

# Costpoint PR Entry

## Quick Reference Guide (QRG)



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Link to Costpoint: [Costpoint 8 \(amentum.com\)](https://costpoint.8.amentum.com)

## Costpoint Standard PR

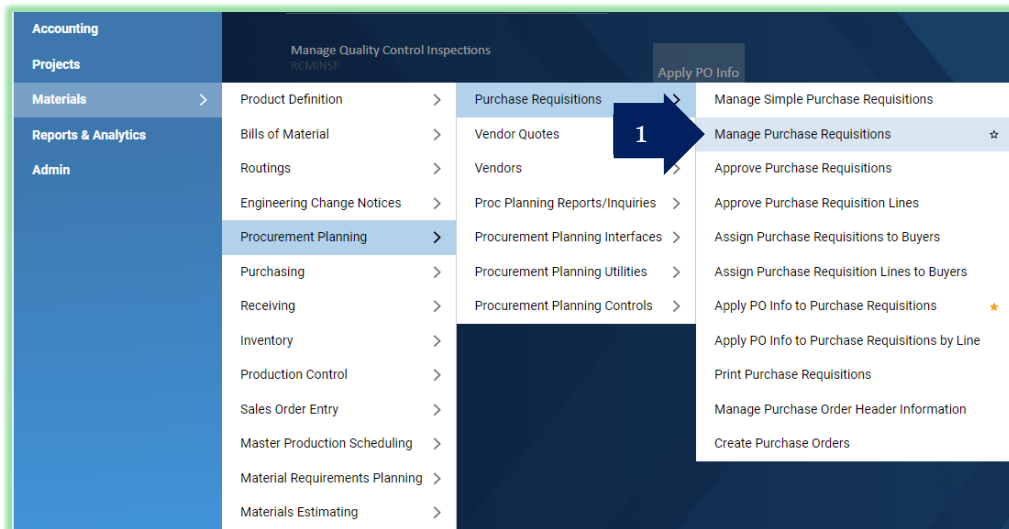
Fields with asterisk are required. This QRG is the procedure through which a PR is entered into Costpoint by Material planners, and any PR Entry Personnel. Requisition Entry requires the user to choose between selecting an Item, Part, or Service, and each has specific requirements, descriptions, and benefits. PRs are required for all purchases (with the exception of Petty Cash) according to Amentum policy, including direct purchases, indirect purchases, P-Card purchases and purchases requiring a Pre-Payment. Additionally, the user will be required to enter proper charge codes (reach out to your Finance Team for proper charge codes), estimated quantity, estimated cost, and required delivery dates. Therefore, before going with the guide and Costpoint PR entry, make sure that you have the information ready as you will not be able to create a PR without required information. Once PR entered and submitted for approval, Costpoint offers multiple options for tracking status and progression of a Requisition as it is approved and delivered to a Buyer/SCA for purchasing.

## Costpoint Standard PR

### Steps and Screenshots

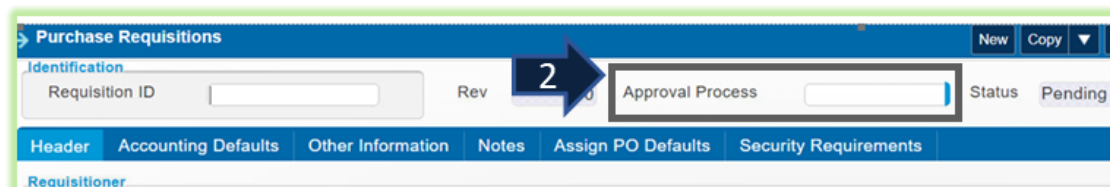
1. Begin New Request by selecting **Materials > Procurement Planning > Purchase Requisitions > Manage Purchase Requests**. The PR page will populate with numerous required fields.

#### Create Purchase Requestion



2. Enter **Approval Process**. This can be searched by typing any part of the program name in the approval process field. If not known, can be provided by the Program Budget Owner.

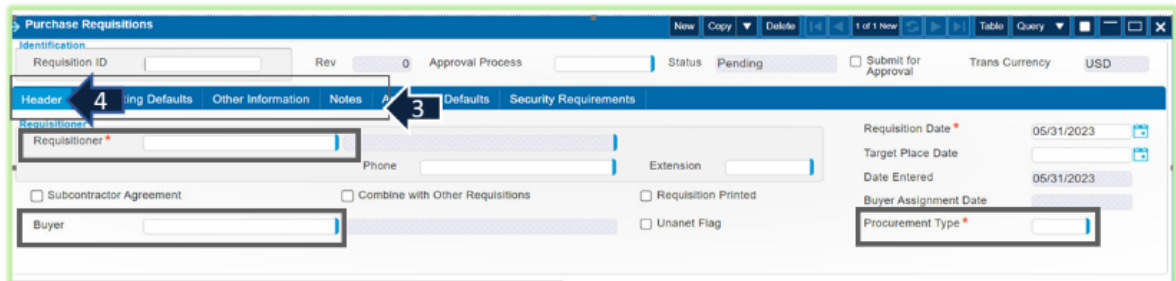
#### Enter the Appropriate Approval Process



## Header

3-4. **Requisitioner:** will default to the current logged-in user. If not prepopulated, you will need to add the company suffix to the ID to have it validated. Please note that the Requisitioner ID will default to your six (6) digit Employee ID, please add the company of your home organization (where you are assigned) as the suffix, i.e.: 520473, home org is company 2, update it 52047302. **Buyer:** click on search icon and assign PR to buyer that you would like to assign the requisition to. **Procurement Type:** click on search icon and select the procurement type. Selection is limited to two options: Competitive or Sole Source.

*Note: If Sole source procurement type is selected, you will be required to complete [GSCM SSJ e-Form](#) or provide SCM-715-1F-F-1, Single/Sole Source Justification (SSJ) Form that is available on One Javelin.*

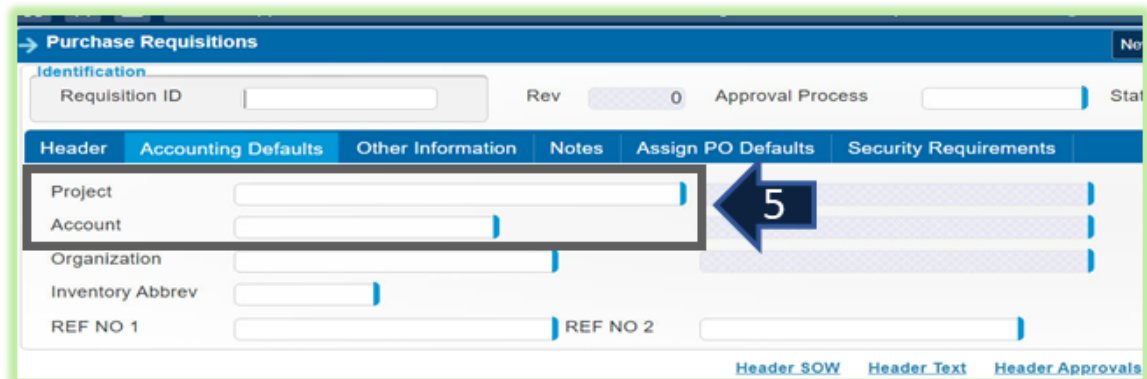


## Accounting Defaults

5. **Project:** This must be on the original request the correct project ID you want this charged to.

