



November 2014

*****CHANGE TO AEROJET ROCKETDYNE BUSINESS PRACTICES – PLEASE READ*****

Dear Valued Supplier,

Effective January 5th 2015, heritage Rocketdyne locations will be implementing a corporate-wide, Oracle enterprise resource planning (ERP) system. This implementation will transition heritage Rocketdyne systems into the Aerojet Rocketdyne (AR) system for finance, human resources and operations support, including material planning, procurement and inventory. Oracle provides a comprehensive business solution, with better information and reporting tools and standardized processes and documentation across the various AR operating sites you support. We expect you will quickly see the benefits of this fully-integrated system as we implement Oracle. This letter highlights the changes you can expect in the upcoming weeks and provides some guidelines to help us all go smoothly through the transition to the new system.

- Existing suppliers will be automatically enrolled in our new integrated supplier database. We are contacting suppliers now to verify their legal name, addresses and other information and may request renewed supplier certifications. We will be issuing new supplier numbers – your buyer will contact you with your new supplier number.
- All open purchase orders will be moved to the new system. The PO numbers will remain the same and we will not be reissuing the POs unless a change is required. Terms and Conditions remain unchanged; however, all suppliers will see a change to the “bill to” location where you send invoices.

Invoices for all locations will be sent to the following address:

**Aerojet Rocketdyne
Attn: Accounts Payable Department
PO Box 13222
Sacramento, CA 95813**

Starting January 5th, all Purchase Orders will require an invoice, for both



deliverable goods and services. This is a change from our current pay from receipt process. Contact your buyer for additional information.

Effective December 17th, heritage Rocketdyne locations will be closing legacy systems until January 5th 2015 when our new system takes effect. This may result in minor delays in processing new purchase orders and purchase order changes in early January. We will make every effort to process invoices up until system cut-over, but we may experience minor delays in issuing payments.

During the transition period from December 17th through January 5th, we are also asking for your help to minimize disruption and potential duplication of effort. Our buyers may be contacting you to coordinate the following:

Supplier deliveries to heritage Rocketdyne locations after December 10th will be accepted at our receiving docks, but will not be received into Oracle until January 5th 2015 or shortly thereafter. Your buyer may contact you to reschedule your delivery.

Thank you for your immediate attention to these important activities and your continued support to Aerojet Rocketdyne. We look forward to working with you in the future in a more capable, integrated and responsive environment. Should you have specific questions about Oracle or the transition, please contact your buyer or check our webpage at www.rocketdynesuppliers.com.

Regards,

A handwritten signature in black ink that reads "Hal Martin".

Hal Martin
Vice President
Supply Chain/Materiel Management