



7 November 2022

To: All Aerojet Rocketdyne Suppliers (via email)

SUBJECT: HOLIDAY SHUT-DOWN SCHEDULE

Dear Aerojet Rocketdyne Supplier:

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| Holiday Schedule | Aerojet Rocketdyne, Inc. sites will be closed for the holidays from Friday, December 23, 2022, through Monday, January 2, 2023 |
| Receiving Shut Down | Normal receiving operations will stop at close of business on Thursday, December 22, 2022 , and will resume on Tuesday, January 3, 2023 . |
| Last Date to Ship for 2022 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 9, 2022 , 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 | <p>Due to Aerojet Rocketdyne making a strong year end push to meet operational commitments, we will receive material deliveries during the final 2 weeks of December. Please ensure any shipment that will arrive beyond December 15th is coordinated expressly with your Buyer. Therefore, Buyers may authorize exceptions to specific Purchase Order items required to be received over the holidays. <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></p> <p>Should you have any questions on 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.</p> |
| 2022 Check Request 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 13, 2022 , in order to be included in our final check run of the year on Wednesday, December 14, 2022 , 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 7922 • Canoga Park, CA 91309