**Example:** 7240.003.00.0001.ODCS Account: Click the hourglass to look up or copy and paste the account number.

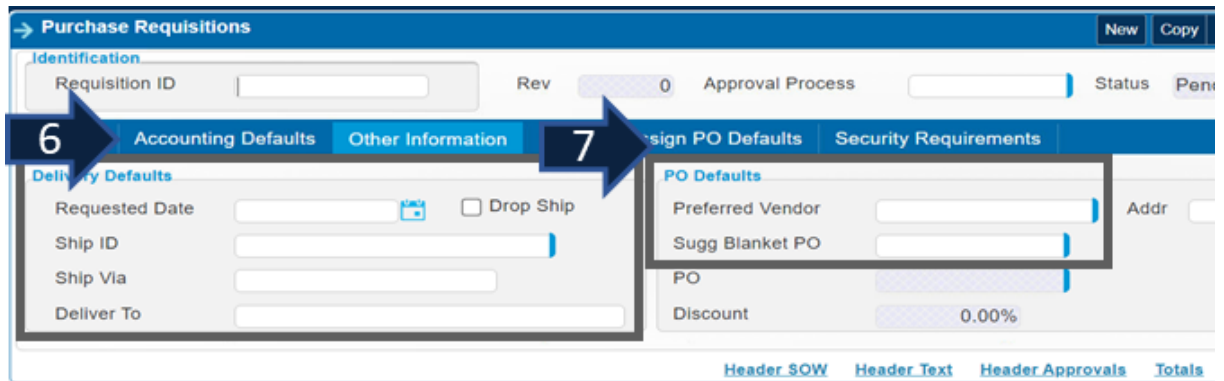
**Example:** 800-230-103



## Other Information and Notes

6-7. **Requested Date:** For materials this is the date that the requestor expects delivery of their required items (due date), and for services, it indicates the end of the Period of Performance (POP), enter the date the services are to be completed by. **Ship ID:** determines where the item being requisitioned will be delivered. This is a requirement for all materials to identify where the items need to be shipped to. **Preferred Vendor:** if you have a preferred vendor, click in the cell and do a look up for the vendor you are adding this PO for.

8. **Notes:** Copy and paste any and all information you have in here. This helps the buyer confirm the vendor, pricing information, the number of hours and or quantities that you are requesting.



**Purchase Requisitions** [New] [Copy]

Identification  
Requisition ID: [ ] Rev: 0 Approval Process: [ ] Status: Pending

6 → Accounting Defaults → Other Information → 7 → Assign PO Defaults → Security Requirements

**Delivery Defaults**

Requested Date: [ ] ☐ Drop Ship

Ship ID: [ ]

Ship Via: [ ]

Deliver To: [ ]

**PO Defaults**

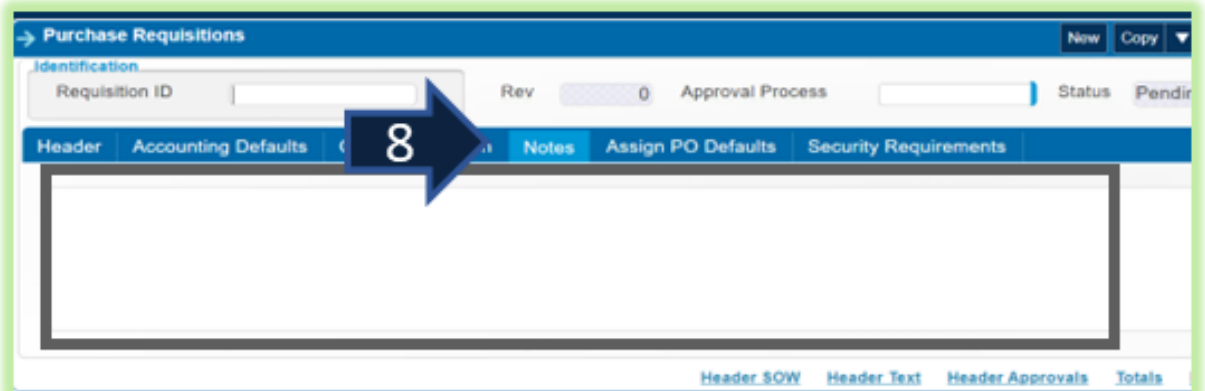
Preferred Vendor: [ ] Addr: [ ]

Sugg Blanket PO: [ ]

PO: [ ]

Discount: 0.00%

Header SOW Header Text Header Approvals Totals



**Purchase Requisitions** [New] [Copy]

Identification  
Requisition ID: [ ] Rev: 0 Approval Process: [ ] Status: Pending

Header Accounting Defaults → 8 → Notes → Assign PO Defaults → Security Requirements

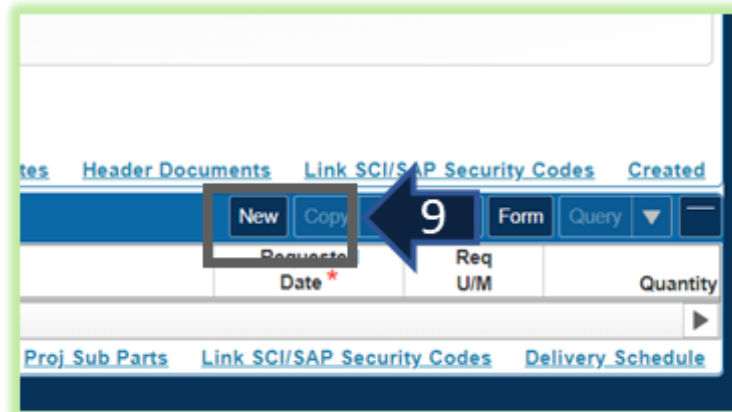
Notes: [ ]

Header SOW Header Text Header Approvals Totals

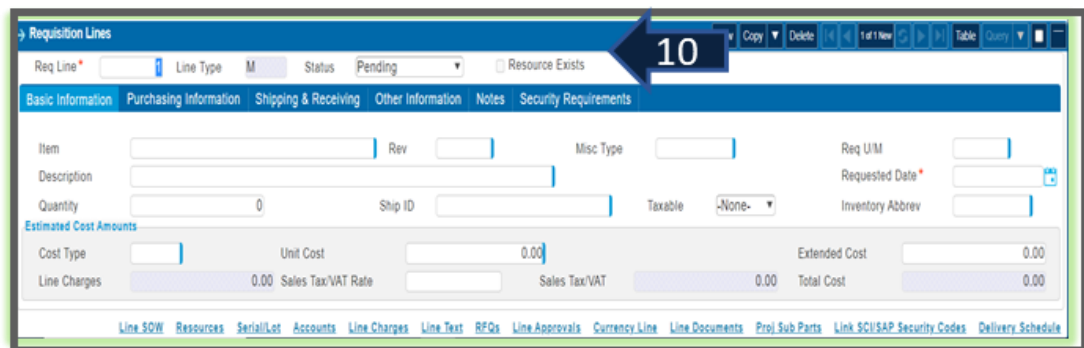
## Requestion Line

9-10. Click “**NEW**” to create a requestion line. Click on PR Lines to start entering details on the line level. You will be required to specify the Item and add a Description. Item selection will depend on what is being requested if a material (\*M\_ material description), service (\*S\_ service description), Part or Miscellaneous (FRGT, OFFSET, PP, TAX etc.).

Populate required purchase requisition lines. Click the **Lookup** button on the Toolbar and select or manually insert all applicable data in each field as you TAB through each line-item column. Populate the “**Item**” field. Enter other details such as quantity, estimated cost, location, GL account and project ID. If another line needs to be added, select “NEW”.



