

October 12, 2016

Dear Aerojet Rocketdyne Supplier:

Aerojet Rocketdyne values its relationships with suppliers and recognizes that you are critical to our success. Some time back we contacted you to advise you about the exciting new capability available in our ERP system (known as Maestro) for suppliers to use the **iSupplier Portal** to send **Advance Shipment Notices (ASNs)** when preparing to deliver goods under a Purchase Order. Quite a few suppliers have begun successfully using the ASN function. We appreciate that and encourage you to use it if you have not done so. Among the many benefits of using iSupplier Portal is that you can attach supporting documents to the ASN to help speed the successful receipt of your goods, which helps us to process payments to suppliers more efficiently.

We recently discovered a situation when a supplier submitted a single ASN for multiple Purchase Order Line Items/Shipments. This created an issue for our Quality Assurance staff who use the receipt number generated from the ASN as a unique lot identification number. When multiple Line Items/Shipments are submitted on a single ASN, it violates our process requiring a unique receipt number for each lot, as the same receipt number will apply to all the Line Items/Shipments sent on a single ASN. Unfortunately, the only way we can accept the shipment is to cancel the ASN and process the receipt, which negates your efforts using ASNs in iSupplier Portal.

After this first occurred, many of you were contacted by phone to request that you do NOT submit an ASN for multiple line items/shipments. Whether you were contacted before or not, please note the **requirement to submit a single ASN for each PO Line Item/Shipment**. We appreciate your attention to this request as it avoids unnecessary rework.

If you have not yet tried to submit an ASN, or if you need a refresher on how to submit ASNs, or use other features of the iSupplier Portal, please contact DJ Kindred at [Donna.Kindred@Rocket.com](mailto:Donna.Kindred@Rocket.com). We appreciate your cooperation to improve our processes.

Sincerely,



Hal Martin  
Vice President  
Supply Chain/Materiel Management