



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 Introductory Text



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.

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.

Line	Item/Description	Rev	Due Date	Desired Date	U/M	Quantity	Net Unit Cost	Extended Cost
	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).							
	<p>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.</p> <p>_____ SIGNATURE DATE</p>							
	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							

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.

Order Date	Buyer	Terms	FOB	Order Status	Ship Via	Deliver To
10/14/14	BUYER					

Line	Item/Description	Rev	Due Date	Desired Date	U/M	Order Quantity	Net Unit Cost	Extended Cost
	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).							
	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							
1004336-00			10/14/14	10/14/14	EA	1.0000	17,195.0000	\$17,195.00

Understanding the Line/Part Information



Line	Item/Description	Rev	Due Date	Desired Date	U/M	Order Quantity	Net Unit Cost	Extended Cost
1	80-6384-00 DYNAMOMETER (TYPE 9272U, STANDARD CALIBRATION WITH Cert of Conf Required QC Insp Required SPECIAL RANGES: FX = 0...50N; FY = 0...50N; FZ=0...200N; MZ=0...+/-5NM) CALIBRATION DATA MUST BE SUPPLIED WITH PART. Quality Assurance Provisions and other documents referenced in this Purchase Order are available on the web at: http://www.orbitalatk.com/suppliers/atk GROUP 3A PROCUREMENT 01Q010; Certification of Conformance Prime Contract #: N00024-07-C-6119 Priority: DXA2 100.00% AOP:50-44-2000 1.13.24.00.001 E1322.00.1.351000	0	10/01/14	10/01/14	EA	1.0000	17,155.0000	\$17,155.00

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/>

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.

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

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

Order Date	Rev	Due Date	Desired Date	U/M	Order Quantity	Net Unit Cost	Extended Cost
10/01/14	0	10/01/14	10/01/14	EA	1.0000	17,155.0000	\$17,155.00

Understanding the Last Page of the Purchase Order

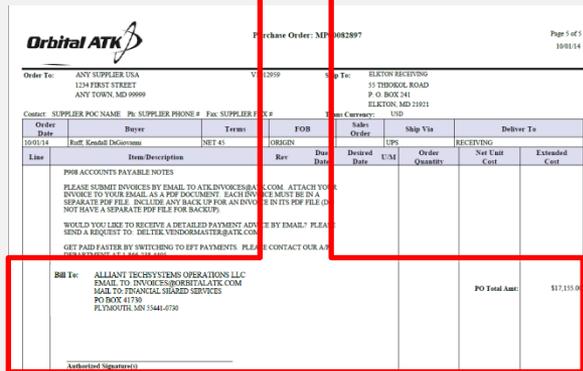


This is the billing information for the supplier's Accounts Receivable department.

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

Total PO cumulative value.

<p>Bill To: ALLIANT TECHSYSTEMS OPERATIONS LLC EMAIL TO: INVOICES@ORBITALATK.COM MAIL TO: FINANCIAL SHARED SERVICES PO BOX 41730 PLYMOUTH, MN 55441-0730</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>KENDALL RUFF Digitally signed by KENDALL RUFF DN: cn=KENDALL RUFF, o=ATK, email=kendall.ruff@atk.com, c=US Date: 2014.10.01 11:31:20 -0400</p> </div> <p>Authorized Signature(s)</p>		<p>PO Total Amt:</p>	<p>\$565.40</p>
---	--	-----------------------------	------------------------



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.