![amentum]

# Procurement
# Transformation Toolkit

E&E-I and SS&I UK & International Business * (excluding Australia)

Last updated:   14 August 2025

*Please note: Some countries within our International business have nuances in particular areas.

If you have any questions, please complete our short form or raise via your Change Agent (iCMS link | legacy Amentum link).

# Introduction

This toolkit provides updates for Procurement. It includes R12 key dates, training and live support sessions, training materials and links for support.

# Key Changes

Key changes are outlined below, and full guidance/training will be provided.

**Purchase Requisition** | Costpoint Purchase Requisition, Costpoint Requisitioning, Material Purchase Requisition, Service Purchase Requisition, QRG PR Entry Instructions and QRG PR in Workflow

**Purchase Order** | Costpoint Purchase Orders, Material Purchase Orders, Service Purchase Orders, Blanket Purchase Orders & Release Purchase Orders, QRG PO Status Legens and QRG View Item Purchasing Information Report

**Receipt and Acceptance** | Costpoint Receiving, Material Purchase Receiving and Service Purchase Receiving and QRG PO Receive and Accept

**Purchase Requisition Approvals** | Costpoint Purchase Requisition Approvals and Costpoint Purchase Approval

**Supplier Management** | Supplier Management and SMS Training Overview, QRG SMS Supplier Onboarding Job Aid and QRG SMS Supplier Change Requests Job Aid

**Go to the iCMS International Transformation Hub**

**Go to the legacy Amentum UK Transformation Hub**

# We Are Amentum

Advancing the future together

## Our Vision

To create a secure and vibrant future

## Our Mission

Bringing advanced engineering and technology solutions to the most significant challenges in science, security and sustainability

We Realize Breakthroughs by Continuously **Reinventing**

We **Deliver** on Missions by Meeting Every **Commitment**

We Embrace **Collaboration** & Employee Engagement

We Take On **Challenges** with Courage

**Our Values**

We Believe **Safety and Wellbeing** are Integral to Success

We Realize Breakthroughs by Continuously Reinventing

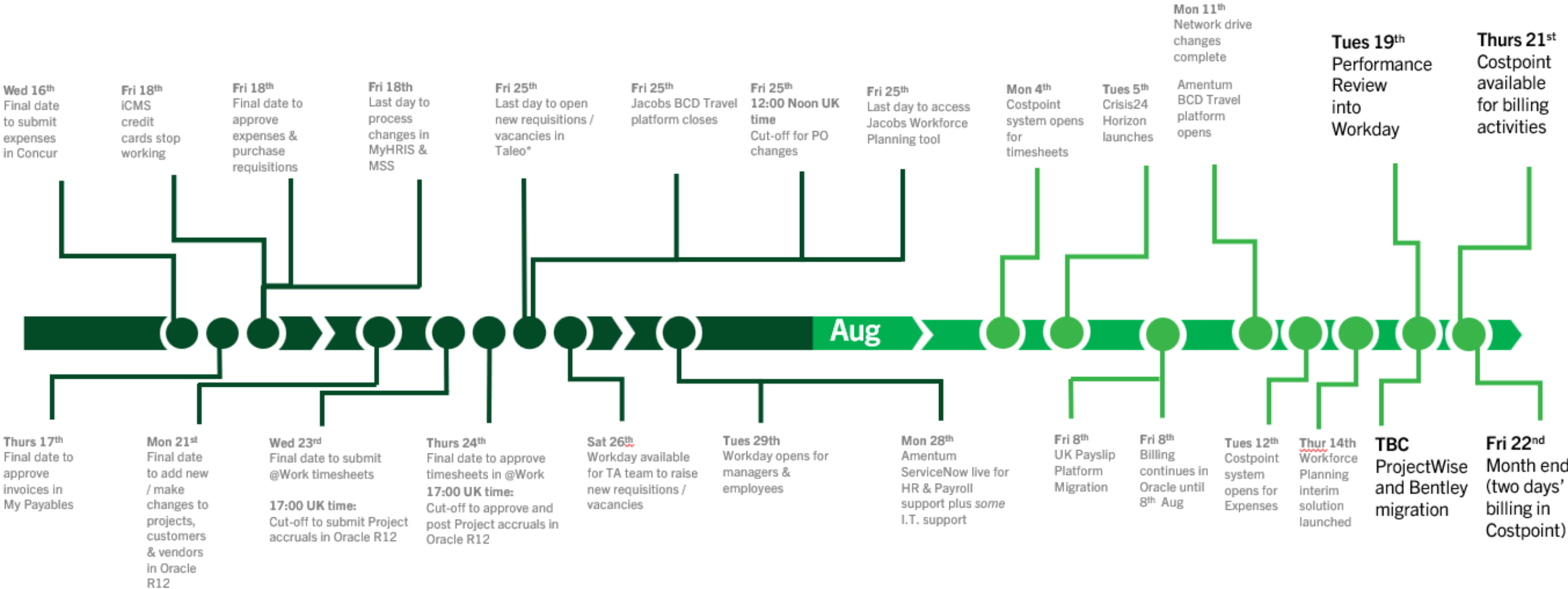We Deliver on Missions by Meeting Every Commitment

