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 is 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.

**Column Names**

- **Order Date** – date that the order was issued by the Orbital ATK buyer;
- **Buyer** – the Orbital ATK representative responsible for the PO;
- **Terms** – payment terms for this specific PO;
- **FOB** – point of transfer;
- **Sales Order** – not applicable to commercial PO’s;
- **Ship Via** – preferred method of transportation;
- **Deliver To** – if applicable, the Orbital ATK representative to receive shipment/service.
If the PO has a prime contract with a DPAS rating, this clause is flowed down as notification to the supplier.

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.

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Item/Description</th>
<th>Rev</th>
<th>Due Date</th>
<th>Desired Date</th>
<th>U/M</th>
<th>Order Quantity</th>
<th>Net Unit Cost</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DYNAMOMETER (TYPE 9272U, STANDARD CALIBRATION WITH Cert of Conf Required QC Insp Required</td>
<td>10/01/14</td>
<td>10/01/14</td>
<td>EA</td>
<td>1.0000</td>
<td>17,155.0000</td>
<td>$17,155.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Prime contract number from the government, DPAS priority rating, and the three numbers after “AOP” are all Orbital ATK internal codes.**

- **This is where a revision level would be identified.**

- **Quality Assurance Provisions. The full text of these can be found at:** [http://www.orbitalatk.com/suppliers/atk](http://www.orbitalatk.com/suppliers/atk)

- **Internal Orbital ATK requirement**

- **This area could also include a reference to any associated specifications or quality records that are required with the part/service.**

- **Orbital ATK buyers may provide additional information within this section of the PO. Please read each item carefully.**
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

This is the billing information for the supplier’s Accounts Receivable department.

The Orbital ATK buyer’s signature. Can be typed or hand signed.

Total PO cumulative value.

Bill To: ALLIANT TECHSYSTEMS OPERATIONS LLC
EMAIL TO: INVOICES@ORBITALATK.COM
MAIL TO: FINANCIAL SHARED SERVICES
PO BOX 41730
FLYMOUTH, MN 55441-0730

Authorized Signature(s)

KENDALL RUFF

PO Total Amt: $565.40
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!

___________________________
(Supplier Company Name) has reviewed these Purchase Order Instructions.