

# Procurement Certification Guide: Step by Step Process for Workday Learning


















## SPB Policy 23-02


SPB Policy 23-02 outlines the necessary training requirements for procurement professionals in the state of Nebraska. As of 11/20/2023, the State of Nebraska has a new and updated Procurement Manual, and new training for procurement (PT) roles. New and existing users that have a PT role in JD Edwards EnterpriseOne (E1) are required to complete all necessary training that corresponds with SPB Policy 23-02 by March 1<sup>st</sup>, 2024. [For a complete copy of SPB Policy 23-02, click this link.](#) Below is a graphic listing the necessary training.

This document includes a step-by-step procedural guide on how to find, enroll, and complete required training for PT levels. For questions email [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov).

### SPB Policy 23-02 Procurement Certification Program Learning Topics

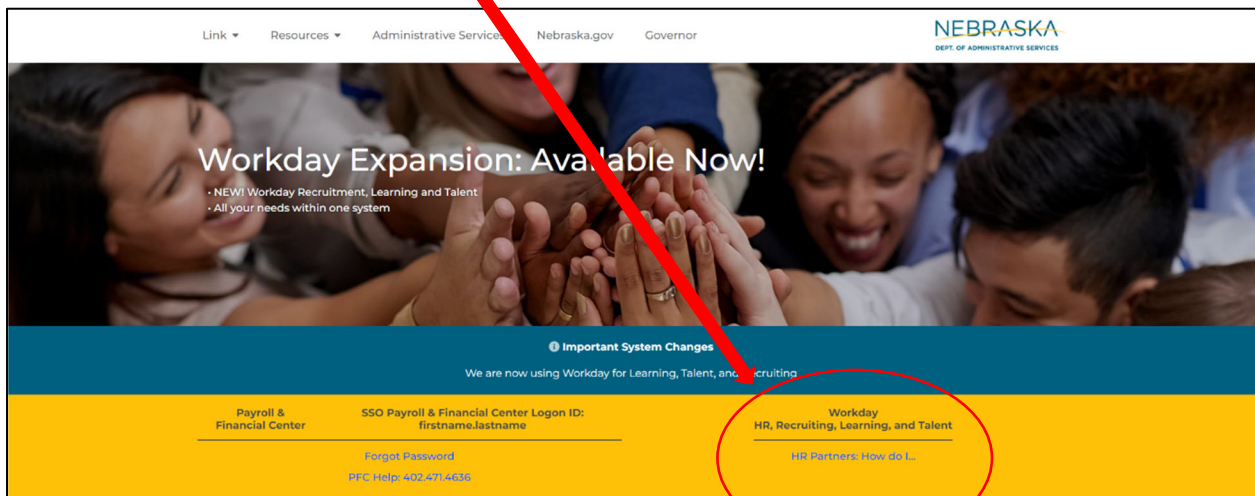
<b>LEARNING TOPICS</b>	<b>PT10</b>	<b>PT20</b>	<b>PT30</b>	<b>EXECUTIVE</b>
<b>Procurement Law*</b> (3 Hours)  	✓	✓	✓	✓
<b>Ethics*</b> (1 Hour)  	✓	✓	✓	✓
<b>Introduction to Procurement</b> (2 Hours) 	✓	✓	✓	
<b>E1 Reports &amp; Inquiries</b> (30 Minutes) 	✓	✓	✓	
<b>E1 Purchase Requisitions</b> (45 Minutes) 		✓	✓	
<b>Address Book &amp; Approval Routes</b> (1 Hour) 		✓	✓	
<b>Receipt Processing</b> (1 Hour) 		✓	✓	
<b>E1 PO and Contract Generation</b> (1 Hour) 			✓	
<b>Solicitation and Award Process</b> (1 Hour) 			✓	✓
<b>Contract Management</b> (1 Hour) 			✓	✓
<b>Protest Process</b> (45 Minutes) 			✓	✓