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# Key Transition Dates

**Important:** These dates are indicative and are subject to change.



**Wed 16th** Final date to submit expenses in Concur

**Fri 18th** iCMS credit cards stop working

**Fri 18th** Final date to approve expenses & purchase requisitions

**Fri 18th** Last day to process changes in MyHRIS & MSS

**Fri 25th** Last day to open new requisitions / vacancies in Taleo*

**Fri 25th** Jacobs BCD Travel platform closes

**Fri 25th** 12:00 Noon UK time Cut-off for PO changes

**Fri 25th** Last day to access Jacobs Workforce Planning tool

**Mon 4th** Costpoint system opens for timesheets

**Tues 5th** Crisis24 Horizon launches

**Mon 11th** Network drive changes complete

Amentum BCD Travel platform opens

**Tues 19th** Performance Review into Workday

**Thurs 21st** Costpoint available for billing activities

**Aug**

**Thurs 17th** Final date to approve invoices in My Payables

**Mon 21st** Final date to add new / make changes to projects, customers & vendors in Oracle R12

**Wed 23rd** Final date to submit @Work timesheets
**17:00 UK time:** Cut-off to submit Project accruals in Oracle R12

**Thurs 24th** Final date to approve timesheets in @Work
**17:00 UK time:** Cut-off to approve and post Project accruals in Oracle R12

**Sat 26th** Workday available for TA team to raise new requisitions / vacancies

**Tues 29th** Workday opens for managers & employees

**Mon 28th** Amentum ServiceNow live for HR & Payroll support plus *some* I.T. support

**Fri 8th** UK Payslip Platform Migration

**Fri 8th** Billing continues in Oracle until 8th Aug

**Tues 12th** Costpoint system opens for Expenses

**Thur 14th** Workforce Planning interim solution launched

**TBC** ProjectWise and Bentley migration

**Fri 22nd** Month end (two days' billing in Costpoint)

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# Key Dates for Oracle R12

**The table below lists key dates for the Global Supply Chain Management GSCM and Procurement Migration. This includes purchase order cut off dates, AP posting cut off and purchase requisition approval cut offs.**

| | |
|---|---|
| July 21st | Master data cutoffs in Oracle R12, no new projects and no new vendors.<br>Dual entry for any required modifications to existing Oracle R12 vendors. |
| July 8th | UAT Testing completes along with Go/No Go decision |
| July 18th | Approved purchase requisition (PR) entry cutoff in Oracle R12.<br>**BUYERS** should process (if possible) all PRs in approved status before the July 25th PO cutoff. |
| July 23rd | Cutoff for AP postings. |
| July 25th | Final AP check processing in Oracle R12 |
| July 25th | Purchase Order entry & changes cutoff and no new receipts. |
| July 29th | **GO LIVE** - Costpoint open for requisition entry and new PO entry.<br>In flight PRs from Oracle R12 that have not been converted to a PO will be reloaded manually into Costpoint. |
| August 9th & 10th | Costpoint OUTAGE.  Load legacy Oracle R12 Purchase Orders and Open AP. |
| August 11th & 12th | Validate legacy Purchase Order and Open AP load |
| August 13th | Legacy Oracle R12 PO's available for transactions. |
| **July 23rd through August 13th | Legacy Oracle R12 PO's will be unavailable for receipt, modification, payment |