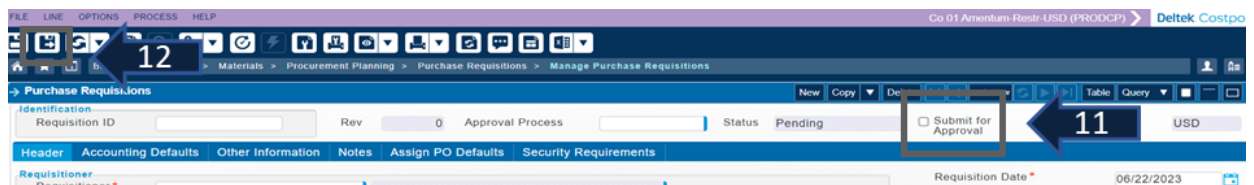
This screenshot shows the top toolbar of the Costpoint PR interface. The 'New' button is highlighted with a red rectangular box. A blue arrow points from the number '9' to this button. Other buttons visible include 'Copy', 'Form', 'Query', and a dropdown menu.



This screenshot shows the 'Requestion Lines' form. The 'New' button in the top right corner is highlighted with a red rectangular box. A blue arrow points from the number '10' to this button. The form contains various fields for item details, quantities, and costs.

## Requestion Line

11-12. Check the box “**Submit for Approval**” to submit this requestion for approval and click “**Save & Continue**”.



This screenshot shows the 'Purchase Requisitions' form. The 'Submit for Approval' checkbox is highlighted with a red rectangular box. A blue arrow points from the number '11' to this checkbox. The form includes fields for requisition ID, status, and dates.

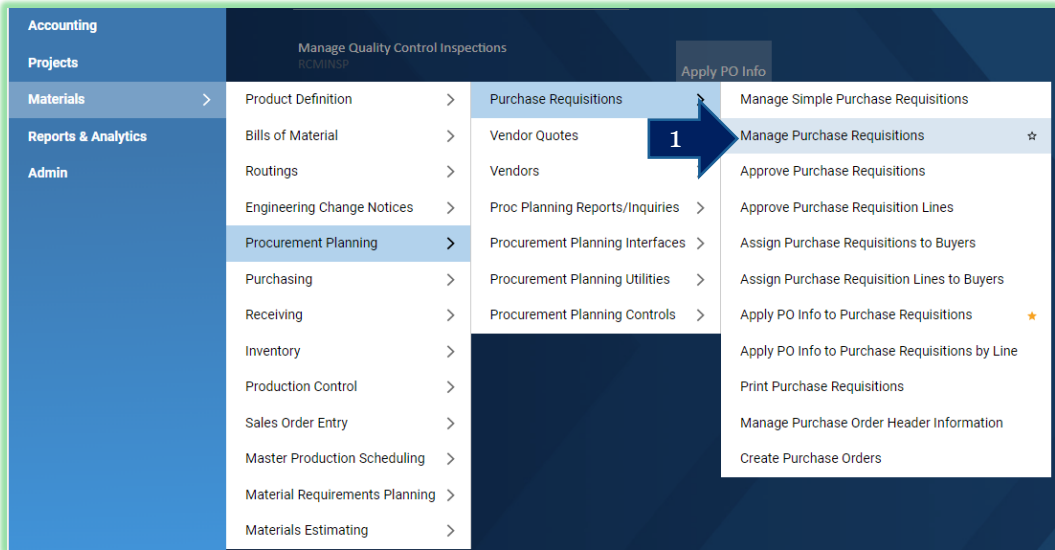
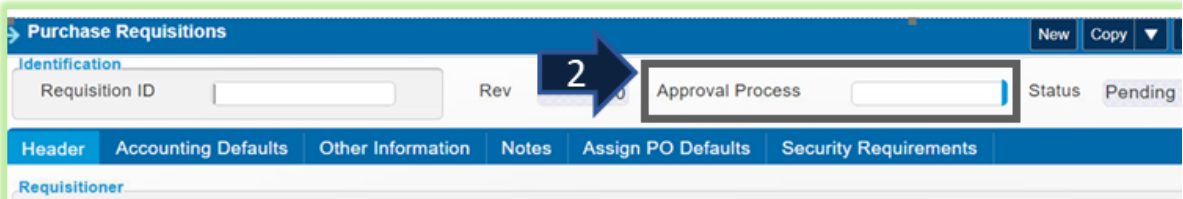
Link to Costpoint: [Costpoint 8 \(amentum.com\)](https://costpoint8.amentum.com)

## Costpoint Material/PR Entry

Fields with asterisk are required. “Material/Item/Part” PR is used when requisitioner is required to enter a purchase request for specific material part numbers, that may include repair parts, spare parts such as power cable, electrical lead, switch, pipe and any other items that refer to an actual good/material. If material/item is not available on an Item Master, a request to program Inventory team would need to be submitted for the item code to be created to use on the PR line.

The user will be required to enter proper charge codes (reach out to your Finance Team for proper charge codes), estimated quantity, estimated cost, and required delivery dates. The UOM (Unit of Measure) selection will depend on the request type and what is being requested.

### Costpoint Material/PR Entry

Steps and Screenshots	
Create Purchase Request	<p>1. Begin New Request by selecting <b>Materials &gt; Procurement Planning &gt; Purchase Requisitions &gt; Manage Purchase Requests</b>. The PR page will populate with numerous required fields.</p> 
	<p>2. Enter <b>Approval Process</b>. This can be searched by typing any part of the program name in the approval process field. If not known, can be provided by the Program Budget Owner.</p> 
Enter the Appropriate Approval Process	

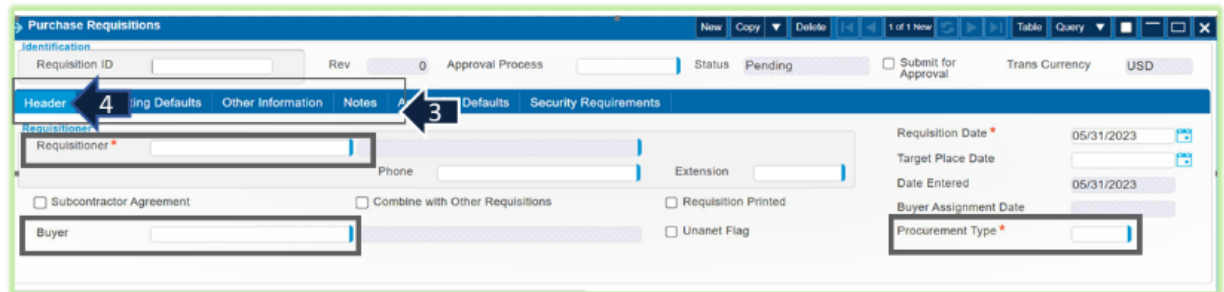
## Header

3-4. **Requisitioner:** will default to the current logged-in user. If not prepopulated, you will need to add the company suffix to the ID to have it validated. Please note that the Requisitioner ID will default to your six (6) digit Employee ID, please add the company of your home organization (where you are assigned) as the suffix, i.e.: 520473, home org is company 2, update it 52047302.

**Buyer:** click on search icon and assign PR to buyer that you would like to assign the requisition to.

**Procurement Type:** click on search icon and select the procurement type. Selection is limited to two options: Competitive or Sole Source.

