



Procurement Transformation Toolkit

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

Last updated: 14 October 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](#)).



QRG = Quick Resource Guide

Introduction

This toolkit provides updates for Procurement. It includes Oracle 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 Take On Challenges with Courage

We Embrace Collaboration & Employee Engagement

We Believe Safety and Well-being are Integral to Success

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 21 st	Master data cutoffs in Oracle R12, no new projects and no new vendors. Dual entry for any required modifications to existing Oracle R12 vendors.
July 8 th	UAT Testing completes along with Go/No Go decision
July 18 th	Approved purchase requisition (PR) entry cutoff in Oracle R12. BUYERS should process (if possible) all PRs in approved status before the July 25 th PO cutoff.
July 23 rd	Cutoff for AP postings.
July 25 th	Final AP check processing in Oracle R12
July 25 th	Purchase Order entry & changes cutoff and no new receipts.
July 29 th	GO LIVE - Costpoint open for requisition entry and new PO entry. In flight PRs from Oracle R12 that have not been converted to a PO will be reloaded manually into Costpoint.
August 9 th & 10 th	Costpoint OUTAGE. Load legacy Oracle R12 Purchase Orders and Open AP.
August 11 th & 12 th	Validate legacy Purchase Order and Open AP load
August 13 th	Legacy Oracle R12 PO's available for transactions.
**July 23 rd through August 13 th	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 Service Purchase Requisition	QRG PR Entry Instructions QRG PR in Workflow
Purchase Order	Costpoint Purchase Orders	Costpoint Purchase Orders	Costpoint Purchase Orders	Material Purchase Orders Service Purchase Orders Blanket Purchase Orders Release Purchase Orders	QRG PO Status Legends QRG View Item Purchasing Information Report
Receipt & Acceptance	Costpoint Receiving	Costpoint Receiving	Costpoint Receiving	Material Purchase Receiving 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 QRG SMS Supplier Change Requests Job Aid
OnBase	How to use OnBase How to Approve		Inquiries Requestor Training Approver Training		Basic Indexing --AP Invoice PO.docx Basic Indexing -- Check Request.docx

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Training and Live Support Opportunities

Training materials are available to access (links on the next page). There were additional globally led training sessions that started from Monday 28th July. Live support sessions have also been held.

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	
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

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Quick Links

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

Costpoint PROD

<https://prodcp.amentum.com/CPWeb/cploginform.htm?1707419202>

Cognos PROD

<https://prodcognos.amentum.com/ibmcognos/bi/>

OnBase PROD

<https://onbase.amentum.com/AppNet/Login.aspx>

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

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Useful Links

Further information is available via our Transformation Hubs, including:

- Latest updates
- Transformation bulletin archive
- Useful links e.g. document templates

Go to the iCMS International Transformation Hub

Go to the legacy Amentum International Transformation Hub

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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