

How to Read an Orbital ATK Purchase Order

Caution: This presentation on How to Read an Orbital ATK Purchase Order is intended only as a guide, and does not modify, replace or provide interpretation of any content found within an actual Purchase Order. Please contact your Orbital ATK Buyer if you have any questions or experience difficulty in understanding the layout or the content of an Orbital ATK Purchase Order.

















Understanding the PO Header

Primary point of contact at supplier – please verify this is correct upon receipt of order.

Supplier name and address – please verify this has your correct information upon receipt of order.

Orbital ATK purchase order number – please reference in all communications, certifications, and on all invoices.

Orbital ATK location to ship parts or where services will take place. Also, this designates that place of delivery for purposes of State taxation.

Orbital ATK

Orbital ATK

Purchase Order: MP00082897

Page 1 of 5 10/01/14

ANY SUPPLIER USA 1234 FIRST STREET ANY TOWN, MD 99999 V1012959

ELKTON RECEIVING 55 THIOKOL ROAD

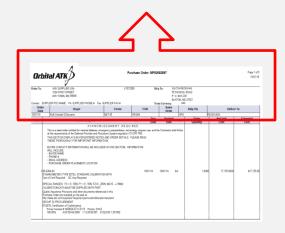
P. O. BOX 241 ELKTON, MD 21921

Contact: SUPPLIER POC NAME Ph: SUPPLIER PHONE # Fax: SUPPLIER FAX #

Trans Currency: USD

Ship To:

Order Date	Buyer	Terms	FOB	Sales Order	Ship Via	Deliver To
10/01/14	Ruff, Kendall DiGiovanni	NET 45	ORIGIN		UPS	RECEIVING



Column Names

Order Date – date

that the order was issued by the Orbital ATK buyer;

Buyer – the Orbital ATK representative responsible for the PO;

<u>Terms</u> – payment terms for this specific PO; <u>FOB</u> – point of transfer;

Sales Order – not applicable to commercial PO's;

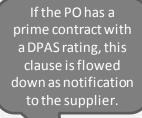
<u>Ship Via</u> – preferred method of transportation;

Deliver To – if applicable, the Orbital ATK representative to receive shipment/service.

Understanding the Introductory Text



Extended



On any DPAS rated order you will be required to sign and date the DPAS statement and return to the buyer.

The majority of this

section is free text for

the Orbital ATK buyer

to type in important

information or contract

terms.

Cost

Due Desired Net Unit U/MLine Item/Description Rev ACKNOWLEDGMENT REQUIRED This is a rated order certified for national defense, emergency preparedness, and energy program use, and the Contractor shall follow all the requirements of the Defense Priorities and Allocations System regulation (15 CFR 700). DPAS-ACCEPT/ACKNOWLEDGEMENT

THIS IS A DPAS RATED PURCHASE ORDER AND IN ACCORDANCE WITH CFR PART 700.13 REQUIRES ACCEPTANCE OR REJECTION IN WRITING WITHIN (15) WORKING DAYS AFTER RECEIPT FOR A DO RATED ORDER AND WITHIN (10) WORKING DAYS FOR A DX RATED ORDER. PLEASE ACKNOWLEDGE AND ACCEPT THIS PURCHASE ORDER BY SIGNING AND DATING THE SIGNATURE LINE BELOW AND RETURNING IT TO THE ISSUING BUYER.

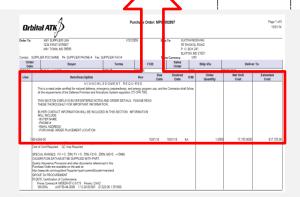
SIGNATURE DATE

THIS SECTION DISPLAYS BUYER ENTERED NOTES AND ORDER DETAILS. PLEASE READ THESE THOROUGHLY FOR IMPORTANT INFORMATION.

BUYER CONTACT INFORMATION WILL BE INCLUDED IN THIS SECTION INFORMATION WILL INCLUDE:

- BUYER NAME
- PHONE #
- EMAIL ADDRESS
- PURCHASE ORDER PLACEMENT LOCATION

This identifies the State where the Orbital ATK buyer resides and also includes contact information for the named buyer.