*Note: If Sole source procurement type is selected, you will be required to complete [GSCM SSJ e-Form](#) or provide SCM-715-1F-F-1, Single/Sole Source Justification (SSJ) Form that is available on One Javelin.*

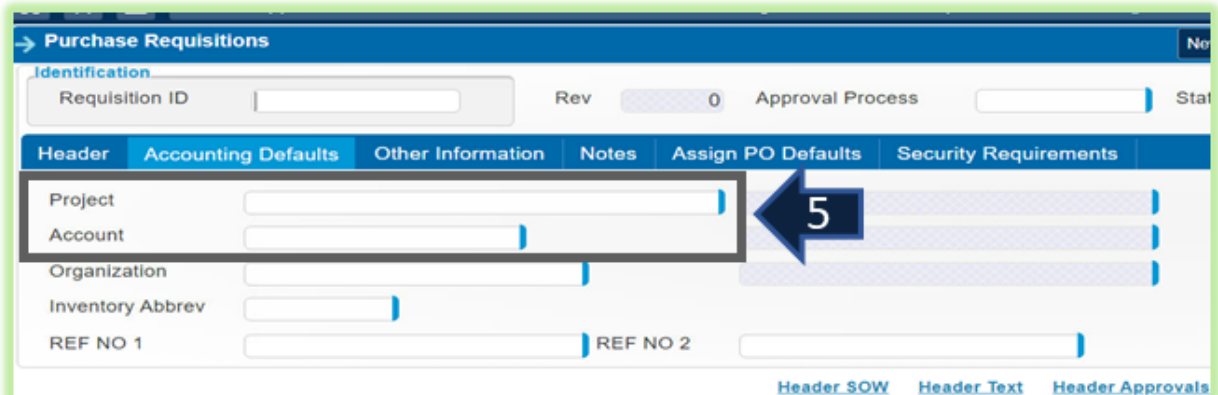


5. **Project:** This must be on the original request the correct project ID you want this charged to.

**Example:** 7240.003.00.0001.ODCS Account: Click the hourglass to look up or copy and paste the account number.

**Example:** 800-230-103

## Accounting Defaults



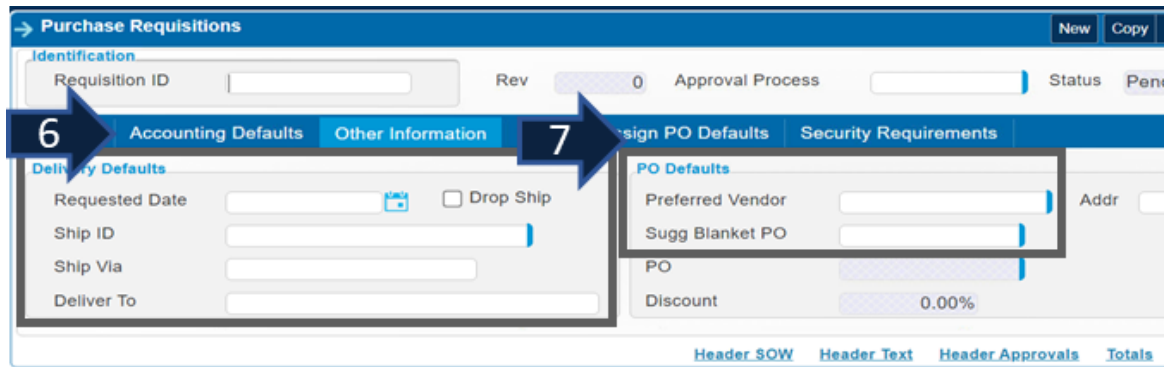


6-7. **Requested Date:** For materials this is the date that the requestor expects delivery of their required items (due date), and for services, it indicates the end of the Period of Performance (POP), enter the date the services are to be completed by. **Ship ID:** determines where the item being requisitioned will be delivered. This is a requirement for all materials to identify where the items need to be shipped to.

**Preferred Vendor:** if you have a preferred vendor, click in the cell and do a look up for the vendor you are adding this PO for.

8. **Notes:** Copy and paste any and all information you have in here. This helps the buyer confirm the vendor, pricing information, the number of hours and or quantities that you are requesting.

## Other Information and Notes



**Purchase Requisitions** [New] [Copy]

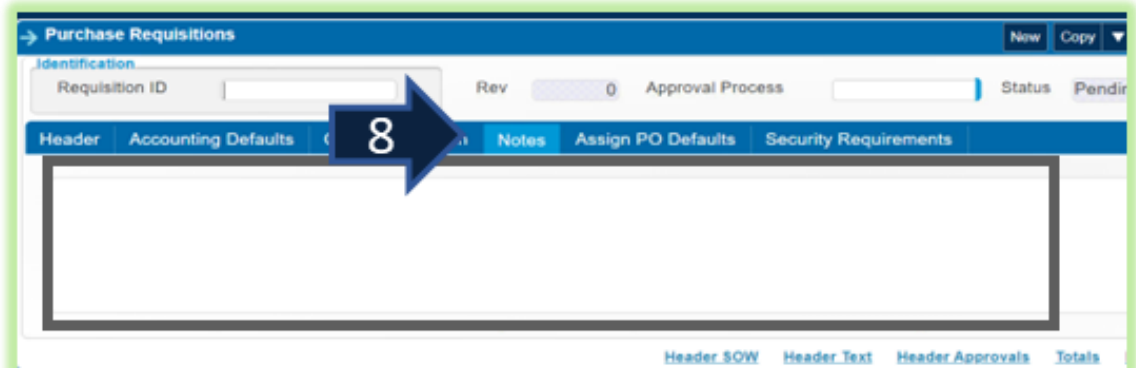
Identification  
Requisition ID: [ ] Rev: 0 Approval Process: [ ] Status: Pending

Accounting Defaults | **Other Information** | Assign PO Defaults | Security Requirements

**Delivery Defaults**  
Requested Date: [ ] ☐ Drop Ship  
Ship ID: [ ]  
Ship Via: [ ]  
Deliver To: [ ]

**PO Defaults**  
Preferred Vendor: [ ]  
Sugg Blanket PO: [ ]  
PO: [ ]  
Discount: 0.00%

Header SOW | Header Text | Header Approvals | Totals



**Purchase Requisitions** [New] [Copy]

Identification  
Requisition ID: [ ] Rev: 0 Approval Process: [ ] Status: Pending

Header | Accounting Defaults | **Notes** | Assign PO Defaults | Security Requirements

[ ]

Header SOW | Header Text | Header Approvals | Totals



## Requestion Line

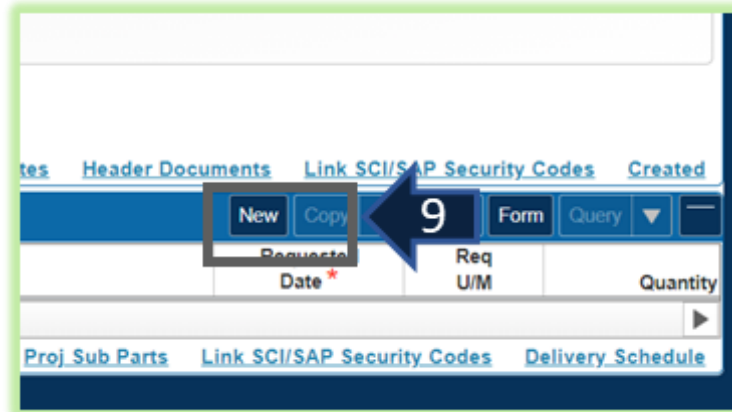
9-10. Click **“NEW”** to create a requestion line. Click on PR Lines to start entering details on the line level. You will be required to specify the Item and add a Description. Item selection will depend on what is being requested if a material and part (\*G\_material description, G stands for “Goods” or actual part number). Select generic material from the options available and provide item description in the description field. Or select a part based on an actual part number.

