



Costpoint Purchase Requisitioning

Procure to Pay (P2P) – Requisitioner/Requester Training

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Housekeeping Reminders



Stay Muted:

- Kindly keep your microphone muted during the sessions to reduce background noise and distractions.



Session is Being Recorded:

- This training is being recorded and will be shared with you afterward for further reference.



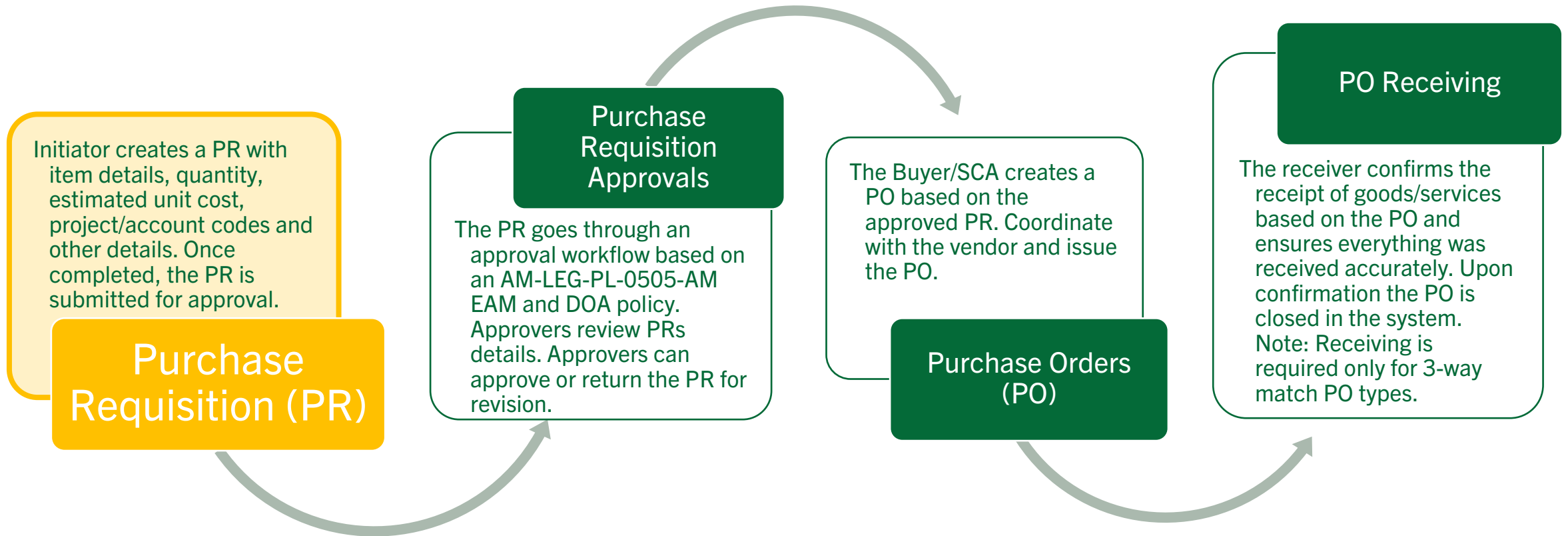
Questions are Welcomed

- We'll have a dedicated Q&A session at the end, but feel free to drop your questions in the chat at any time – we'll be addressing them in the chat as we go.

Agenda


1. Procedure Review
2. Procure-to-Pay (P2P) Process
3. Costpoint Requisition Questions Review
4. System Requisition Steps
5. Costpoint Requisition System Overview
6. Q&A

P2P Lifecycle – Purchase Requisition



SCM-715-1C Purchase Requisition

- Requisitions must include:
 - ceiling and/or funding value
 - expenditure limitation
 - origination date
 - Required Delivery Date (RDD)
 - charge code(s)
- Requisitions require an approval workflow. If a new workflow/revised workflow is required, submit a ticket into [ServiceNow](#).
- Buyer/SCA shall proceed with the acquisition once PR is approved, Requisitioner has provided all required documentation including supplemental data such as an SOW, specifications, drawings and special terms and conditions.
- The PR initiation date, the approval date and the date the products, goods/services are required for delivery, are all crucial in meeting Amentum and customer objectives.



