

# Process Punchout Order in NEVADAePro

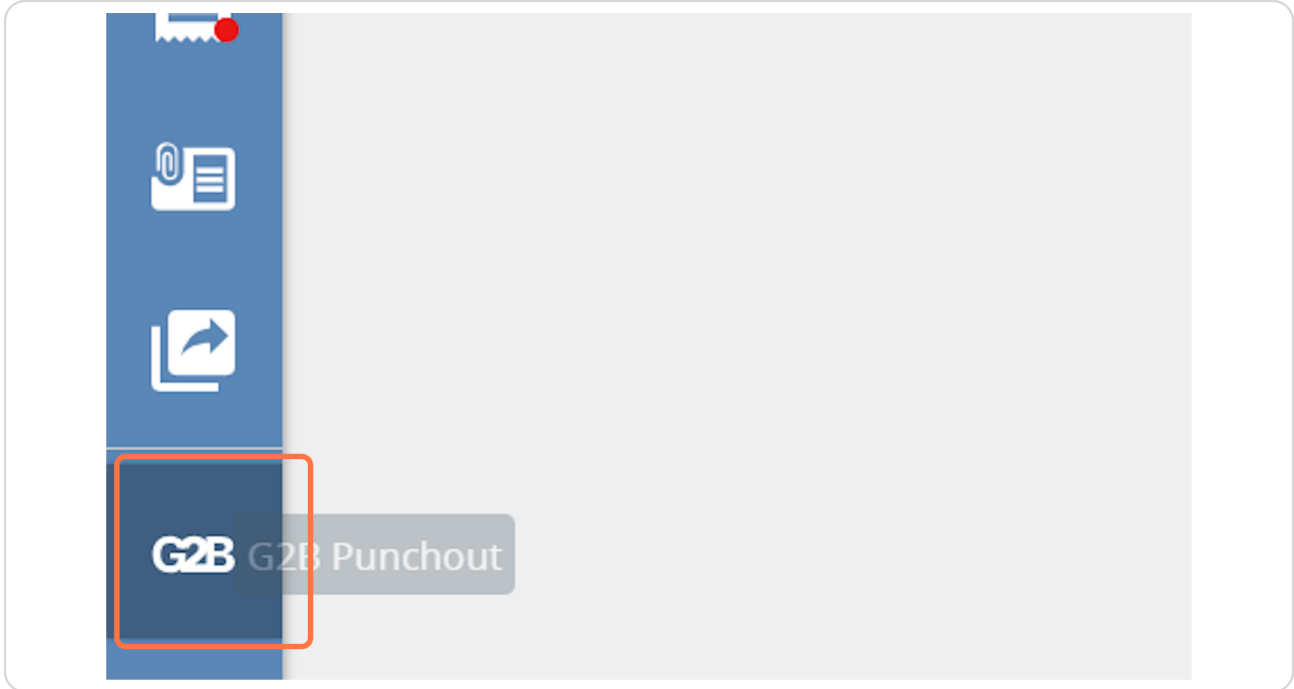
46 Steps [View most recent version](#) 

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Created by	Creation Date	Last Updated
C Clarke	Nov 07, 2025	Nov 07, 2025

STEP 1

**To create a G2B/Punchout order - Click on Punchout**



## STEP 2

### Select vendor from the drop down (ex: Global Industrial) -

We currently have 23 vendors listed in the drop down to select from -

The screenshot shows the NEVADaPro search interface. At the top, there is a search bar with a red plus icon, a search icon, and the text "Search...". To the right of the search bar is a dropdown menu labeled "Catalog" with a downward arrow, a red search icon, and the word "Advanced" in red. Below the search bar is a text input field containing the word "ping". Below this is a dropdown menu with the selected item "Global Industrial Company - Punchout Catalog (99SWC-NV25-17082)" and a downward arrow. Below the dropdown menu is another dropdown menu with the selected item "999 - State Purchasing" and a downward arrow. Below the dropdown menu are two search input fields, each with a search icon. At the bottom of the form are three buttons: "Punchout", "Reset", and "Cancel & Exit". Below the buttons is the copyright notice "Copyright © 2025 Periscope Holdings, Inc. - All Rights Reserved."

## STEP 3

### **In this section Department is equal to Division -**

The screenshot shows the NEVADaPro search interface. At the top, there is a search bar with a red plus icon, a search icon, and the text "Search...". To the right of the search bar is a dropdown menu labeled "Catalog" with a downward arrow, a red search icon, and the word "Advanced" in red. Below the search bar is a text input field containing the word "Punchout Shopping". Below this is a dropdown menu with the selected item "Global Industrial Company - Punchout Catalog (99SWC-NV25-17082)". Below the dropdown menu is another dropdown menu with the selected item "087 - DOA Director's Office" and a downward arrow. Below the dropdown menu is another dropdown menu with the selected item "999 - State Purchasing" and a downward arrow. Below the dropdown menu are two search input fields, each with a search icon. At the bottom of the form are three buttons: "Punchout", "Reset", and "Cancel & Exit". Below the buttons is the copyright notice "Copyright © 2025 Periscope Holdings, Inc. - All Rights Reserved."