 **IN-PERSON TRAINING**      **VIRTUAL COURSE**

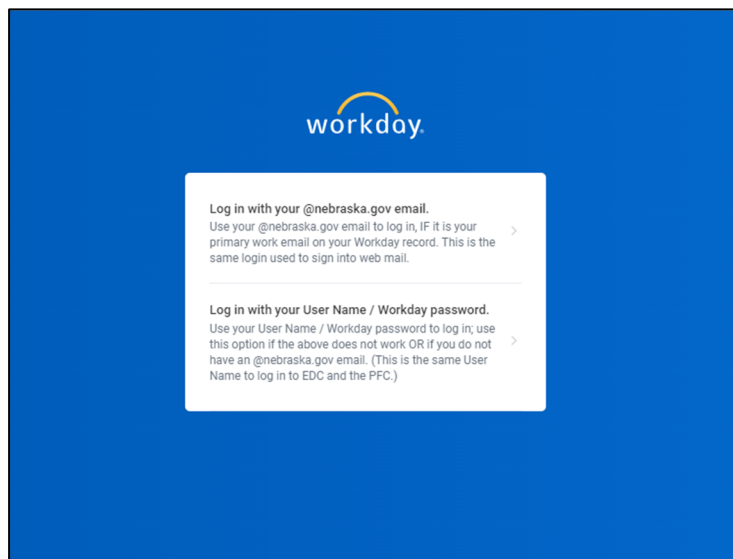
\* USERS WILL RETAKE EVERY TWO YEARS TO MAINTAIN CERTIFICATION 

## Step by Step Guide for Workday Procurement Certification Training

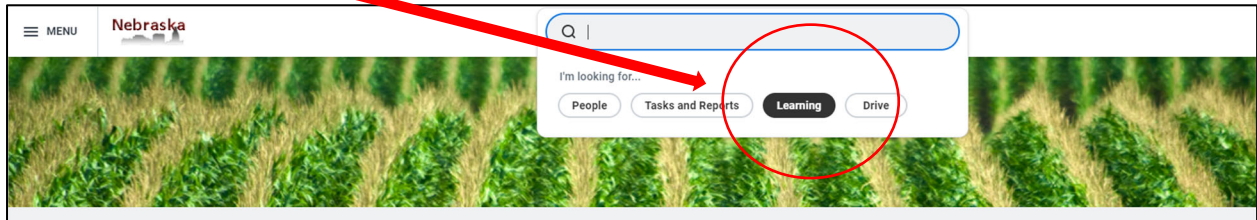
1. Navigate to [link.nebraska.gov](http://link.nebraska.gov) using a search engine
2. Click the “Workday” Link.



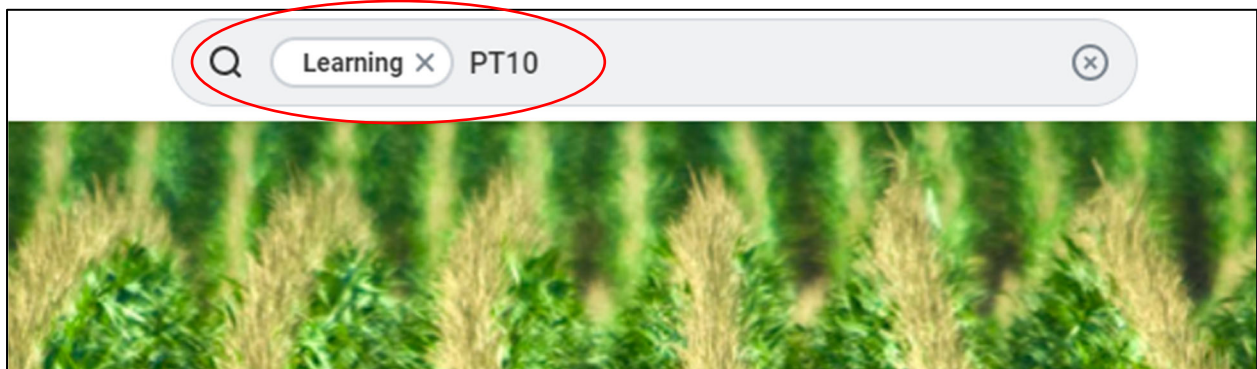
3. Log into Workday using your Nebraska government email or user ID.