Select **“\*G\_MISC”** if generic description available is not applicable.

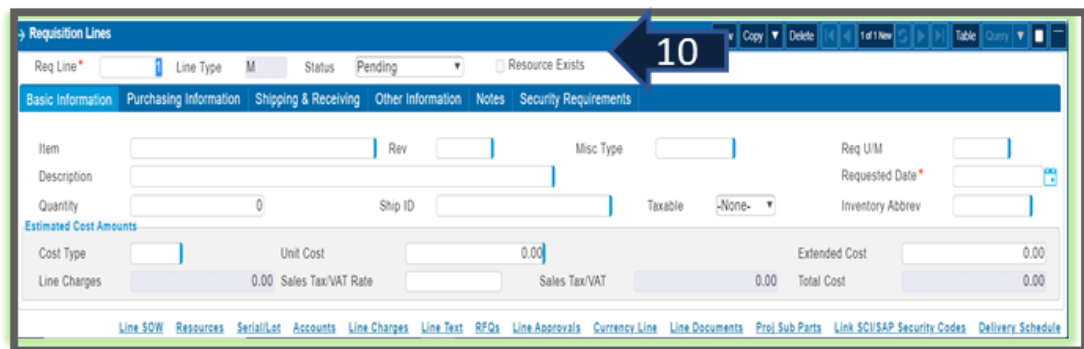
Standard setup to enter quantity and estimated unit price, and in those cases where Qty = Price, Unit Price = \$1.00 can be entered to record specific PR types. Populate required purchase requisition lines.

Click the **Lookup** button on the Toolbar and select or manually insert all applicable data in each field as you TAB through each line-item column.

Enter other details such as quantity, estimated cost, location, GL account and project ID. If another line needs to be added, select **“NEW”**.



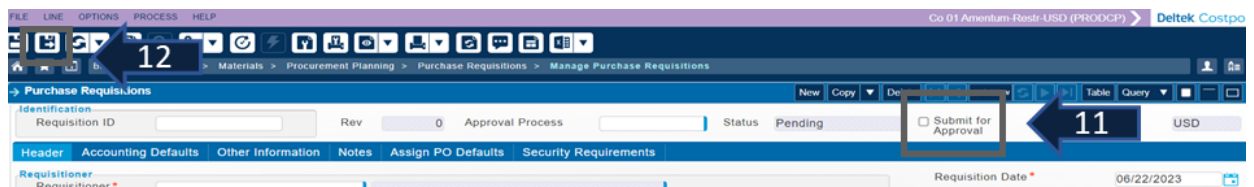
This screenshot shows the top section of the Costpoint PR Entry screen. The 'New' button is highlighted with a blue box and a blue arrow pointing to it, with the number 9 next to it. The screen displays various tabs like 'Header Documents', 'Link SCI/SAP Security Codes', and 'Created'. Below these, there are fields for 'Requestion Date', 'Req U/M', and 'Quantity'.



This screenshot shows the 'Requisition Lines' section of the Costpoint PR Entry screen. The '10' button is highlighted with a blue box and a blue arrow pointing to it. The screen displays various tabs like 'Basic Information', 'Purchasing Information', 'Shipping & Receiving', 'Other Information', 'Notes', and 'Security Requirements'. Below these, there are fields for 'Item', 'Description', 'Quantity', 'Unit Cost', 'Extended Cost', 'Line Charges', 'Sales Tax/VAT Rate', 'Sales Tax/VAT', and 'Total Cost'.

## Requestion Line

11-12. Check the box **“Submit for Approval”** to submit this requestion for approval and click **“Save & Continue”**.



This screenshot shows the bottom section of the Costpoint PR Entry screen. The 'Submit for Approval' checkbox is highlighted with a blue box and a blue arrow pointing to it, with the number 11 next to it. The screen displays various tabs like 'Header', 'Accounting Defaults', 'Other Information', 'Notes', 'Assign PO Defaults', and 'Security Requirements'. Below these, there are fields for 'Requisition ID', 'Rev', 'Approval Process', 'Status', 'Requisitioner', and 'Requisition Date'.

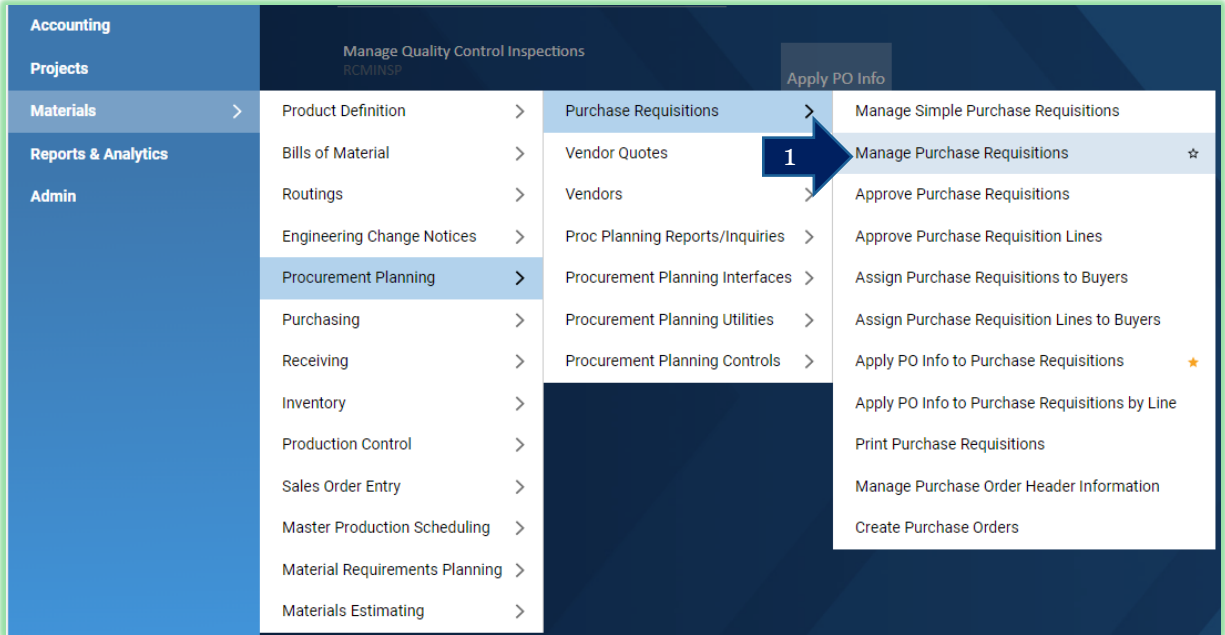
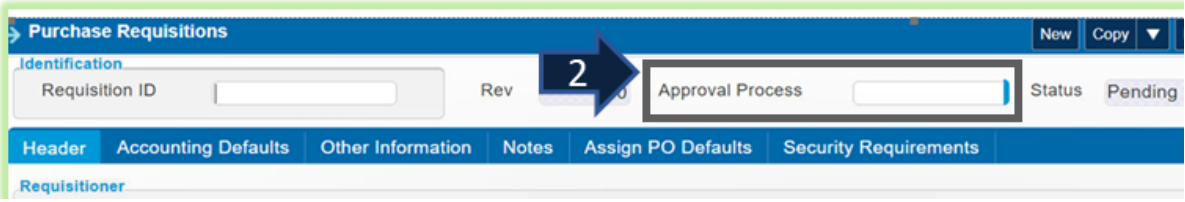
Link to Costpoint: [Costpoint 8 \(amentum.com\)](https://costpoint8.amentum.com)

## Costpoint Service/Lease/Repair/ Calibrate PR Entry

Fields with asterisk are required. “Service” PR is used when requisitioner is required to enter a purchase request for a specific service such as equipment lease, rental, insurance, subscription renewals, professional services, main repair services etc. Along with specifications on a service being requested should be provided by Buyer/SCA. That should include project code (reach out to your Finance Team for proper charge codes), item code, descriptions, quantity, cost, and POP dates.