## STEP 4

### Location is equal to budget account

Punchout Shopping

or\*:  
Global Industrial Company - Punchout Catalog (99SWC-NV25-1708)

rtment\*:  
087 - DOA Director's Office

ion\*:  
1337 - DOA Director's Office

to Address

o Address

Punchout Reset Cancel & Exit

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## STEP 5

**This is to select the SHIP TO address, this should not contain BILL TO information - please make sure this information is correct.**

This information CANNOT be changed once the Punchout button is selected

Director's Office

A Director's Office

Punchout Reset Cancel & Exit

STEP 6

Click on Find It

County

D E F G H I J K L M N O P Q R S T U V W X Y ;

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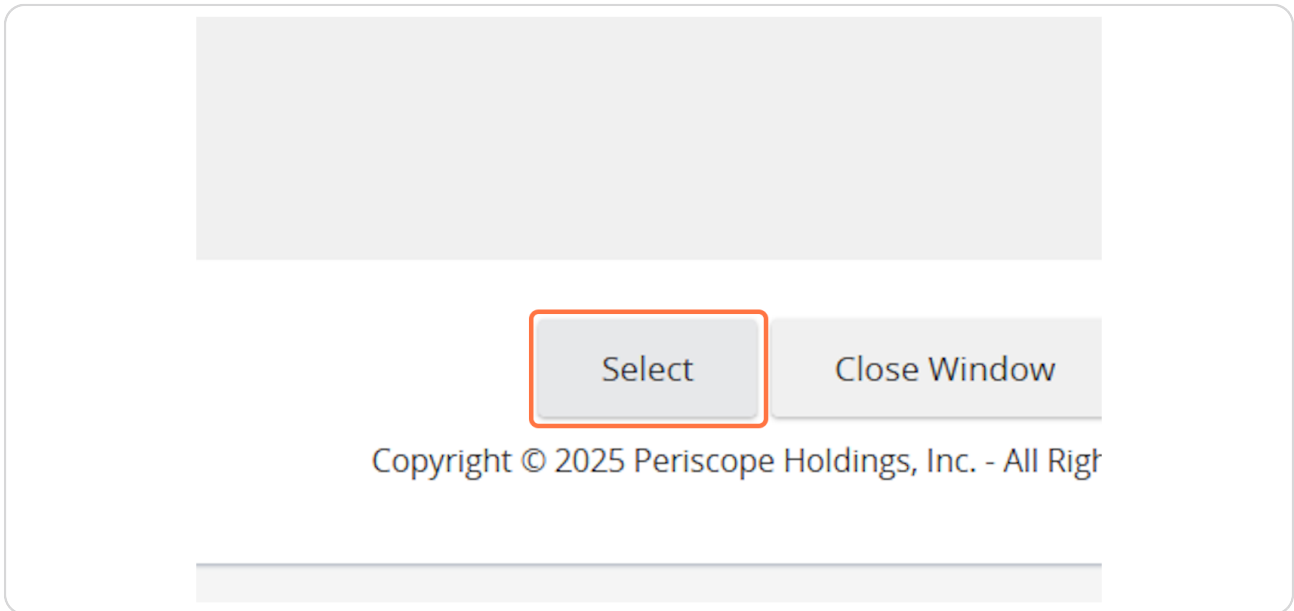
STEP 7

Select the correct SHIP TO address

Select	<u>Department ID</u>	<u>Department Name</u>	<u>Department Suffix ID</u>
<input checked="" type="radio"/>	087	DOA Director's Office	A115