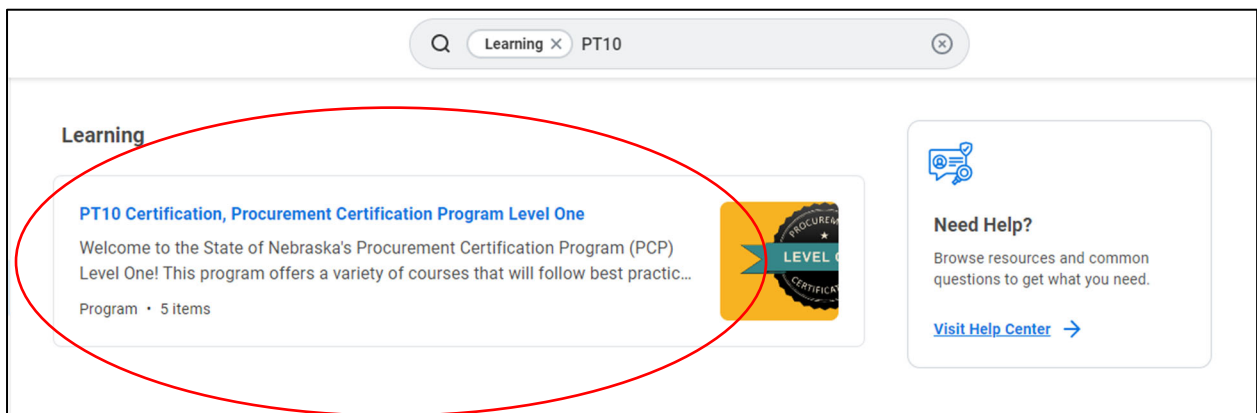
4. In the search bar at the top of the screen, click the button that says “Learning.”



5. Type in the title of the required learning you are looking to find, for example “PT10,” or “PT30.”



6. Press your “Enter” key. This should bring you to the learning program from your search.



7. Click the “Enroll” Button for the Program.

**Program: PT10 Certification, Procurement Certification Program Level One**

Welcome to the State of Nebraska's Procurement Certification Program (PCP) Level One!

This program offers a variety of courses that will follow best practices set by the DAS Materiel Administrator, and State Purchasing Bureau.

This certification program provides an overview of topics related to procurement, and currently includes the following lessons:

- \*Procurement Law and Ethics
- E1 Reports and Inquiries
- Initial Procurement training

\* In person and virtual offering, as recording from 12/1/2023 law and ethics course

[Hide All](#) ^

Program Length	Delivery Mode
5 items	Self-Directed

★ ★ ★ ★ ☆ (2)

**Enroll**

★ [Rate](#)

8. After you enroll, a prompt will pop up with all the courses in the program. To complete this step, click the “Submit” button at the bottom of the screen.

**Review**

PT10 Certification, Procurement Certification Program Level One

Welcome to the State of Nebraska's Procurement Certification Program (PCP) Level One!

This program offers a variety of courses that will follow best practices set by the DAS Materiel Administrator, and State Purchasing Bureau.

This certification program provides an overview of topics related to procurement, and currently includes the following lessons:

- \*Procurement Law and Ethics
- E1 Reports and Inquiries
- Initial Procurement training

\* In person and virtual offering, as recording from 12/1/2023 law and ethics course

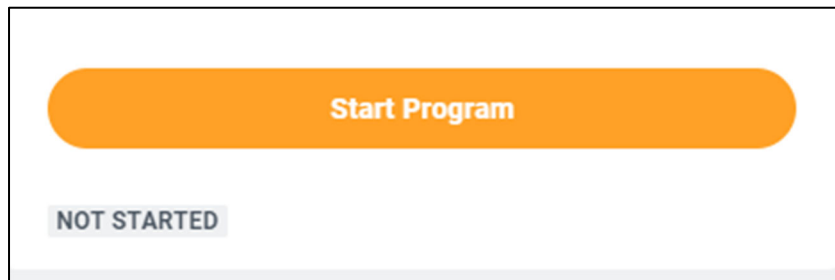
Content 5 items

Content	Type
Procurement Law and Ethics (In Person)	Blended Course
Procurement Law and Ethics (Virtual)	Blended Course
Procurement Law and Ethics (Recording)	Digital Course
E1 Reports and Inquiries	Digital Course
Introduction to Procurement	Digital Course

