

Guidance on Medicine Supply Shortage

Date: [Insert Date]

To: [Procurement Team Name]

Dear Team,

Due to the ongoing challenges in the supply chain, we are informing you about the current shortage of essential medicines. It is crucial that we manage this situation effectively to ensure patient care is not compromised.

Key Actions Required:

- **Monitor Current Stock Levels:** Regularly assess stock levels of affected medicines.
- **Identify Alternative Suppliers:** Research and contact alternative suppliers for potential availability.
- **Prioritize Procurement:** Focus on procuring critical medications first based on patient needs.
- **Communicate with Stakeholders:** Keep all stakeholders informed about the situation and actions taken.

Recommended Practices:

1. Utilize Inventory Management Software to track shortages and order history.
2. Build Relationships with Existing Suppliers for potential waiting list allocations.
3. Explore Generic Alternatives where applicable.
4. Report any discrepancies or unexpected shortages to management immediately.

We appreciate your attention to this critical matter and your dedication to ensuring the continuous supply of necessary medications. Please reach out if you have any questions or require further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Organization]