**STEP 8**

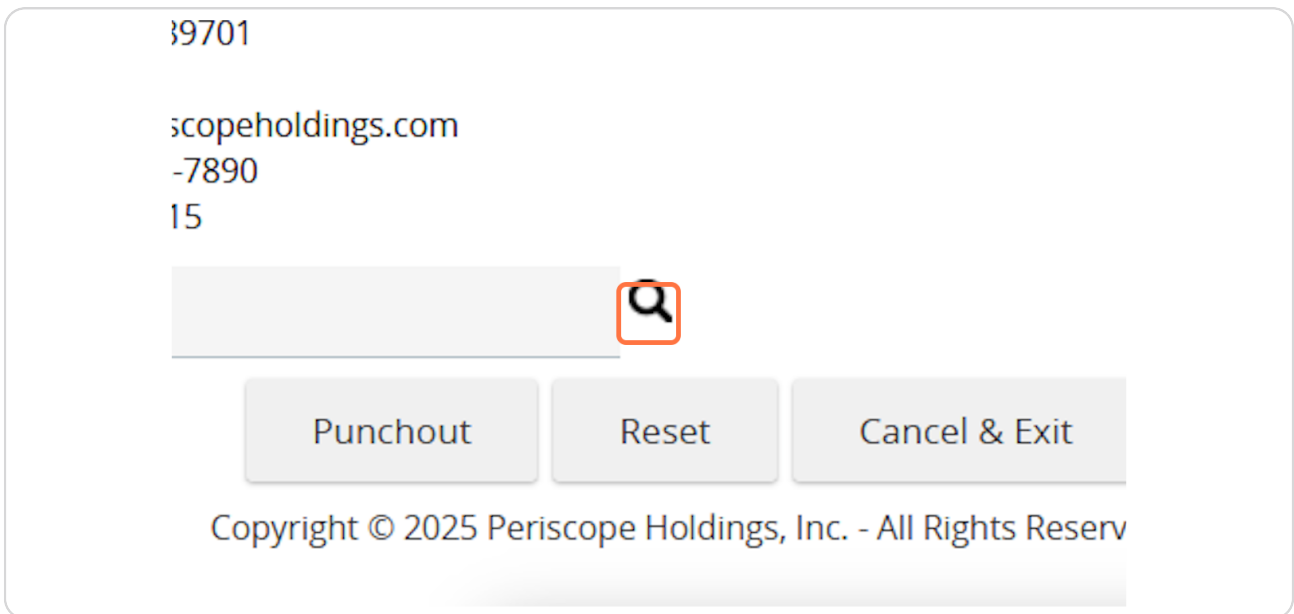
**Click on Select**



**STEP 9**

**Click on Lookup BILL TO address -**

This information CANNOT be changed once the Punchout button is selected. Please make sure to select Purchasing as the BILL TO (379) if the order will contain fixed assets or over the \$5000 single line item threshold.



## STEP 10

### Click on Find It

County

DEFGHIJKLMNOPQRSTUVWXYZ;

Find It Clear

Close Window

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## STEP 11

### Select selectedAddressId

<input type="radio"/>	087	DOA Director's Office	AQ379	BILL TO: Purchasing Division	1337	DOA Director's Office	Yes	Bill To: Purchasing 515 E Musser St S Purchasing Division Department of Administration State of Nevada Carson City, NV 89 US Email: test@periscopeho Phone: (123) 456- Alt. Reference: 379
<input checked="" type="radio"/>	087	DOA Director's Office	N002	BILL TO: ASD	1337	DOA Director's Office	No	Bill To: Administra Services Division 209 E Musser St R Administrative Ser Division Department of Administration State of Nevada Carson City, NV 89 US Email: test@periscopeho Phone: (123) 456- Alt. Reference: 002