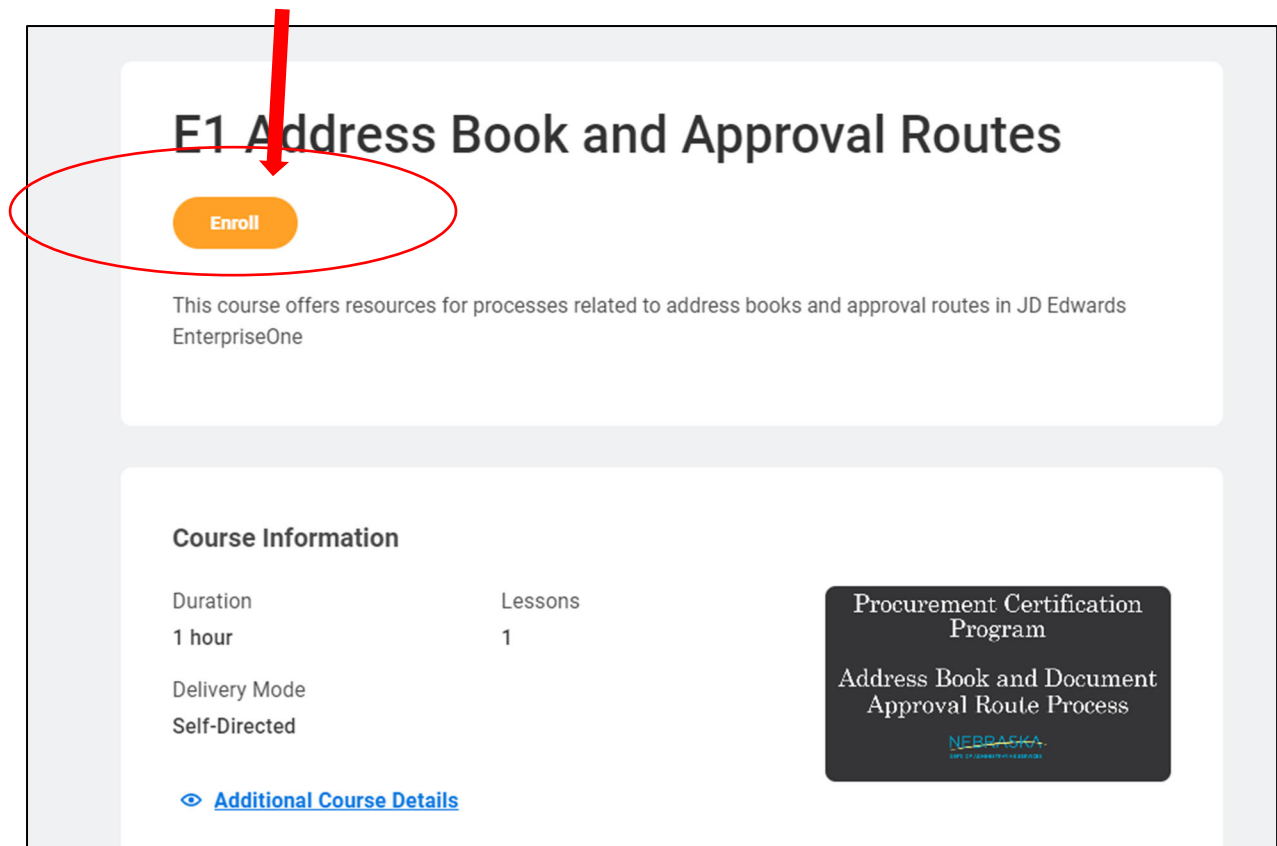
enter your comment

**Submit** Cancel

9. After you enroll in the program you will be able to complete the required courses. Click the “Start Program” Button to begin.

