



1 November 2018

To: All Aerojet Rocketdyne Suppliers (via email)

SUBJECT: HOLIDAY SHUT-DOWN SCHEDULE

Dear Aerojet Rocketdyne Supplier:

Holiday Schedule	All Aerojet Rocketdyne, Inc. sites will be closed for the holidays from Saturday, 22 December 2018, through Tuesday, 1 January 2019.
Receiving Shut Down	Normal receiving operations will stop at close of business on Friday, 21 December 2018 , and will resume on Wednesday, January 2, 2019.
Last Date to Ship for 2018 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 14, 2018 , 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 (PO) 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 POs, please contact the Buyer as soon as possible.
2018 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, 18 December 2018 , in order to be included in our final check run of the year on Thursday, 20 December 2018, 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 2019.

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

Sincerely,

Mariel Dennis
Director
Supply Chain/Materiel Management Compliance