Select Close Window

STEP 12

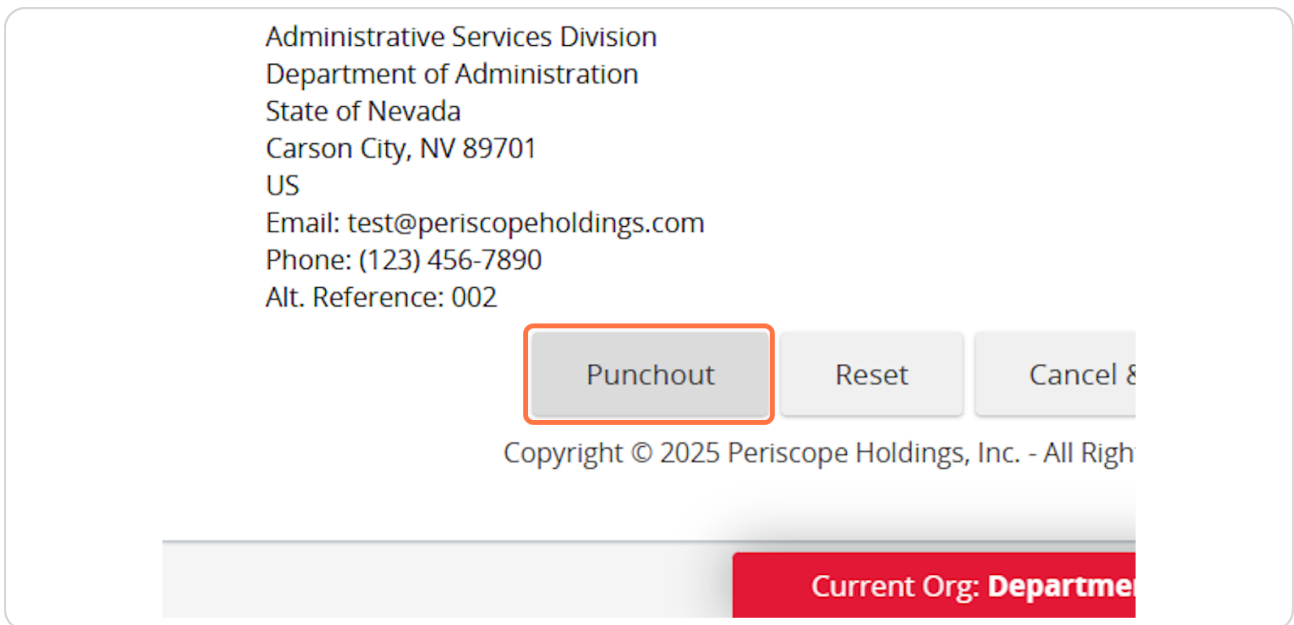
Click on Select



STEP 13





**Please verify the above information BEFORE clicking on the Punchout button below, this information CANNOT be changed once clicked.**

Clicking Punchout will re-direct you to the vendors online catalog for the State of Nevada.



STEP 14

Select items to go into your cart

 <p data-bbox="656 716 967 821"><b>Office &amp; School Supplies</b></p>	 <p data-bbox="1143 722 1351 821"><b>Packaging Shipping</b></p>
	

