pretreatment Cleaner Concentrate 28A, 0.5 Gallon, 4 Bottles/Case
7010315335	34A	3M™ Peroxide Cleaner Concentrate 34H, 0.5 Gallon, 4 Bottles/Case
7010342249	40A	3M™ Disinfectant Cleaner RCT Concentrate 40A, 0.5 Gallon, 4/Case

7100171530	41A	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate 41A, 0.5 Gallon, 4/Case
7100171618	42A	3M™ MBS Disinfectant Cleaner Concentrate 42A, 0.5 Gallon, 4/Case
7010386102	44A	3M™ Bathroom Cleaner Concentrate 44A, 0.5 Gallon, 4/Case
7010342271	51A	3M™ Bathroom Shower Cleaner Concentrate 51A, 0.5 Gallon, 4/Case

**Scotchgard™ Floor Finish & Protectors**

7010302092	59901	Scotchgard™ Low Maintenance Floor Finish, Gallon Bag, 4/Case
7010385276	59278	Scotchgard™ Low Maintenance Floor Finish, 2.5 Gallon, 2/Case
7010386087	85880	Scotchgard™ Resilient Floor Protector, 2.5 Gallon, 2/Case
7100058130	85861	Scotchgard™ Resilient Floor Protector, Gallon Bag, 2/Case
7010342461	59276	Scotchgard™ UHS 25 FLOOR FINISH, GALLON BAG, 4/CASE
7100065192	59277	Scotchgard™ UHS 25 Floor Finish, 2.5 Gallon, 2/case
7100059228	59279	Scotchgard™ Low Maintenance 18 Floor Finish, 2.5 Gallon, 2/case
7100135693	59379	Scotchgard™ Stone Floor Protector, 3.785 Ltr Bag, 2/case
7100156060	86000	Scotchgard™ Stone Floor Protector, 3.785 Liter Bag, 2/case