The intranet-posted version of this guidance is the document of record.

Title	Purchase Requisition	Doc. No.	SCM-715-1C
Document Type	Procedure	Effective Dt.	8/11/2023
Department	Global Supply Chain Management	Revision No.	01
Authorization	Vice President, Global Supply Chain Management		
Owner	Vice President, Global Supply Chain Management		

1.0 Purpose
The purpose of this document is to provide instruction to establish guidelines for Requisitioners who have identified a need for products, goods and services and are responsible for entering data into its purchasing system to generate a Purchase Requisition (PR).

2.0 Applicability
This Procedure applies to all Amentum employees, including employees of all legal entities under Amentum's exclusive control. Other corporate entities such as Joint Ventures (JVs) and Limited Liability Companies (LLCs) should refer to their respective operating agreements and governing documents to determine the applicability of Amentum policies and procedures.

3.0 Responsibilities

3.1 The Amentum Vice President, Global Supply Chain Management (GSCM) shall:

3.1.1 Authorize and implement this Procedure.

3.2 GSCM Management below the Vice President GSCM shall:

3.2.1 Ensure compliance with this Procedure.

3.3 The Procurement Representative shall:

3.3.1 Document files in accordance with the Amentum Procurement Manual.

3.3.2 Provide copies of records when required by the applicable FAR clauses herein.

3.3.3 Adhere to the clauses and instructions set forth in this Procedure as it applies to subcontracts prime contracts and subcontracts.

3.4 Requisitioner:

3.4.1 To the maximum practicable extent, use commercial items/non-developmental items.

3.4.2 Develop specifications and Statements of Work (SOWs) that do not restrict competition or preclude the small business community an opportunity to participate in the acquisition.

3.4.3 Provide a Single/Sole Source Justification when the requirement there are competition limiting factors.

3.4.4 Screen in-house and/or government stock for availability before entering a requisition.

3.4.5 Enter the PR into Amentum's enterprise software system or other authorized system utilizing their department's appropriate approval process.

4.0 Definitions

4.1 **Owner:** Vice President, GSCM

4.2 **Federal Acquisition Regulation (FAR):** the primary regulation for use by all executive agencies in their acquisition of supplies and services with appropriated funds

4.3 **Procurement Representative:** Subcontract Administrators, Buyers, etc.

5.0 Procedure

5.1 As an initial matter, prior to initiating a requisition, the Requisitioner will screen in-house and/or government stock for availability, as applicable.

5.2 If in-house/government stock is unavailable or not applicable, Amentum Requisitioners are responsible for entering the PR into Amentum's enterprise software system or other authorized system utilizing their department's appropriate approval process. Specific contract requirements may require the use of an alternate support system, and customer requirements may require the