STEP 15

Click on ADD TO CART

**Electric Pencil Sharpener**

1

**ADD TO CART**

STEP 16

Click on Continue Shopping

**33085574**  
**Ships in 3 Business**

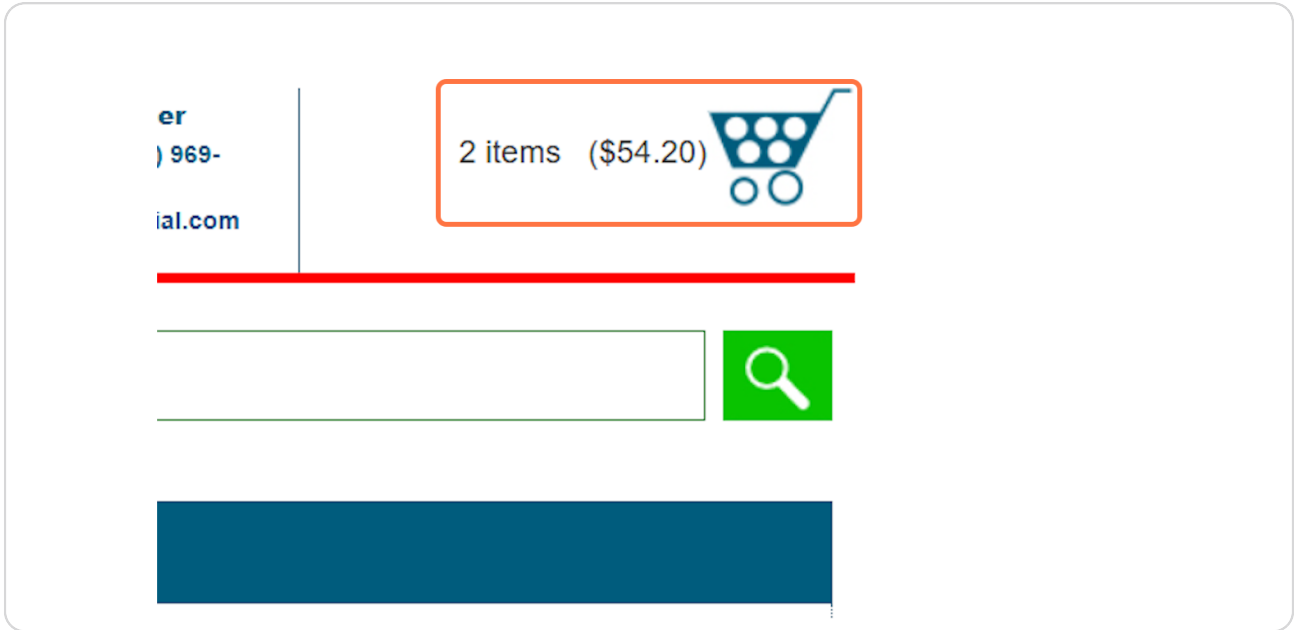
**Price:\$35.95**  
**Total: \$35.95**

**Continue Shopping**

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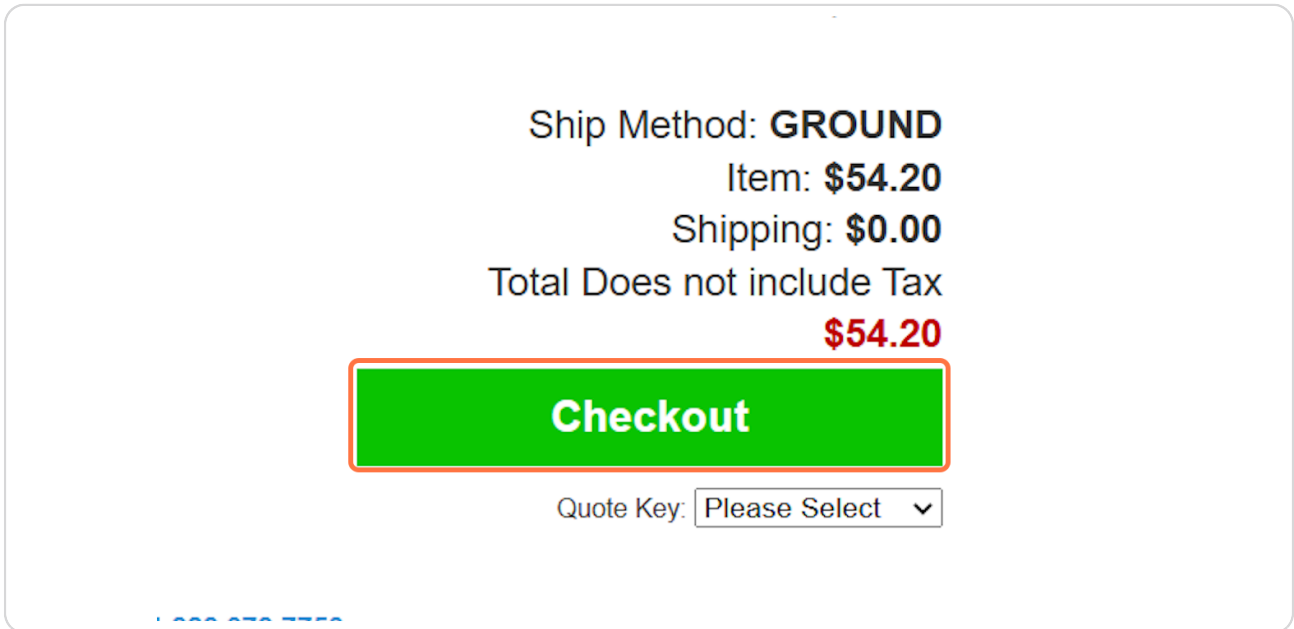
STEP 17

Click on 2 items (\$54.20)



STEP 18

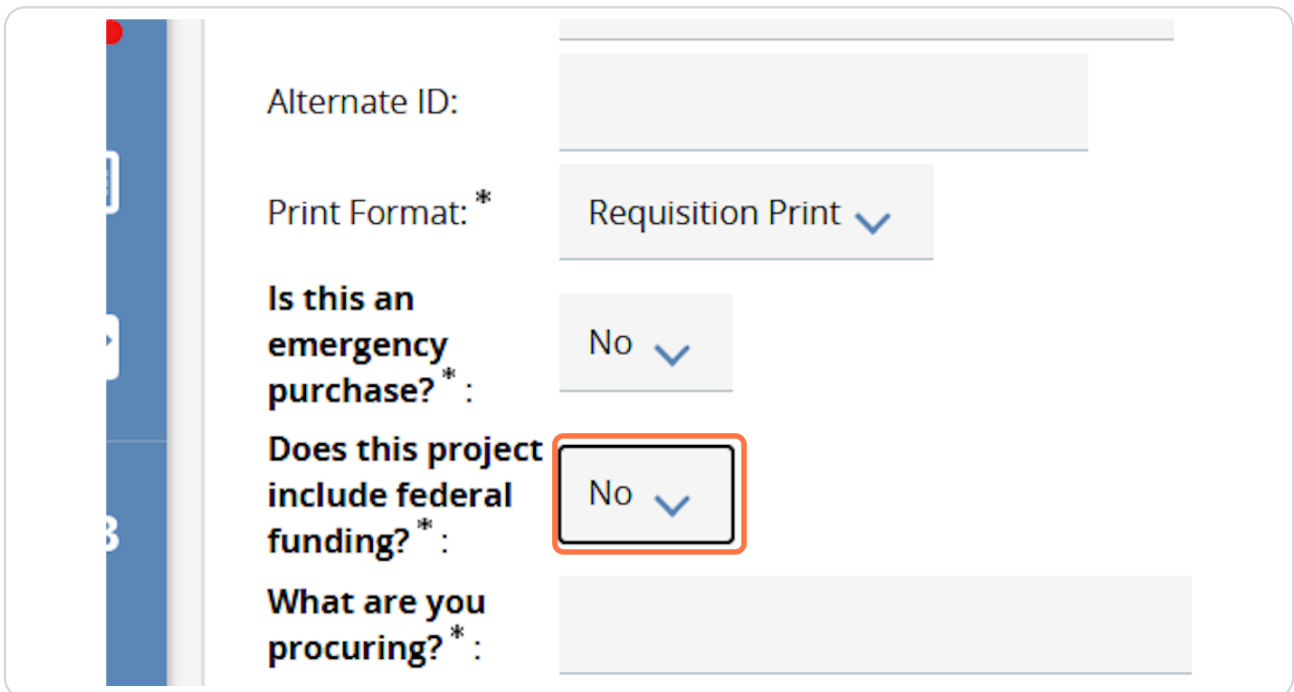
Review if there is any Shipping and Handling included- you will need to make a note during the requisition creation. - Click "checkout" which will transfer the information back into NEVADAEPro (except for shipping and handling fees)