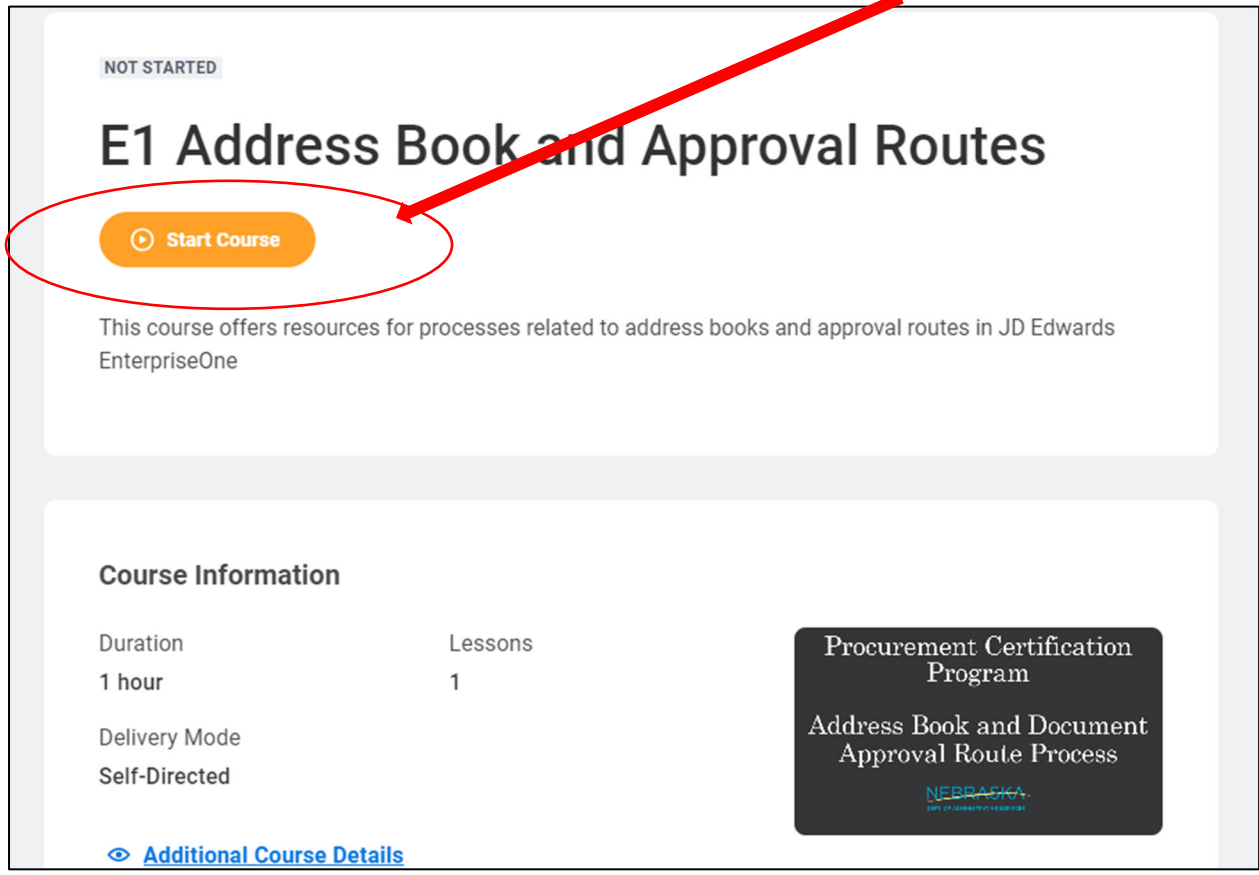


10. Once you have started the program, you will be prompted to begin completing individual courses. To do this, click the “Enroll” button for the first course that becomes available to you.

A screenshot of a course page. The main heading is "E1 Address Book and Approval Routes". Below the heading is an orange "Enroll" button, which is circled in red. A red arrow points down to the "Enroll" button. Below the button, the text reads: "This course offers resources for processes related to address books and approval routes in JD Edwards EnterpriseOne".  
  
Below this is a "Course Information" section with the following details:  
Duration: 1 hour  
Lessons: 1  
Delivery Mode: Self-Directed  
At the bottom of this section is a link: [Additional Course Details](#).  
  
On the right side of the page, there is a dark grey box containing the text: "Procurement Certification Program" and "Address Book and Document Approval Route Process". At the bottom of this box is the logo for "NEBRASKA" with the tagline "STATE OF GOVERNMENT EFFICIENCY".



11. To begin the course, click the button “Start Course.”



NOT STARTED

## E1 Address Book and Approval Routes

**Start Course**

This course offers resources for processes related to address books and approval routes in JD Edwards EnterpriseOne

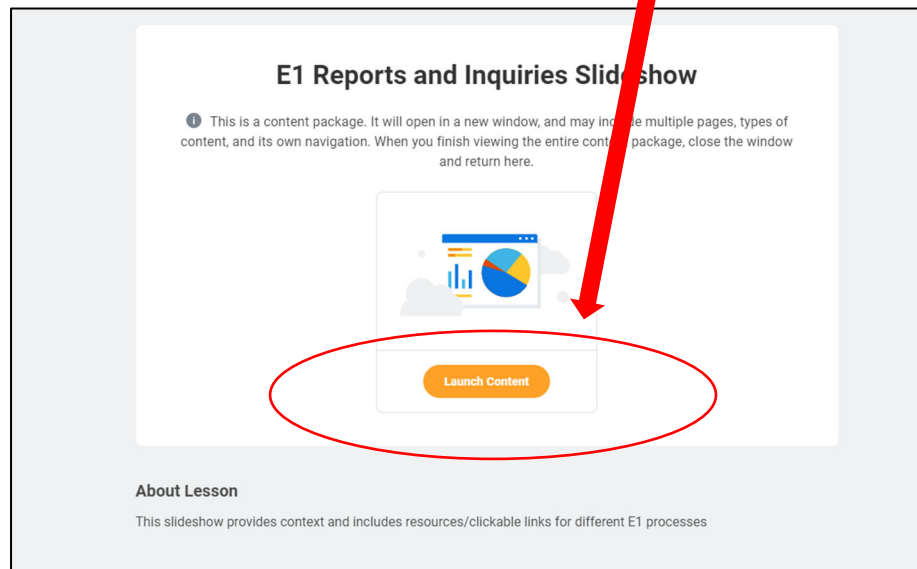
### Course Information

Duration	Lessons
1 hour	1
Delivery Mode	
Self-Directed	

[Additional Course Details](#)