Restricted
Ref: SCM-715 Procurement Policy

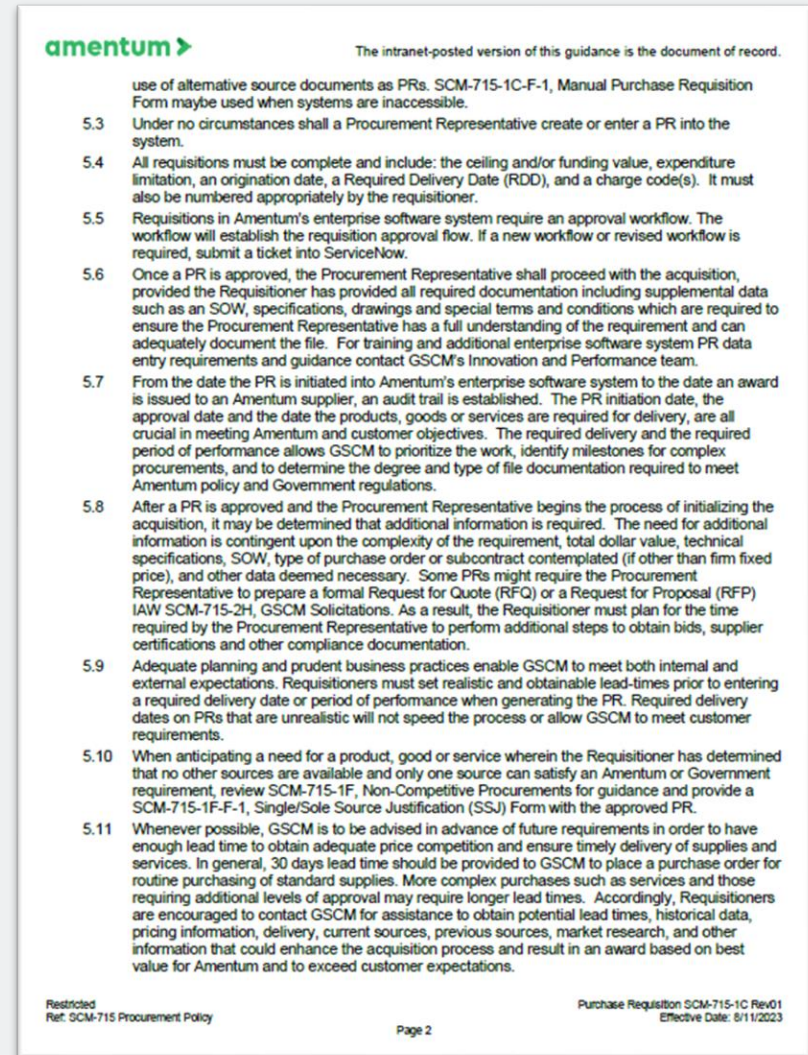
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Purchase Requisition SCM-715-1C Rev01
Effective Date: 8/11/2023

Note: SCM-715-1C-F-1, Manual Purchase Requisition Form maybe used when systems are inaccessible.

SCM-715-1C Purchase Requisition cont.

- Some PRs might require to prepare a formal Request for Quote (RFQ) or a Request for Proposal (RFP) IAW SCM-715-2H, GSCM Solicitations.
Note: Requisitioner must plan for the time required to perform additional step.
- Requisitioners must set realistic and obtainable lead-times prior to entering a required delivery date or period of performance.
- When anticipating a need for a product, good or service wherein the Requisitioner has determined that no other sources are available and only one source can satisfy an Amentum or Government requirement, review SCM-715-1F, Non-Competitive Procurements for guidance and provide a SCM-715-1F-F-1, Single/Sole Source Justification (SSJ) Form with the approved PR.



In general, 30 days lead time should be provided to GSCM to place a PO for routine purchasing of standard supplies. More complex purchases such as services and those requiring additional levels of approval may require longer lead times.