## STEP 19

**When you are redirected to NEVADAePro you are issued a requisition number and will need to fill in the General tab required fields before moving forward.**

- Is this an emergency purchase - usually, No (life, death or fear of imminent harm to person or structure)
- Does this project include federal funding: Generally no, but verify with your fiscal team



The screenshot shows a web form with a blue sidebar on the left. The form fields are as follows:

- Alternate ID:** A text input field.
- Print Format: \*** A dropdown menu with "Requisition Print" selected.
- Is this an emergency purchase? \* :** A dropdown menu with "No" selected.
- Does this project include federal funding? \* :** A dropdown menu with "No" selected, highlighted with an orange border.
- What are you procuring? \* :** A text input field.

## STEP 20

### All Punchout contracts are for Goods and are from an existing Contract

Contact:	<input type="text"/>	Contact Phone:	<input type="text"/>
Alternate ID:	<input type="text"/>	Estimated Cost:	\$54.20
Print Format: *	Requisition Print <input type="button" value="v"/>		
Is this an emergency purchase? *	No <input type="button" value="v"/>		
Does this project include federal funding? *	No <input type="button" value="v"/>		
What are you procuring? *	Goods (commodities, supplies, materials, or equipment) <input type="button" value="v"/>		
Purchase from an existing Contract (Agency or Statewide)? *	<input type="button" value="v"/>		
Is this a one-time purchase, or an on-going need? *	<input type="button" value="v"/>		
Anticipated Contract Start Date * : (MM/DD/YYYY)	<input type="text"/>	<input type="button" value="calendar"/>	
Anticipated Contract End Date * : (MM/DD/YYYY)	<input type="text"/>	<input type="button" value="calendar"/>	

## STEP 21

### Select Yes – this is a purchase from an existing contract from Purchase from an existing Contract (Agency or Statewide)?

Is this an emergency purchase? *	No <input type="button" value="v"/>		
Does this project include federal funding? *	No <input type="button" value="v"/>		
What are you procuring? *	Goods (commodities, supplies, materials, or equipment)		
Purchase from an existing Contract (Agency or Statewide)? *	Yes - this is a purchase from an existing contract <input type="button" value="v"/>		
Is this a one-time purchase, or an on-going need? *	<input type="button" value="v"/>		
Anticipated Contract Start Date * : (MM/DD/YYYY)	<input type="text"/>	<input type="button" value="calendar"/>	
Anticipated Contract End Date	<input type="text"/>	<input type="button" value="calendar"/>	

STEP 22

All Punchout requisitions should be One-Time purchases

<b>What are you procuring? *</b>	Goods (commodities, supplies, materials, or e
<b>Purchase from an existing Contract (Agency or Statewide)? *</b>	Yes - this is a purchase from an existing contr
<b>Is this a one-time purchase, or an on-going need? *</b>	One-Time ▾
<b>Next step</b>	Please select release in the requisition type field
<b>Mark the next box as indicated</b>	If this order includes fixed assets per SAM 0326 the answer to the next question. Use the same
<b>Core.NV requisition (RQS) required *</b>	

STEP 23

Core.NV required. Does this order include fixed assets or a single line item over \$5000 then YES

<b>Does this project include federal funding? *</b>	No ▾
<b>What are you procuring? *</b>	Goods (commodities, supplies, materials, or equipment)
<b>Purchase from an existing Contract (Agency or Statewide)? *</b>	Yes - this is a purchase from an existing contract ▾
<b>Is this a one-time purchase, or an on-going need? *</b>	One-Time ▾
<b>Next step</b>	Please select release in the requisition type field above, and add search for items on t
<b>Mark the next box as indicated</b>	If this order includes fixed assets per SAM 0326, select 'Yes, this requires a requisition the answer to the next question. Use the same R#, if possible, in Core.NV and add the
<b>Core.NV requisition (RQS) required *</b>	No ▾
<b>Billing address</b>	Please use your agency billing address for this requisition.
<b>Requisition types</b>	The different requisition types and when to use ea <span style="background-color: red; color: white; padding: 2px;">Current Org: Department</span>

