

“Cutover” is the transition period from Galileo to Umoja, when both systems will be unavailable to perform different transactions. **During these blackout periods, only unavoidable and emergency transactions should be processed, with robust audit trails using Blackout forms, to ensure that such transactions are properly reflected in Umoja as part of the Ramp-up process.** Additional Blackout instructions are being provided separately.

Below please find the relevant blackout dates for Umoja and Galileo.

## Umoja Blackout Dates

Date	Affected entities	Blackout details
22 <sup>nd</sup> July (00:00 CET) – 4 <sup>th</sup> September (23:59 CET)	All Peacekeeping and Special Political Missions (PK/SPMs), including DFS staff receiving goods in Umoja on their behalf	Missions should not post Goods Receipt transactions during this period. All Goods Receipt activity will be suspended in Umoja. The targeted transactions are: MIGO (Physical Goods Receipt) and VLO6I/VL32N (Virtual Goods Receipt), however additional tcodes are impacted. Service Entry Sheets are not affected at this time. All relevant roles in Umoja will be temporarily de-provisioned during the Blackout period, and will be re-provisioned on 5 September.
19 <sup>th</sup> August (00:00 CET) – 20 <sup>th</sup> August (23:59 CET)	All Umoja users (global)	Global Umoja Blackout for all modules (including Finance, HR, Travel) except Payroll.
19 <sup>th</sup> August (00:00 CET) – 4 <sup>th</sup> September (23:59 CET)	All Peacekeeping and Special Political Missions (PK/SPMs), including HQ staff serving these mission	Blackout for all Source to Acquire transactions, including creating, approving and updating Shopping Carts, Purchase Orders, Contracts, RFx documents, and SES. <b>All associated roles will be frozen until 5 September 2017. Additional details will be provided in a follow-up communication.</b>
31 August (00:00 CET) – 4 <sup>th</sup> September (23:59 CET)	All Umoja users (global)	Global Umoja Blackout for all modules (including Finance, HR, Travel) except Payroll.

As per previous Umoja Blackout periods, any transactions affected by the Blackout should be recorded according to the Umoja Blackout instructions outlined in separate instructions.

## Galileo Blackout Dates

Date	Affected entities	Blackout details
22 <sup>nd</sup> July (00:00 CET)	All users of Galileo	The interface between Galileo and Umoja will be disabled. Users are not to initiate Goods Receipt in Umoja and Galileo will not be able to receive items from Umoja after this date. However, for items already received in Galileo, R&I activity may continue until 31 July.
1 <sup>st</sup> August (00:00 CET)	All users of Galileo except for UNMIL, MINUSTAH	Galileo will be disabled for transactions, with the exception of disposal activity, but will be available for read-only.
	MINUSTAH	Galileo will be read-only, with the exception of write-off and disposal transactions.
	UNMIL	Galileo will be available for all transactions, however the Goods Receipt interface from Umoja will not be available.
1 <sup>st</sup> November (00:00 CET)	All users of Galileo except for UNMIL, MINUSTAH	Galileo will be unavailable, with the exception of disposal activity. Galileo data will be available in Business Intelligence.
	MINUSTAH	Galileo will be unavailable, with the exception of write-off and disposal activity. Galileo data will be available in Business Intelligence.
	UNMIL	Galileo will be available for all transactions, however the Goods Receipt interface from Umoja will not be available.

Until 5 September, any transactions affected by the Blackout and decommissioning should be recorded according to the Blackout instructions outlined in this guidance. After 5 September, transactions should be conducted in Umoja.