

State Purchasing Bureau Policy

NOTICE

This guidance document is advisory in nature but is binding on the Nebraska Department of Administrative Services until amended. A guidance document does not include internal procedural documents that only affect the internal operations of the Department of Administrative Services and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. See Neb. Rev. Stat. § 84-901.03

Policy No: 24-01
Application: Goods & Services
Subject: Procurement Certification Program
Effective Date: 05-16-2024
Supersedes: Policy 23-02 dated 11-20-2023
Reference: *Procurement Review Findings and Recommendations Report - Ikaso Consulting, LLC (November 15, 2022)*

1. Procurement professionals who require a PT role are required to complete Procurement Certification Training to gain access to the State's financial system (E1). NIS Security will deny PT role add-requests submitted by Authorized Agents when training is not complete.
2. The term "PT" or "PT Role" refers to the permission classification within E1 that allows a user to access procurement information or process procurement transactions. The addition or removal of a PT role does not affect other roles within the financial system.
3. Procurement professionals with access to E1 must complete refresher training every two (2) years. Refresher training consists of Procurement Law and Ethics and is listed in Workday as Level 5 Procurement Certification Training. Failure to complete required refresher training results in the removal of the procurement professional's PT role from E1.
4. Refresher training may be completed at any time prior to the two-year mark of the last completed training requirement. Once refresher training is completed, the two-year deadline for the next refresher training will reset. Any requests for a training deadline extension may be submitted to the DAS-Material Procurement Training Coordinator (as.materielpurchasingtraining@nebraska.gov) using a [PCP Refresher Training Deadline Extension Request Form](#).
5. Managers and executives are strongly encouraged to take Level 4 Procurement Certification Training when their responsibilities include signature authority on contracts, purchase orders, and requisitions; approval authority for funds; or executive decisions regarding contracts or purchases. Taking the executive level training does not fulfill the requirement for PT role access to the State's financial system.

6. Procurement Certification Training requirements are associated with the PT Role. When a user requests more than one PT Role, the highest level of initial training is completed, and no additional training is required. The chart below depicts the appropriate Workday Module in which to enroll as it applies to procurement certification and approval of a PT Role:

Workday Module	PT Role	Comment
N/A	PT09	Certification Training not required
Level 1 Procurement Certification Training	PT10, PT15, PT52	Initial training for access to E1
Level 2 Procurement Certification Training	PT20, PT25, PT26	Initial training for access to E1
Level 3 Procurement Certification Training	PT30, PT31, PT40, PT41, PT50, PT51, PT62, PT63, PT64	Initial training for access to E1
Level 4 Procurement Certification Training	Manager, Executive	Professional Training - Does not grant access to the financial system
Level 5 Procurement Certification Training	PT10, PT15, PT20, PT25, PT26, PT30, PT31, PT40, PT41, PT50, PT51, PT52, PT62, PT63, PT64	Refresher training required every two years after completion of initial training

7. All Procurement Certification Training must be completed in Workday. When a course is offered both in-person and virtual, either option may be completed to fulfill the requirement. When the in-person option is selected, enrollment in Workday is required to gain credit for the course.
8. User assistance guide: [Workday Navigation Guide](#)
9. For assistance with enrollment, verification that you have enrolled in the correct module, or verification your training requirements are complete you may contact the DAS-Materiel Procurement Training Coordinator at as.materielpurchasingtraining@nebraska.gov.

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The foregoing policy is duly signed and executed on this 20 day of MAY, 2024.



Director,
State of Nebraska, *Department of Administrative Services*

5/20/2024

DATE



Materiel Administrator,
State of Nebraska, *Department of Administrative Services*

5/16/2024

DATE