The UOM (Unit of Measure) selection will depend on the request type and what is being requested. Depending on service request you can select UOM from LOT, hours, months etc.

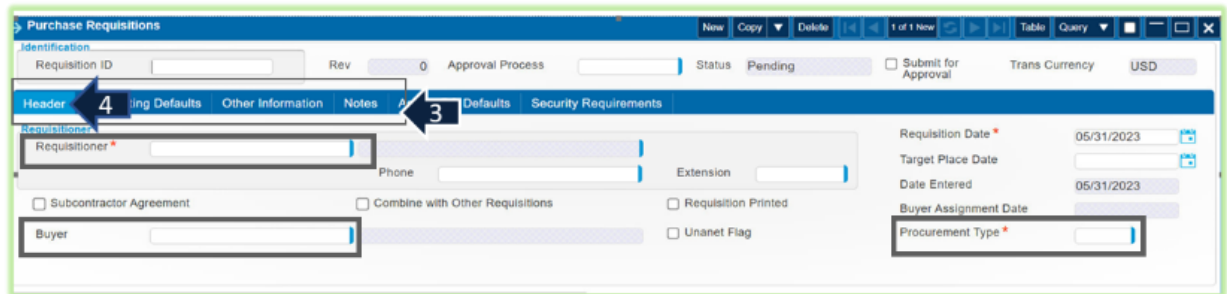
### Costpoint Service/Lease/ Repair/ Calibrate PR Entry

Steps and Screenshots	
Create Purchase Requestion	<p>1. Begin New Request by selecting <b>Materials &gt; Procurement Planning &gt; Purchase Requisitions &gt; Manage Purchase Requests</b>. The PR page will populate with numerous required fields.</p> 
Enter the Appropriate Approval Process	<p>2. Enter <b>Approval Process</b>. This can be searched by typing any part of the program name in the approval process field. If not known, can be provided by the Program Budget Owner.</p> 

## Header

3-4. **Requisitioner:** will default to the current logged-in user. If not prepopulated, you will need to add the company suffix to the ID to have it validated. Please note that the Requisitioner ID will default to your six (6) digit Employee ID, please add the company of your home organization (where you are assigned) as the suffix, i.e.: 520473, home org is company 2, update it 52047302. **Buyer:** click on search icon and assign PR to buyer that you would like to assign the requisition to. **Procurement Type:** click on search icon and select the procurement type. Selection is limited to two options: Competitive or Sole Source.

*Note: If Sole source procurement type is selected, you will be required to complete [GSCM SSJ e-Form](#) or provide SCM-715-1F-F-1, Single/Sole Source Justification (SSJ) Form that is available on One Javelin.*

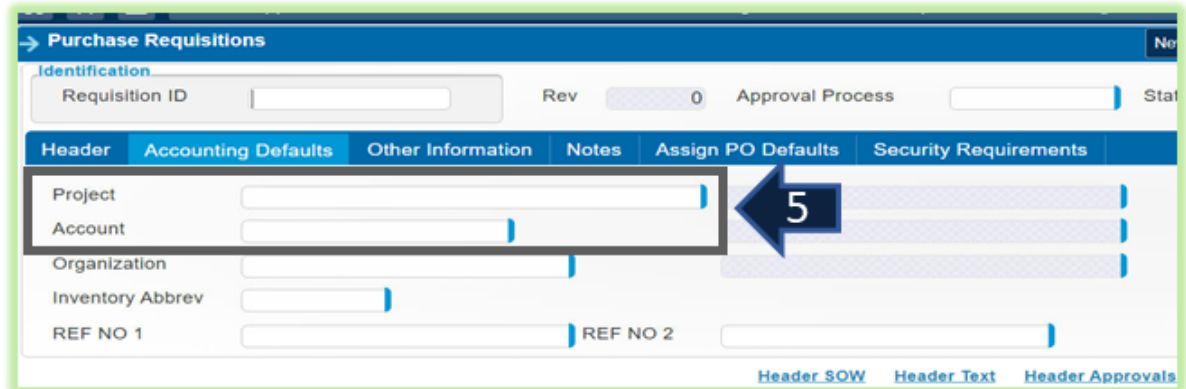


## Accounting Defaults

5. **Project:** This must be on the original request the correct project ID you want this charged to.

**Example:** 7240.003.00.0001.ODCS Account: Click the hourglass to look up or copy and paste the account number.

**Example:** 800-230-103

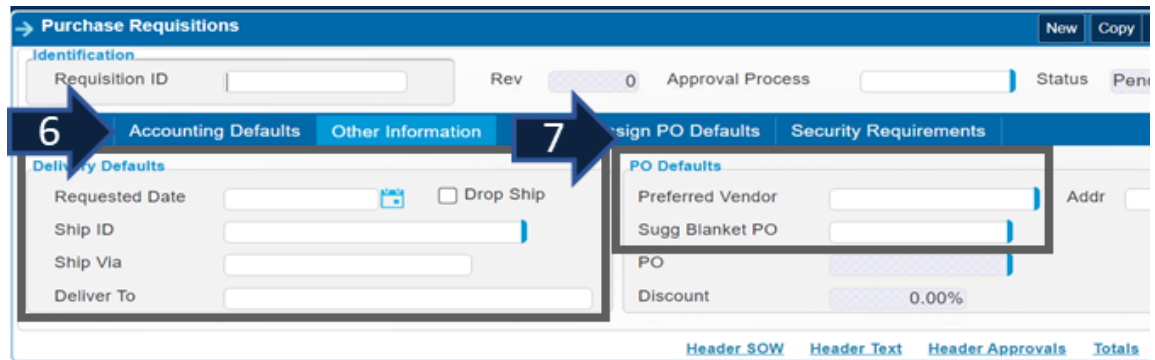


## Other Information and Notes

6-7. **Requested Date:** For materials this is the date that the requestor expects delivery of their required items (due date), and for services, it indicates the end of the Period of Performance (POP), enter the date the services are to be completed by. **Ship ID:** determines where the item being requisitioned will be delivered. This is a requirement for all materials to identify where the items need to be shipped to.

**Preferred Vendor:** if you have a preferred vendor, click in the cell and do a look up for the vendor you are adding this PO for.

8. **Notes:** Copy and paste any and all information you have in here. This helps the buyer confirm the vendor, pricing information, the number of hours and or quantities that you are requesting.