Column Names

Line – the line number of the part on the PO;

Item/Description the part number/service

type;

Rev – revision level of the part;

Due Date –

contractual date part/service is due; Desired Date - not

contractual, but a date Orbital ATK

would prefer to receive the

part/service; U/M - unit of

measure;

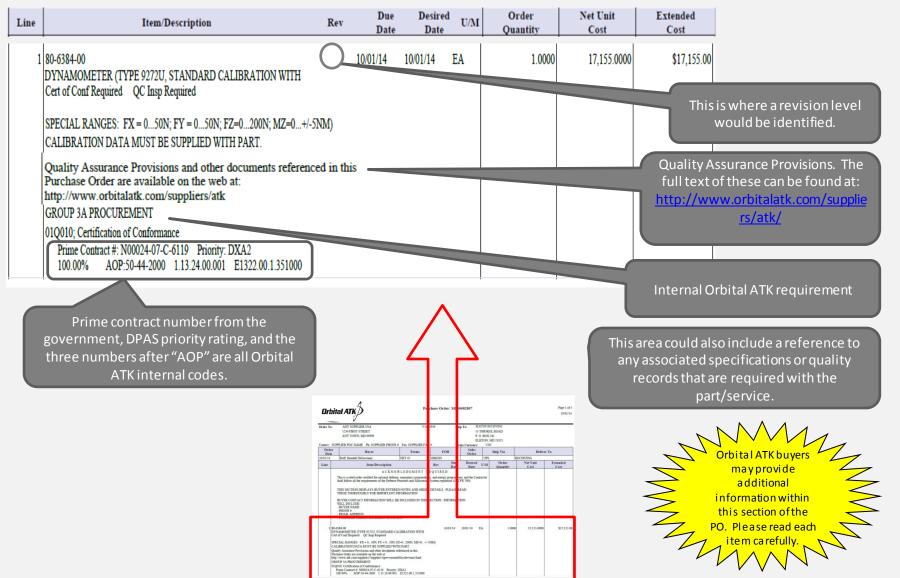
Order Quantity quantity of order; Net Unit Cost - Unit

cost of item;

Extended cost – unit cost x quantity.

Understanding the Line/Part Information





Understanding the Terms and Conditions & Clauses



P900 EXPORT CONTROL

THE SELLER SHALL C REGULATIONS IN REC (BLUEPRINTS, DRAWI DOCUMENTATION), S BUYER IN CONNECTION DISPOSING OF ANY AI PRODUCED THERE FR AS PROVIDED IN THE OTHER ITEMS PROVID BE EXPORTED, TRANS FOREIGN PERSON (NO 1101(A)(20) OR WHO IS 1324B(A)(3)), UNLESS OBTAINS ALL REQUIR

UNITED STATES GOVE

P901 TERMS AND CONDITIONS:

THIS ORDER IS CONTROLLED AND COVERNED BY

CONDITIONS OF PURCI P902 DPAS RATED ORDERS TO BE UNDER A GOVE

THE FLOW-DOWN PRO SELLER IS TO PROVIDE WRITTEN ACCEPTANCE OR REJECTION OF THIS ORDER TO SELLER TO VISIT AND/

OPERATED OR MANAG RATED ORDER PER CONTROLLED AND GO 700.13. THE SELLER

AVAILABLE ONLINE A TITTE WWW.ATK.CO. REQUIREMENTS AS RE NOTIFY THE BUYER IMMEDIATELY TO RECE WITHIN FIVE WORKIN ANY TERMS OR CONDITIONS CONTAINED IN HEREBY EXPRESSLY REJECTED AND SUBSTI SHALL MAINTAIN REC

THERETO.

COPIES OF THESE FOR

BUYER WITHIN 15 D P903 SELLER'S ACCEPTANCE OF TECHNICAL REQUIREMENTS

EXAMINATION.

THE FULL TEXT OF TH

SELLER'S ACCEPTANCE OF THIS DIJECTASE OF DEPTIMOLITIES ACCEPTANCE OF THE

TECHNICAL REQUIREN P904 AUTHORIZATION

"CURRENT SUPPLIERS". IF YOU CANNOT AC(CLARIFICATIONS OR A UNLESS SPECIFICALLY AUTHORIZED HEREIN. THE BUYER DESIGNATED ON THIS PURCHASE ORDER IS THE ONLY PERSON AUTHORIZED TO MAKE COMMITMENTS ON BEHALF SELLER WILL BE DEEM OF ATK. IF SUPPLIER ACCOMPLISHES ANY WORK OR PRODUCT OUTSIDE THE SCOPE AUTHORIZED BY THIS PURCHASE ORDER AND / OR BUYER. THE SUPPLIER DOES SO AT ACCEPTANCE AND/OR PERFORMANCE OF TH TECHNICAL REQUIREN ITS OWN RISK. ATK WILL NOT ASSUME ANY RESPONSIBILITY OR OBLIGATION FOR ANY SUCH INCURRED COSTS

> HTTP://WWW.ATK.COM P905 PROCESS CHAN PROVISIONS" TO ACCE

> IF YOU CANNOT ACCE SELLER SHALL MAI MANPOWER, MEASI PERFORMANCE, QU PRODUCT WITHOUT

CHANGES.