**Click on the menu below to skip to a section**

Key Dates for Oracle R12

Training Materials
Links to videos, guides and Job Aids

Additional Training and Live Support Sessions

Quick Links and Support

Useful Links

# Training Materials

Training materials include purchase requisition, purchase order, receipt and acceptance, purchase requisition approvals and supplier management.

| Topic | Training Video | Training Guide | PPT | Video | Quick Reference Guide (QRG) |
|---|---|---|---|---|---|
| Purchase Requisition | Costpoint Purchase Requisition | Costpoint Purchase Requisition | Costpoint Requisitioning | Material Purchase Requisition<br><br>Service Purchase Requisition | QRG PR Entry Instructions<br><br>QRG PR in Workflow |
| Purchase Order | Costpoint Purchase Orders | Costpoint Purchase Orders | Costpoint Purchase Orders | Material Purchase Orders<br><br>Service Purchase Orders<br><br>Blanket Purchase Orders<br><br>Release Purchase Orders | QRG PO Status Legends<br><br>QRG View Item Purchasing Information Report |
| Receipt & Acceptance | Costpoint Receiving | Costpoint Receiving | Costpoint Receiving | Material Purchase Receiving<br><br>Service Purchase Receiving | QRG PO Receive and Accept |
| Purchase Requisition Approvals | Costpoint Purchase Requisition Approvals | Costpoint Purchase Requisition Approvals | Costpoint Purchase Requisition Approvals | Costpoint Purchase Approval | |
| Supplier Management | Supplier Management and SMS Training | | Supplier Management and SMS Training Overview | | QRG SMS Supplier Onboarding Job Aid<br><br>QRG SMS Supplier Change Requests Job Aid |

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# Training and Live Support Opportunities

Training materials are always available to access (links on the next page). There are additional globally led training sessions starting from Monday 28th July. There are also live support sessions available.

| Mon, July 28 | Tues, July 29 | Wed, July 30 | Thurs, July 31 | Fri, August 1 |
|---|---|---|---|---|
| 1:00pm - 2:00pm Live Support Session 3:00pm – 4:30pm Costpoint Purchase Requisition and Approvals | 1:00pm - 2:00pm Live Support Session 3:00pm – 4:00pm Costpoint Purchase Orders | 1:00pm - 2:00pm Live Support Session 3:00pm – 4:30pm Costpoint Purchase Requisition and Receiving | 1:00pm - 2:00pm Live Support Session 3:00pm – 4:00pm Supplier Management System | 1:00pm - 2:00pm Live Support Session |

| Mon, August 4 | Tues, August 5 | Wed, August 6 | Thurs, August 7 | Fri, August 8 |
|---|---|---|---|---|
| 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 |

*Live Support Sessions highlighted in RED will be conducted daily from 1:00pm - 2:00pm BST. These sessions should be used to supplement training and get immediate support.*

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- Key Dates for Oracle R12
- Training Materials Links to videos, guides and Job Aids
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# Quick Links

Once you have your log in credentials, you can use these links to access Costpoint and Cognos.

| | |
|---|---|
| Costpoint PROD | https://prodcp.amentum.com/CPWeb/cploginform.htm?1707419202 |
| Costpoint Test | https://evalcp.amentum.com/CPWeb/cploginform.htm |
| Cognos PROD | https://prodcognos.amentum.com/ibmcognos/bi/ |
| Cognos Test | https://testcognos.amentum.com/ibmcognos |

# Support

Migration and Training Support is available to you, via the routes below.

| Migration Questions for Oracle R12 | |
|---|---|
| **For general migration questions contact:** | oneAmentumGSCM@Amentum.com |
| **Guy Frazier** | Guy.Frazier@amentum.com |
| Kev Pederson | Kev.Pederson@global.amentum.com |

| Training Support | |
|---|---|
| **For assistance with any questions about what was covered in the training sessions contact:** | |
| **Malika Salimova** | Malika.Salimova@amentum.com |
| **Candace Smith** | Candace.Smith@amentum.com |

Click on the menu below to skip to a section

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|---|---|---|---|---|

## Useful Links

**Further information is available via our Transformation Hubs, including:**

- Latest updates
- Transformation bulletin archive
- E&E-I transformation roadmap
- Useful links e.g. document templates

**Can't find what you're looking for?**

- Check the FAQ document for the latest updates
- Complete the Hypercare Triage Support Form or raise via your Change Agent (iCMS link | legacy Amentum link).

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