**Purchase Requisitions** [New] [Copy]

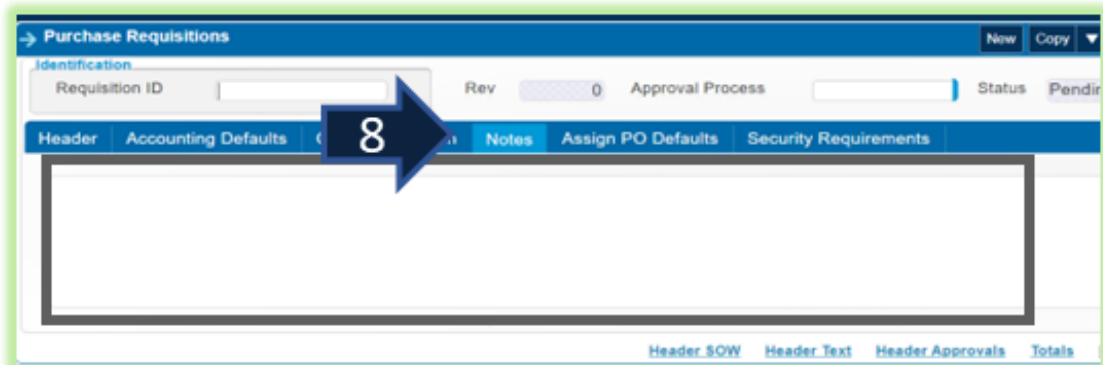
Identification  
Requisition ID: [ ] Rev: 0 Approval Process: [ ] Status: Pending

**6** → **Accounting Defaults** **Other Information** **7** → **Assign PO Defaults** **Security Requirements**

**Delivery Defaults**  
Requested Date: [ ] ☐ Drop Ship  
Ship ID: [ ]  
Ship Via: [ ]  
Deliver To: [ ]

**PO Defaults**  
Preferred Vendor: [ ] Add: [ ]  
Sugg Blanket PO: [ ]  
PO: [ ]  
Discount: 0.00%

Header\_SOW Header\_Text Header\_Approvals Totals



**Purchase Requisitions** [New] [Copy]

Identification  
Requisition ID: [ ] Rev: 0 Approval Process: [ ] Status: Pending

**Header** **Accounting Defaults** **8** → **Notes** **Assign PO Defaults** **Security Requirements**

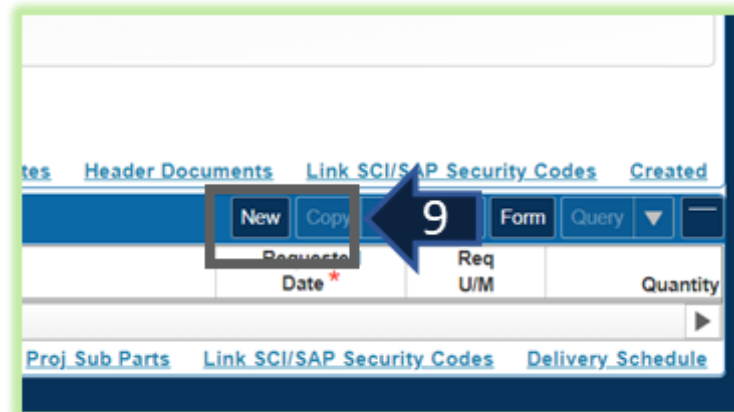
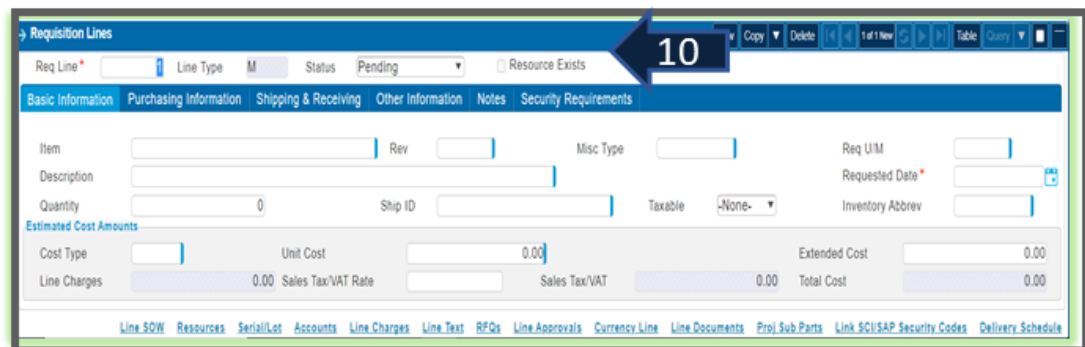
[ ]

Header\_SOW Header\_Text Header\_Approvals Totals

## Requestion Line

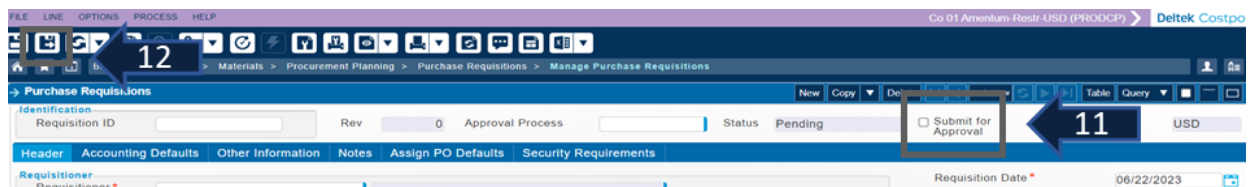
9-10. Click “**NEW**” to create a requestion line. Click on PR Lines to start entering details on the line level. You will be required to specify the Item and add a Description. Item selection will depend on what is being requested if a material and part (\*S\_ service description, S stands for “Service”). Select generic service from the options available and provide service description in the description field. Select “\*S\_MISC\_SERVICES” if generic description available is not applicable. Standard setup to enter quantity and estimated unit price, and in those cases where Qty = Price, Unit Price = \$1.00 can be entered to record specific PR types.

Populate required purchase requisition lines. Click the **Lookup** button on the Toolbar and select or manually insert all applicable data in each field as you TAB through each line-item column. Enter other details such as quantity, estimated cost, location, GL account and project ID. If another line needs to be added, select “**NEW**”.

## Requestion Line

11-12. Check the box “**Submit for Approval**” to submit this requestion for approval and click “**Save & Continue**”.



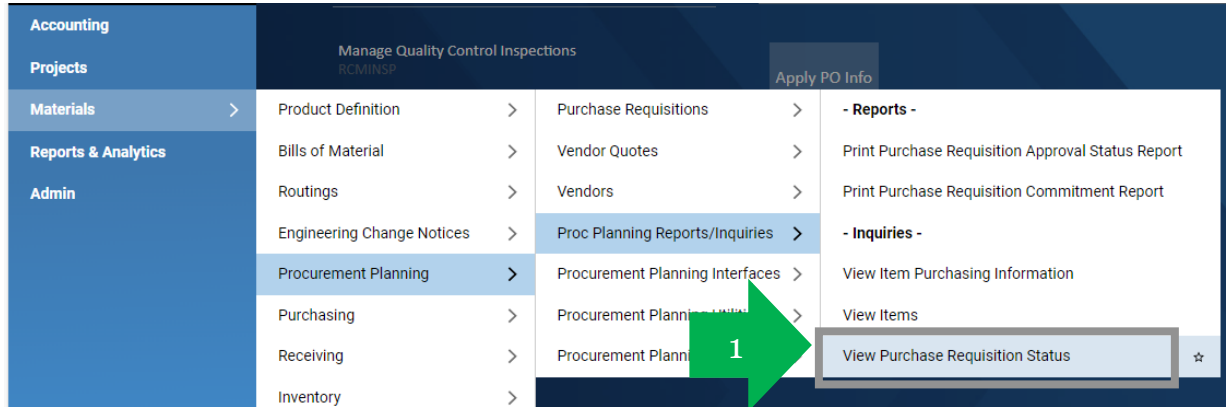
## Costpoint Purchase Request Status Check