TECHNICAL OR PRO

P908 ACCOUNTS PAYABLE NOTES

PLEASE SUBMIT INVOICES BY EMAIL TO ATK INVOICES@ATK.COM. ATTACH YOUR INVOICE TO YOUR EMAIL AS A PDF DOCUMENT. EACH INVOICE MUST BE IN A SEPARATE PDF FILE. INCLUDE ANY BACK UP FOR AN INVOICE IN ITS PDF FILE (DO NOT HAVE A SEPARATE PDF FILE FOR BACKUP).

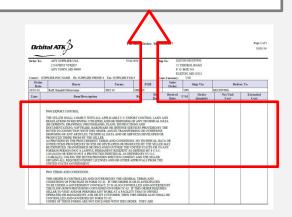
WOULD YOU LIKE TO RECEIVE A DETAILED PAYMENT ADVICE BY EMAIL? PLEASE SEND A REQUEST TO: DELTEK.VENDORMASTER@ATK.COM

P906 FEDERAL LABO GET PAID FASTER BY SWITCHING TO EFT PAYMENTS. PLEASE CONTACT OUR A/P DEPARTMENT AT 1-866-238-4405

IF THIS PURCHASE O NOTIFICATION OF EMPLOYEE RIGHTS UNDER FEDERAL LABOR LAWS AT 29 CFR PART 471 APPENDIX A

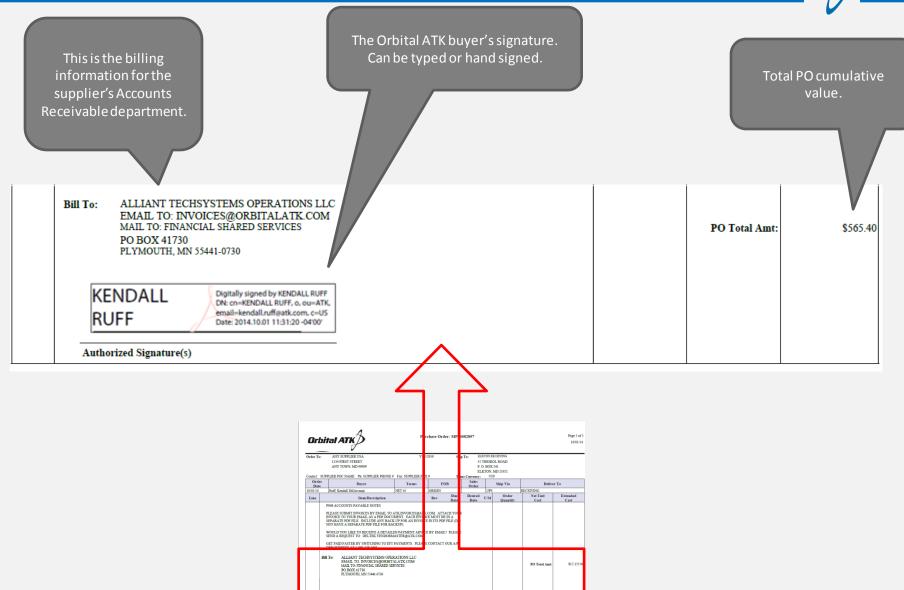
After the last line of parts/services on the PO, the terms and conditions and special clauses follow immediately. To see the full text of any referenced documents, please go to: http://www.orbitalatk.com/suppliers/atk/

Be sure to read all text thoroughly as Orbital ATK updates the information frequently as needed!



Understanding the Last Page of the Purchase Order





Confirmation



At Orbital ATK, we strive to provide our valued suppliers with the information needed to have the best partnership possible. Hopefully you found this instruction packet helpful in understanding the different sections of our Purchase Orders. If you have any questions, please contact your Orbital ATK buyer. Thanks!

has reviewed these Purchase Order Instructions.

(Supplier Company Name)