Costpoint Requisition Review

Important questions to answer prior Purchase Requisition Entry

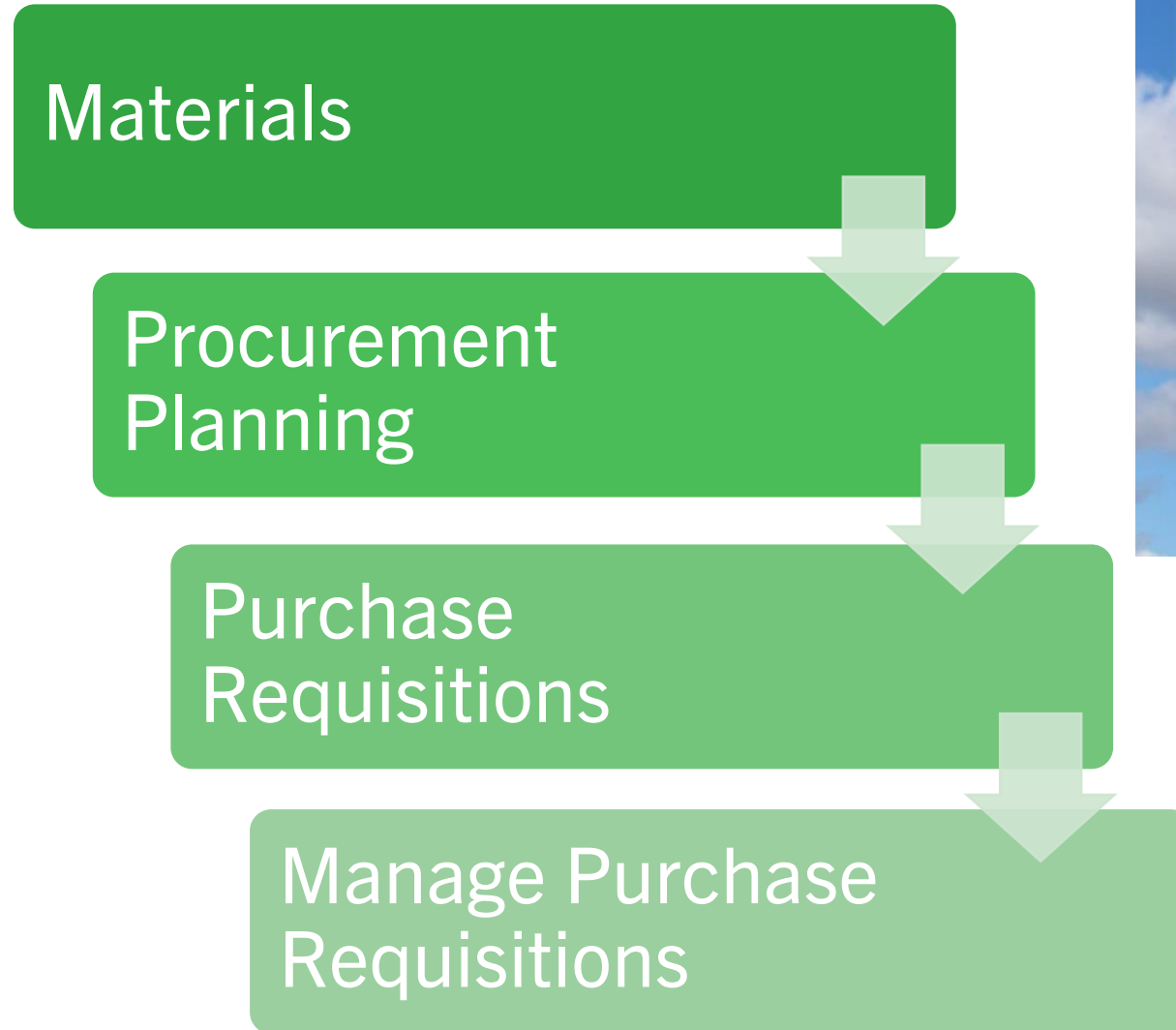
1. Who is Approving?
2. Who is Buying?
3. What is the Procurement type?
4. What are the Project/Accounts codes?
5. When items/services must be delivered/preformed?
6. Where items required to be shipped? *(optional for service)*
7. What are items/services requested?

Required Fields for Purchase Requestion Entry

- *Approval Process
- *Procurement Type
- *Requested Date
- *Quantity
- *Unit Cost
- *Ship ID *(materials/goods/parts only)*
- *Project/Account Codes

System PR Steps

How to create a PR in Costpoint?



