



2001 Aerojet Road  
Rancho Cordova, CA 95742-6418

August 18, 2015

Attention: Supplier Representative, President, General Manager, Contract Manager, Program Manager

**Subject: Receiving and Invoice Matching Issues**

Dear Supplier,

Aerojet Rocketdyne has seen an increasing level of errors in our receiving and invoice processing due to supplier documentation issues. Our purchasing system and receiving process requires our suppliers to submit packing list documentation and correct invoices per the Purchase Order (PO) terms that are executed with our suppliers. The number one root cause for errors is due to the inability for Receiving and Accounts Payable personnel to match the PO line item to the Supplier's documentation. Effective immediately, any documentation (packing list or invoice) that does not follow the terms of your PO with Aerojet Rocketdyne, Inc. will be rejected causing a delay in receipt or payment.

To facilitate the smooth processing of both receipt and payment we require the following data elements on packing list and invoice documentation;

Packing List Documentation:

Sellers Packing List #, Buyer's PO Number, Buyer's PO Line Item Number, Buyer's PO Unit Of Measure, Quantity and Date Shipped, Buyer's PO Line Item Schedule (if applicable), Buyer's PO Line Item Description/Nomenclature/Part Number, Serial Number (if applicable) and Manufacturer Lot Number (if applicable)

Invoice Documentation:

Seller's Name, Seller's Invoice Number, Seller's Invoice Date, Invoice Terms, Buyer's PO Number, Buyer's PO Line Item Number and Quantity Invoiced, Buyer's Unit Of Measure & Unit Price, Total Invoice Amount, Buyer's PO Line Item Schedule Number (if applicable), Buyer's PO Line Item Description/Nomenclature, Part Number.

Each unique invoice shall reference only one PO number; our system cannot accommodate multiple PO numbers included on the same unique invoice. Multiple line items from the same PO can be included on the same invoice. Invoices must be sent to Accounts Payable via one of the following methods:

Electronic copy submitted to [AccountsPayable@Rocket.com](mailto:AccountsPayable@Rocket.com) (preferred method)

Hard copy Invoice submitted to the address below, as indicated on the PO document.

Accounts Payable  
PO Box 13820  
Sacramento, CA 95813

If you have concerns about meeting these requirements, please contact your Aerojet Rocketdyne Procurement representative. We appreciate your cooperation in this matter, and hope that these changes will help improve the timeliness of payment to our valued suppliers.

Sincerely,

A handwritten signature in blue ink that reads "Hal Martin".

Hal Martin  
Vice President, Supply Chain Material Management