

Introduction to Workday



WELCOME

Welcome to Workday!

We have some dynamic training planned for you ahead, but would like to first give you a little background information regarding the project.

As of October 2023, our current supply chain technology, Lawson, will no longer be supported. Supply chain saw the opportunity to explore other options to better support the organizations needs and growth.

Sanford Supply Chain began working with Workday in May 2021. A team comprised of 42 Supply Chain and IT personnel, 6 Workday consultants, and numerous Sanford support teams dedicated their time and expertise to prepare for Supply Chain's migration.

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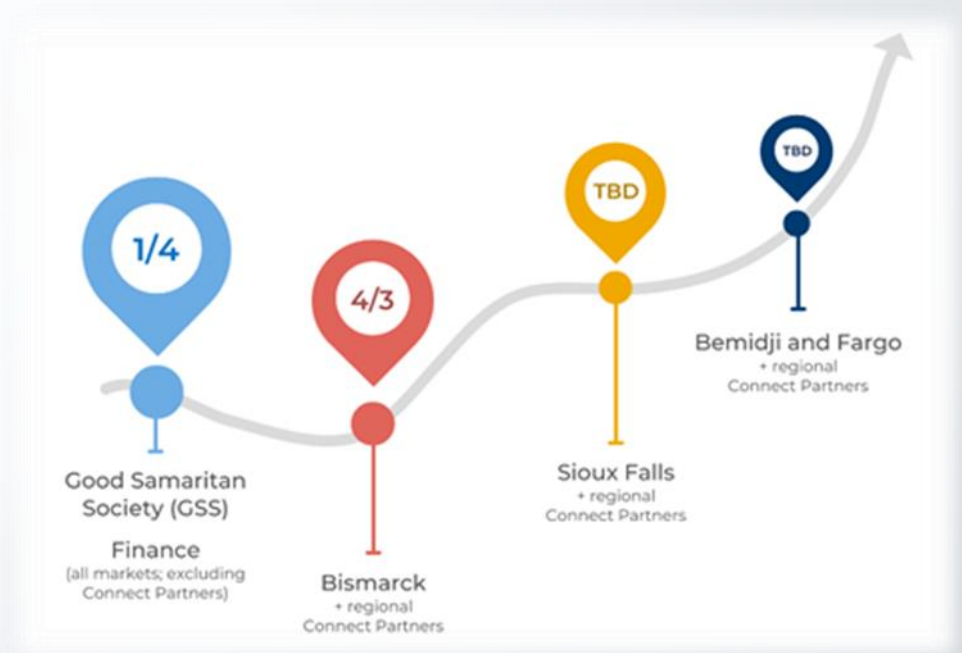
Due to the size of the organization, it was determined the migration would be best suited to occur in phases over the span of a year, with all Sanford and Connect Partner locations going live prior to October 2023.

Phase 1 – Good Samaritan Society (GSS): Non-Purchase Order

Phase 2 – Bismarck and associated Connect Partners

Phase 3 – Sioux Falls and associated Connect Partners

Phase 4 – Fargo, Bemidji, and associated Connect Partners



TRAINING

Here is a quick sneak peak of what to expect regarding training:

- Review policies impacting the requisition process
- Requisition Process CBT
- Find a Requisition Video
- Find a Purchase Order Video
- Request for Product Return to Supplier Process Review
- Match Exception Overview
- Responding to a Product Recall Process Review
- Sanford Service Portal Overview – finding resources, knowledge articles and job aides.

Once you have successfully completed all training requirements, a link to the Workday Requisition Access form will appear. The form must be completed and submitted to gain requisitioning access. Additionally, you will receive an email with a summary of post training support options.

IMPORTANT

Make sure to click the **'Mark Complete'** button on your learning transcript, next to the course title, to record your completion.

By clicking 'Mark Complete' you are verifying that you have read the material.