Costpoint PR System Overview



Amentum PO-02 Purchase Requisition guide available

PURCHASE REQUISITIONS

Procure to Pay

7/1/2024

Housekeeping

Charge Codes & Additional Information

Additional Information

- International Procurement Training Kick Off: 14th July @ 2pm BST
 - Sessions will take place between the 14th July and 18th July @ 2pm BST
- Additional sessions will be made available from the 21st July > 31st July:

Mon, July 21	Tues, July 22	Wed, July 23	Thurs, July 24	Fri, July 25
10:00am – 11:30am Costpoint Purchase Requisition and Approvals	10:00am – 11:00am Costpoint Purchase Orders	10:00am – 11:30am Costpoint Purchase Requisition and Receiving	10:00am – 11:00am Supplier Management System	
Mon, July 28	Tues, July 29	Wed, July 30	Thurs, July 31	Fri, August 1
1:00pm - 2:00pm Live Support Session	1:00pm - 2:00pm Live Support Session	1:00pm - 2:00pm Live Support Session	1:00pm - 2:00pm Live Support Session	1:00pm - 2:00pm Live Support Session
3:00pm – 4:30pm Costpoint Purchase Requisition and Approvals	3:00pm – 4:00pm Costpoint Purchase Orders	3:00pm – 4:30pm Costpoint Purchase Requisition and Receiving	3:00pm – 4:00pm Supplier Management System	

**Invites will come out via Jessica Sidney. If you are unable to make any of these sessions, a live recording will be made available.*

- **Live support** sessions will go in the daily from the 28th July through to 8th August at 1pm BST. Invites will come out this week. Please attend as you see fit.

Booking Code

COMMUNITY	NUMBER OF HOURS	PRE MIGRATION BOOKING CODE (@Work)	POST MIGRATION BOOKING CODE (Costpoint)
PROCUREMENT TRAINING	5	IT001.PROCUREMENT.LB	TBC

Please note: the charge code above has only to be used in conjunction with the 5 procurement sessions, whether these are done live or in your own time via the recording.

Any Questions or Feedback?

Please email:

OneAmentumGSCM@amentum.com

Problem Post Go-Live? Submit a [form](#)!

Where can I get help?

Before you log a ticket or submit a triage request, we'd encourage you to seek a resolution by:

1 Self-Help – where can I find information that could help me?

[Visit the Transformation Hub](#)
Check for latest updates, issues and fixes

[FAQs](#)
Coming Soon

[Toolkits](#)

[Training Materials and Replays](#)

Is there somebody that can help me?
Speak to your colleagues
See if someone in your office can help you
[Contact your Change Agent](#)

2 IT Support – as integration progresses, we have multiple channels where you can get support. Please click on the tiles:

[Amentum Service Now](#)
Costpoint, Workday, HR & Payroll Support, Migrated Applications, OnBase
(Live from 28 July)

[Applications Directory](#)
e.g. Polaris, Account, AutoDesk, Bentley, OnPoint
Coming Soon

[Jacobs IT HelpHub *](#)
Your laptop, operating system, password issues, hardware, trouble-shooting, non-migrated applications

3 Urgent, unresolved or unlisted issues?

Integration Hypercare Triage Support

- For urgent (i.e. significantly affecting productivity), unresolved or unlisted issues, please submit our Hypercare Triage Support Form which is monitored by the central integration team.
- All form submissions are reviewed (though not all will receive individual replies)
- Responses may include system fixes, further comms, or training.

[Hypercare Triage Support Form](#)

HelpHub Escalation Form & Drop-In Sessions

- Is your Jacobs HelpHub ticket >5 days old and impacting your work? Report it via our new escalation route [→](#)
- Join a Virtual Tech Bar for real-time support from Amentum IT Engineers every Tuesday & Thursday at 10:00 UK time. Find the calendar invites [here](#).

[Help Hub Ticket Escalation Form](#)


Timesheet Support Drop-In Sessions

- Sessions for employees in each Division & Function will commence w/c 28 July.
- Hosted by superusers, come along if you're having any difficulties submitting your timesheet in Costpoint.

[Timesheet Drop-In Calendar Invites](#)
Coming Soon

Please note: Ensure you are connected to the VPN (GlobalProtect) if you are experiencing difficulties accessing the links

*We are continuing to use Jacobs' HelpHub for some support until we roll the TSA at the end of September 2025. Please use an Incognito/Private browser window to access the Jacobs HelpHub.

 amentum

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Thank you.



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