Procurement Certification Program  
Address Book and Document Approval Route Process  
NEBRASKA  
STATE OF NEBRASKA

12. You will then press the “Launch Content” Button.



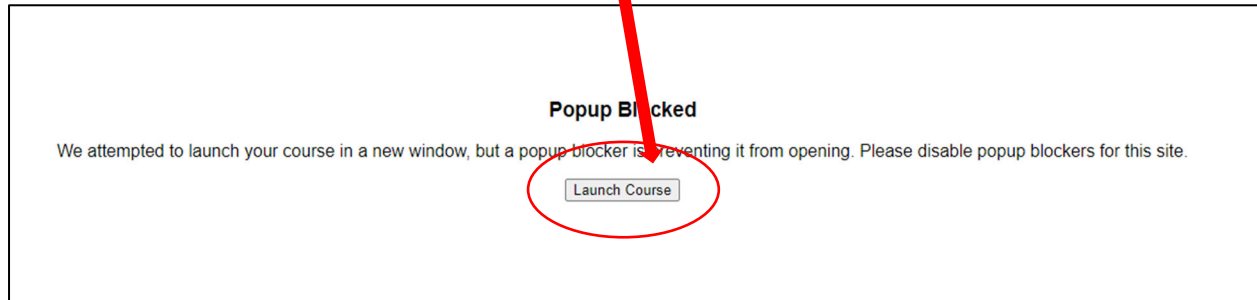
### E1 Reports and Inquiries Slideshow

**i** This is a content package. It will open in a new window, and may include multiple pages, types of content, and its own navigation. When you finish viewing the entire content package, close the window and return here.

**Launch Content**

**About Lesson**  
This slideshow provides context and includes resources/clickable links for different E1 processes

13. Occasionally, there will be a “pop up” block. If this happens press the “Launch Course” button to continue to your learning content.