### View Purchase Requisition Status Report

#### Steps and Screenshots

#### View Purchase Requisition Status

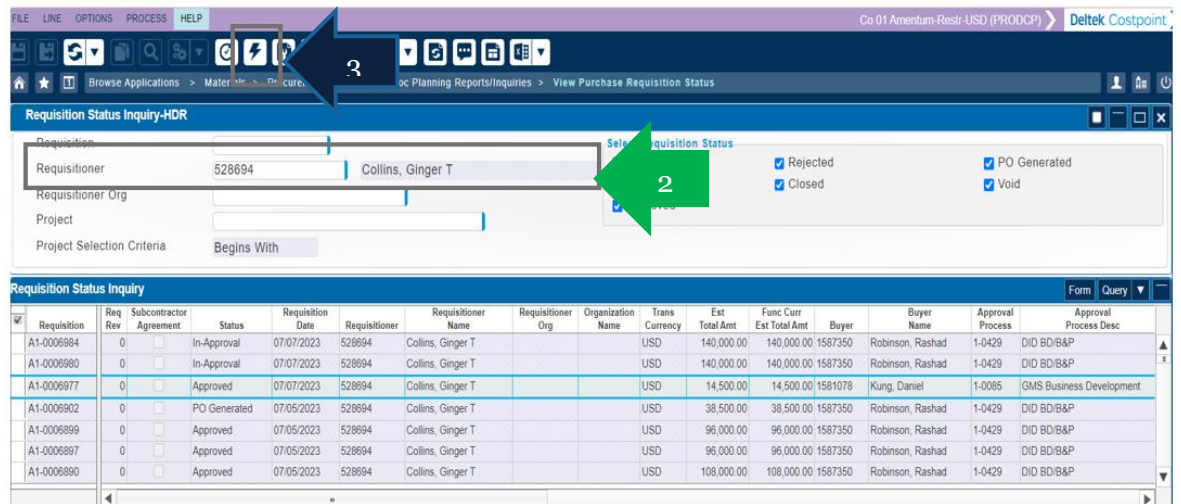
1. Begin New Request by selecting **Materials > Procurement Planning > Proc Planning Reports/Inquiries > View Purchase Requisition Status**. Requestor can check status of approval.



2-3. **Requisitioner:** Type in your Employee ID. Click **Lightning** bolt button = enter/lookup.

The system will pull all requisitions entered by that employee and the status is shown.

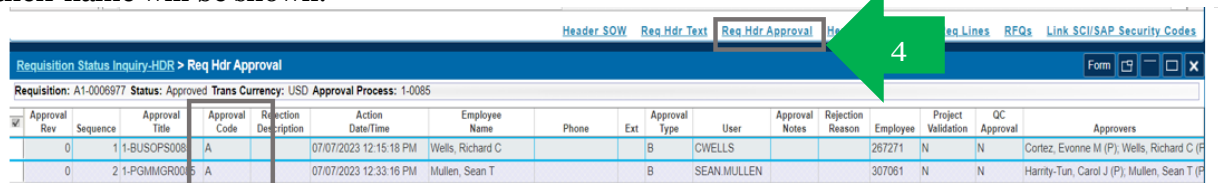
#### Enter Report Inquiry Details



Requisition	Req Rev	Subcontractor Agreement	Status	Requisition Date	Requisitioner	Requisitioner Name	Requisitioner Org	Organization Name	Trans Currency	Ext Total Amt	Func Curr Ext Total Amt	Buyer	Buyer Name	Approval Process	Approval Process Desc
A1-0006984	0		In-Approval	07/07/2023	528694	Collins, Ginger T			USD	140,000.00	140,000.00	1587350	Robinson, Rashad	1-0429	DID BD/B&P
A1-0006980	0		In-Approval	07/07/2023	528694	Collins, Ginger T			USD	140,000.00	140,000.00	1587350	Robinson, Rashad	1-0429	DID BD/B&P
A1-0006977	0		Approved	07/07/2023	528694	Collins, Ginger T			USD	14,500.00	14,500.00	1581078	Kung, Daniel	1-0085	GMS Business Development
A1-0006902	0		PO Generated	07/05/2023	528694	Collins, Ginger T			USD	38,500.00	38,500.00	1587350	Robinson, Rashad	1-0429	DID BD/B&P
A1-0006899	0		Approved	07/05/2023	528694	Collins, Ginger T			USD	96,000.00	96,000.00	1587350	Robinson, Rashad	1-0429	DID BD/B&P
A1-0006897	0		Approved	07/05/2023	528694	Collins, Ginger T			USD	96,000.00	96,000.00	1587350	Robinson, Rashad	1-0429	DID BD/B&P
A1-0006890	0		Approved	07/05/2023	528694	Collins, Ginger T			USD	108,000.00	108,000.00	1587350	Robinson, Rashad	1-0429	DID BD/B&P

#### Req Hdr Approval

4. **Req Hdr Approval:** The approval title, approval code (A= approved, P= pending) and their name will be shown.



Approval Rev	Sequence	Approval Title	Approval Code	Rejection Description	Action Date/Time	Employee Name	Phone	Ext	Approval Type	User	Approval Notes	Rejection Reason	Employee	Project Validation	QC Approval	Approvers
0	1	1-BUSOPS008	A		07/07/2023 12:15:18 PM	Wells, Richard C			B	CWELLS			267271	N	N	Cortez, Evonne M (P); Wells, Richard C (P)
0	2	1-PGMMGR005	A		07/07/2023 12:33:16 PM	Mullen, Sean T			B	SEAN MULLEN			307061	N	N	Hammy-Tun, Carol J (P); Mullen, Sean T (P)

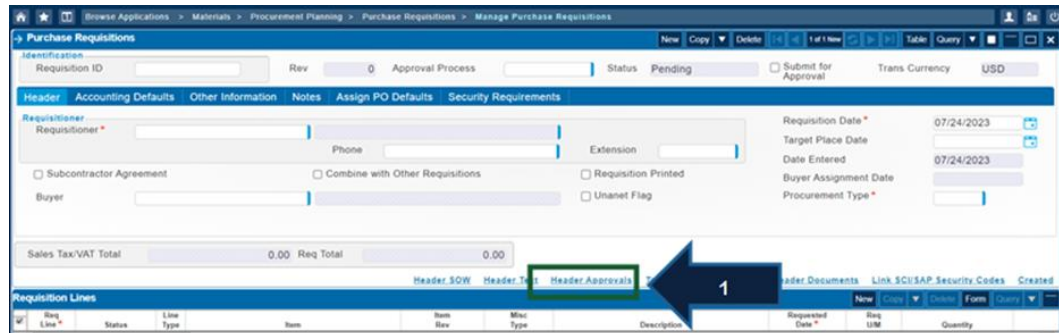


## View Purchase Requisition Status Report

### Steps and Screenshots

1. Begin New Request by selecting **Materials > Procurement Planning > Purchase Requisition > Manage Purchase Requisitions**.
2. Select **Header Approval** to review approval title, approval code and other related approval details.

### Manage Purchase Requisition



The screenshot shows the 'Manage Purchase Requisitions' interface. The 'Header' tab is active, displaying fields for Requisition ID, Rev, Approval Process, Status, and Trans Currency. The 'Header Approvals' tab is highlighted with a green box and a blue arrow pointing to it, labeled with the number '1'.



## Revision

Revision	Date	Title	Notes
<b>NEW</b>	12/07/2023	New	New QRG
<b>1</b>	07/02/2024	New screenshots	Costpoint 8.2 screenshots updated
<b>2</b>	07/23/2024	Form reference update	Updated form name to SCM-715-1F-F-1, Single/Sole Source Justification ( <b>SSJ</b> ) Form and corrected typos.
<b>3</b>	03/17/2025	Branding update and new form reference	Updated Logo and Branding. Added reference to new SSJ e-form.