



8 December 2020

To: All Aerojet Rocketdyne Suppliers (via email)

SUBJECT: HOLIDAY SHUT-DOWN SCHEDULE

Dear Aerojet Rocketdyne Supplier:

Holiday Schedule	Aerojet Rocketdyne, Inc. sites will be closed for the holidays from Tuesday, December 22, 2020, through Sunday, January 3, 2021 (with the exception of Camden and Stennis Space Center, which will be closed starting Wednesday, December 23)
Receiving Shut Down	Normal receiving operations will stop at close of business on Monday, December 21, 2020 , and will resume on Monday, January 4, 2021 .
Last Date to Ship for 2020 Deliveries	Aerojet Rocketdyne has already communicated our holiday schedule to our contracted carriers. We recommend that any deliveries required before the end of the year are shipped not later than Friday, December 11, 2020 , in order to arrive and be processed in adequate time prior to shut-down. Please do not wait until the last minute!
Exception for Deliveries during Shut Down	Buyers may authorize individual exceptions to specific Purchase Order items required to be received over the holidays for any critical program deliveries. <u>Any delivery not expressly authorized by the terms of a PO or by specific Buyer written direction should NOT be shipped prior to year-end.</u> Should you have any questions on the shut-down and specific deliveries required under Aerojet Rocketdyne Purchase Orders, please contact the Buyer as soon as possible. An internal AR matrix is available for Logistics support during holiday closure.
2020 Payments	Receipts must be processed in our automated system before we can make most supplier payments. This typically requires submission of a proper invoice. Invoices must be entered into our automated system and approved by Tuesday, December 15, 2020 , in order to be included in our final check run of the year on Wednesday, December 16, 2020 , for us to close our financial books and records for the end of the year. Otherwise, the payment will occur when work resumes in January.

We wish you and all your staff happy holidays and look forward to working together in the New Year.

Sincerely,

Margo Hershberger
Director, Transformation and Information Management
Supply Chain Materiel Management PO Box 13222 • Sacramento, CA 95813-6000