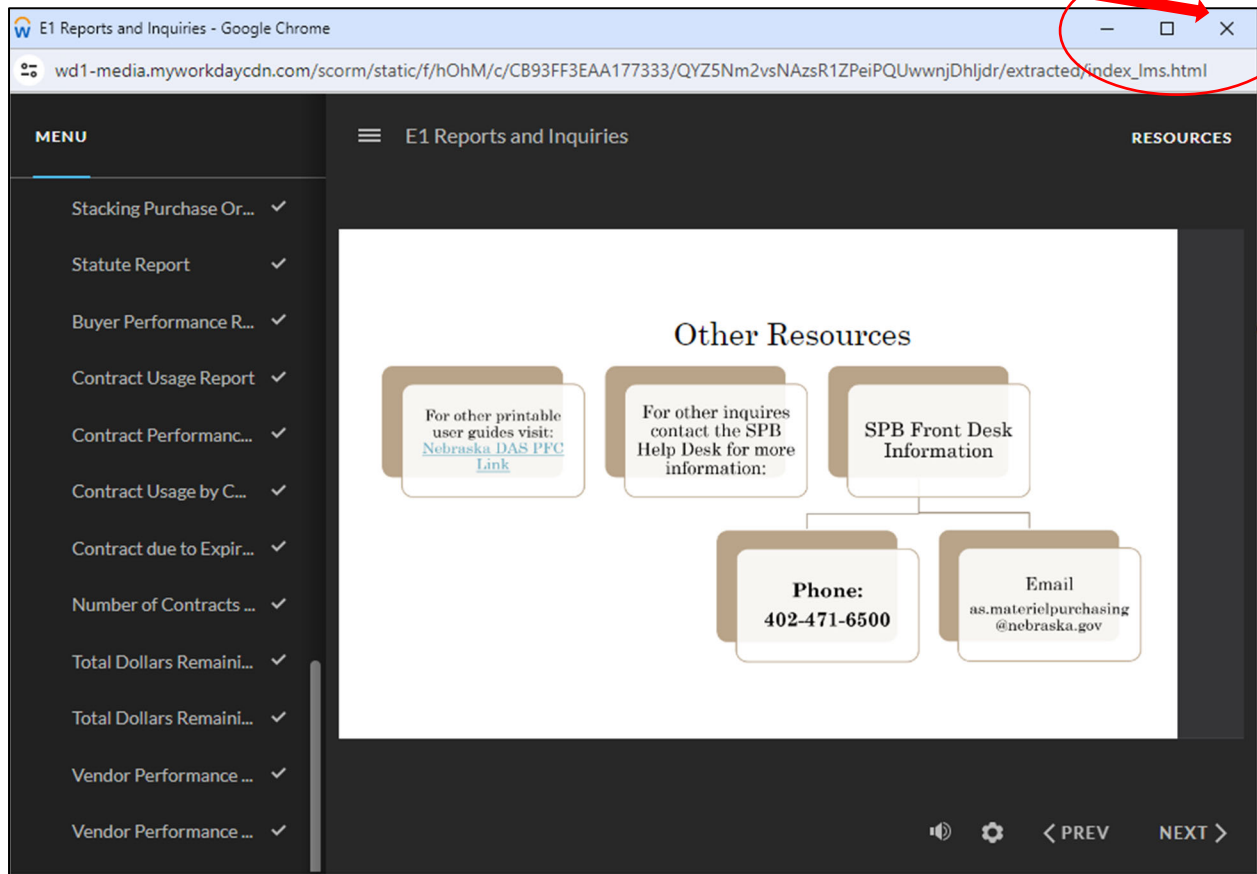


14. In a separate window, your course will now be ready. Use the “Next” and “Prev” buttons to move through the content.

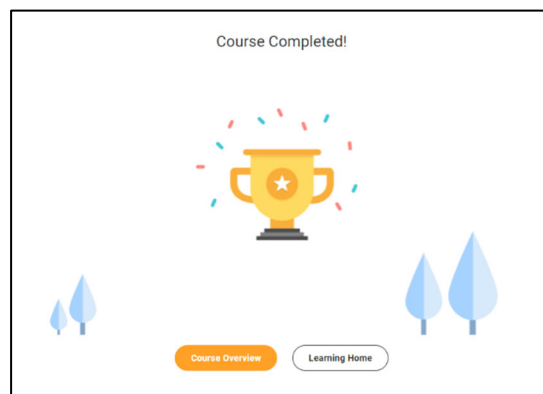




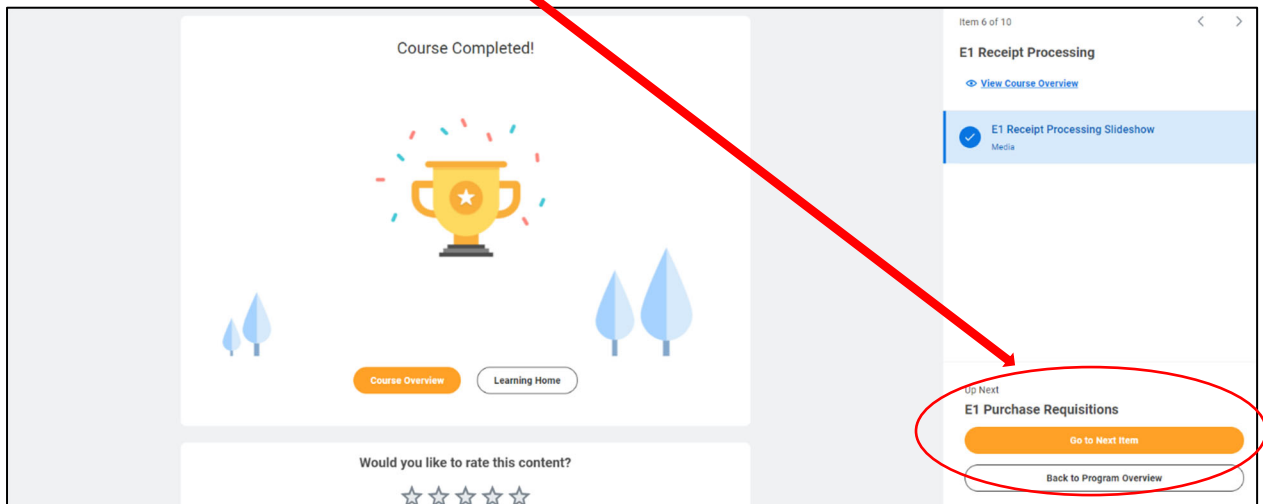
15. Once you have reached the final slide of the course, close the window that has your training by click the “X” in the top right corner.



