



22 August 2022

To: All Aerojet Rocketdyne Suppliers (via email)

SUBJECT: ELECTRONIC SUBMITTAL OF SUPPLIER INVOICES IMPLEMENTATION

Dear Valued Aerojet Rocketdyne Supplier:

Last year Aerojet Rocketdyne (AR) very successfully implemented Oracle® standard functionality allowing submittal of invoices directly to our Accounts Payable department through the iSupplier Portal online at <https://supplier.aerojet.com>.

We are now beginning to implement the requirement that future invoices need to be submitted electronically using Oracle® standard functionality and our iSupplier Portal. We believe this will benefit your company by reducing invoices errors, increase invoice status visibility throughout the payment process and reduce inefficient email processing.

If you ARE already a registered user of the AR iSupplier Portal, you will be contacted directly by our staff. They will provide electronic invoicing training as well as discuss various restrictions on iSupplier Portal use.

Restrictions include:

- Access is restricted to web browsers Chrome, Edge and Firefox. Internet Explorer (IE) is not supported in any version.
- All users must have a unique user ID from a company domain. Generic email addresses such as orders@companyname.com are not authorized.
- Any invoice that requires separate freight or miscellaneous charges that are not identified to a specific line item of the Purchase Order at this time can't be submitted through the iSupplier Portal. Submittal will remain a manual email to Accounts Payable. We do expect that to be addressed next year.

If you're already using electronic invoicing, we appreciate your support and please continue. AR looks forward to working with you as we implement electronic invoicing and continue to improve processes through automation. If you have any questions concerning this letter or need to get registered, please contact our Supplier Maintenance team at SupplierMaintenance@Rocket.com.

Sincerely,

Margo Hershberger
Director, Transformation and Information Management
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