## STEP 24

### Click on Save & Continue

... supplies, materials, and/or equipment purchases. All requisition types.  
... local contracts, cooperative contracts, and all other contracts, including for combined  
... requisition type, order from contracts on release or RPA release requisition types.  
... executed under direct client services (DCS) statewide contracts (SWC) where client has  
... al, and human services. Release requisition type.  
... on for a future project or solicitation. Does not lead to a purchase or contract award. Op

User Last Updated: Charity Clarke

**Save & Continue**

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Current Org: **Department of Administration**

## STEP 25

### Click on Items

The screenshot shows a software interface for a 'Release Punchout Requisition'. On the left is a blue sidebar with four icons: a dashboard, a document with an exclamation mark, a magnifying glass, and a pencil. The main content area has a title 'Release Punchout Requisition' and a navigation bar with tabs: 'General', 'Items' (highlighted with a red box), 'Vendors', 'Address', and 'Accounts'. Below the tabs is a grey box with the text 'Confirmation Messages' and a message that says 'Changes saved successfully.'

STEP 26

**To mark a line item as a fixed asset - click on the line item**

Item #	Links
1	Contract # / Line #: <a href="#">99SWC-NV25-170</a>
2	Contract # / Line #: <a href="#">99SWC-NV25-170</a>

STEP 27

**click the fixed asset box - save and continue, repeat for any line item that is qualified as a fixed asset. Save & Exit**

Fixed Asset	Quantity	Catalog Price Unit Cost
<input type="checkbox"/>	1.0	\$18.25

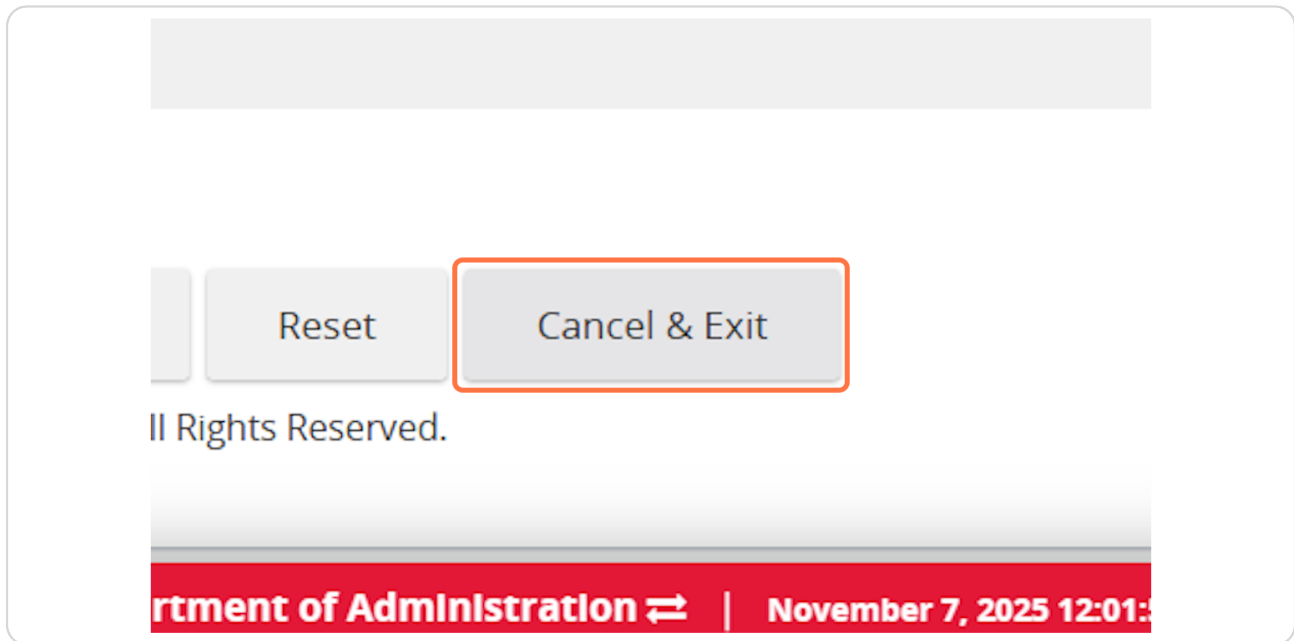
fixed asset

NIGP Class\* : 485 - JANITORIAL SUPPL

NIGP Class Item\* : 65 - Janitorial Equipment (Classified)