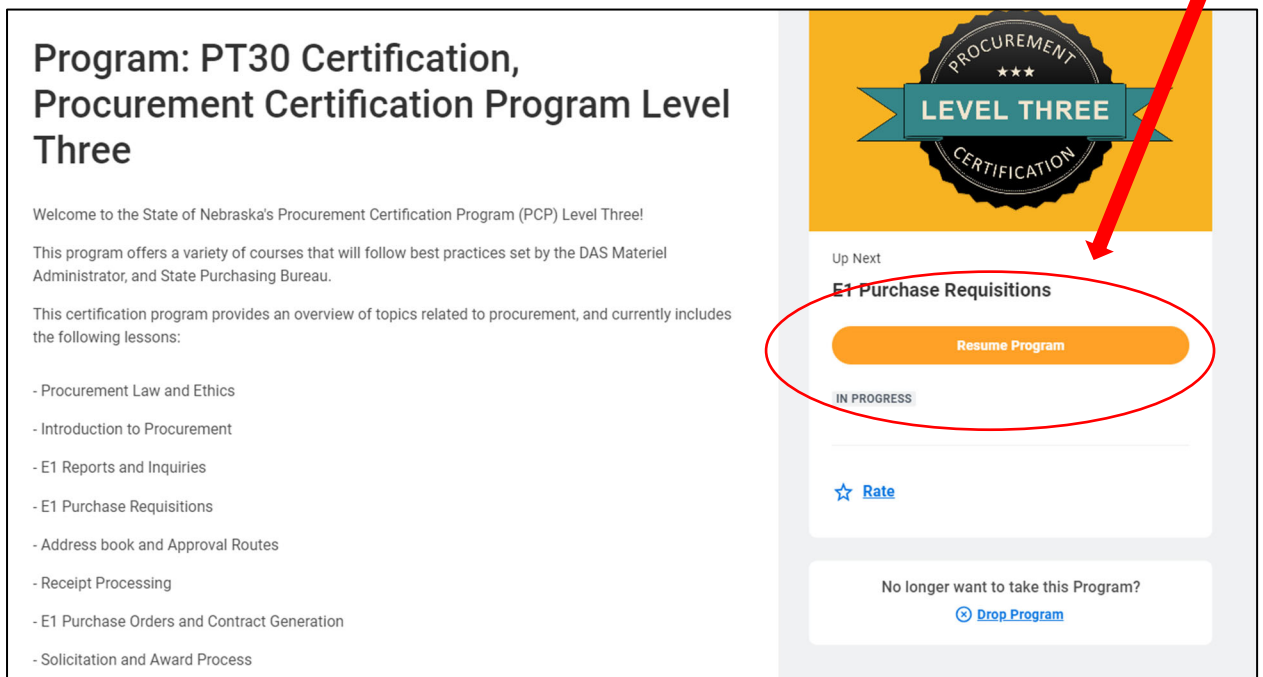
16. You have now completed a course! There will be a graphic that shows your completion. You can then go back to the program and continue the other required lessons.



17. To continue your required training, click the “Go to Next Item” button to move to the next course.



18. If you leave and come back to your training, click the “Resume Program” button to go return to the last piece of content in your training program.



19. You can check your completion status by locating the “Program Progress” bar that will display how many courses total there are in the program, and how many you have completed.

Program Length	Delivery Mode
5 items	Self-Directed

**Program Progress**


5 of 5 mandatory items completed

---

20. Once you have completed all courses in the program, there will be new information at the top of the page that will include your date of completion.

Jason R Lewin (80046240), you have completed

## Program: PT10 Certification, Procurement Certification Program Level One



ITEMS COMPLETED 5	DATE OF COMPLETION Jan 18, 2024
----------------------	------------------------------------


Welcome to the State of Nebraska's Procurement Certification Program (PCP) Level One!

This program offers a variety of courses that will follow best practices set by the DAS Materiel Administrator, and State Purchasing Bureau.

This certification program provides an overview of topics related to procurement, and currently includes the following lessons:

- \*Procurement Law and Ethics
- E1 Reports and Inquiries
- Initial Procurement training

\* In person and virtual offering, as recording from 12/1/2023 law and ethics course



☆☆☆☆☆ (2)

Retake Program

COMPLETED

☆ [Rate](#)

## What to do Upon Completion of Training

If you are completing required PT training as a newly hired public servant or are completing training to gain access to in a new PT role, let your supervisor know you have completed the necessary training, and your agency's Authorized Agent will submit the request to E1 security to finalize granting your E1 access.

If you are an existing public servant and have completed the training to maintain your E1 access, no further action is required.