STEP 28

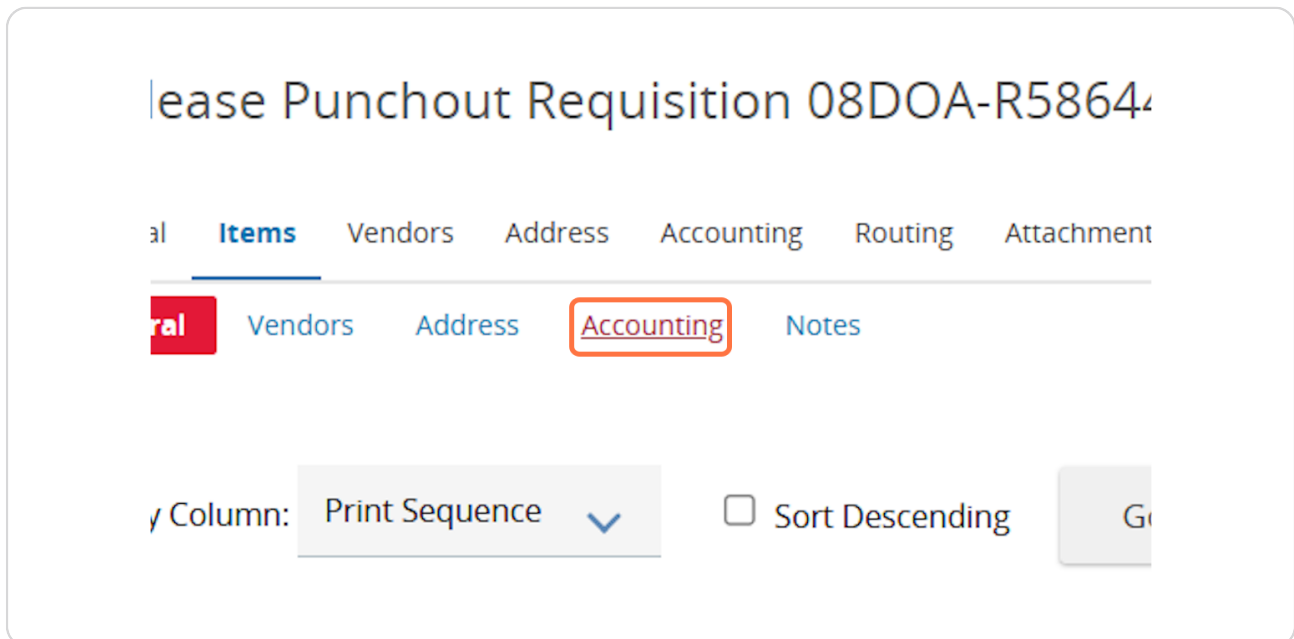
Click on **Cancel & Exit** when done (**ONLY** after you have saved the changes)



STEP 29

Click on Accounting tab under Items to add accounting lines

NOTE: do not use the "accounting" tab in the header (black lettering)



STEP 30

**Click on the line item(s) to add account lines to the requisition**

Accounting distribution is missing and i

Item #	(Account Distribution)	Item Description
<b>1</b>	(0.0% Less than 100%)	House of Doo
<b>2</b>	(0.0% Less than 100%)	Bostitch Verti

STEP 31

**add the correct Fund/Agency/Org/Apprunit/Object**

If any of the fields turn "red" and the entry is NOT in the drop-down, contact the purchasinghelpdesk@admin.nv.gov for assistance.

**#1: House of Doolittle Recycled Academic WeeklyMonthly Appoin**

e	Fiscal Year	Alternate ID	Fund*	Agency*	Org*	Sub Org
	2026					

101  
201

ode:

STEP 32

Click on accountForms[0].acctTablesStruts[1].value

**of Doolittle Recycled Academic WeeklyMonthly Appointment Boc**

Year	Alternate ID	Fund*	Agency*	Org*	Sub Org	Appr Unit
▼		101				

Account Code: 070

079

STEP 33

Click on accountForms[0].acctTablesStruts[2].value

**Recycled Academic WeeklyMonthly Appointment BookPlanner A**

Alternate ID	Fund*	Agency*	Org*	Sub Org	Appr Unit*	Act
	101	070				

Account Code: 0000

0000

STEP 34

Click on accountForms[0].acctTablesStruts[4].value

**WeeklyMonthly Appointment BookPlanner Aug 2025 to 2026**

Agency*	Org*	Sub Org	Appr Unit*	Activity	Function	Obj
070	0000					

100900  
100910

STEP 35

Click on accountForms[0].acctTablesStruts[7].value

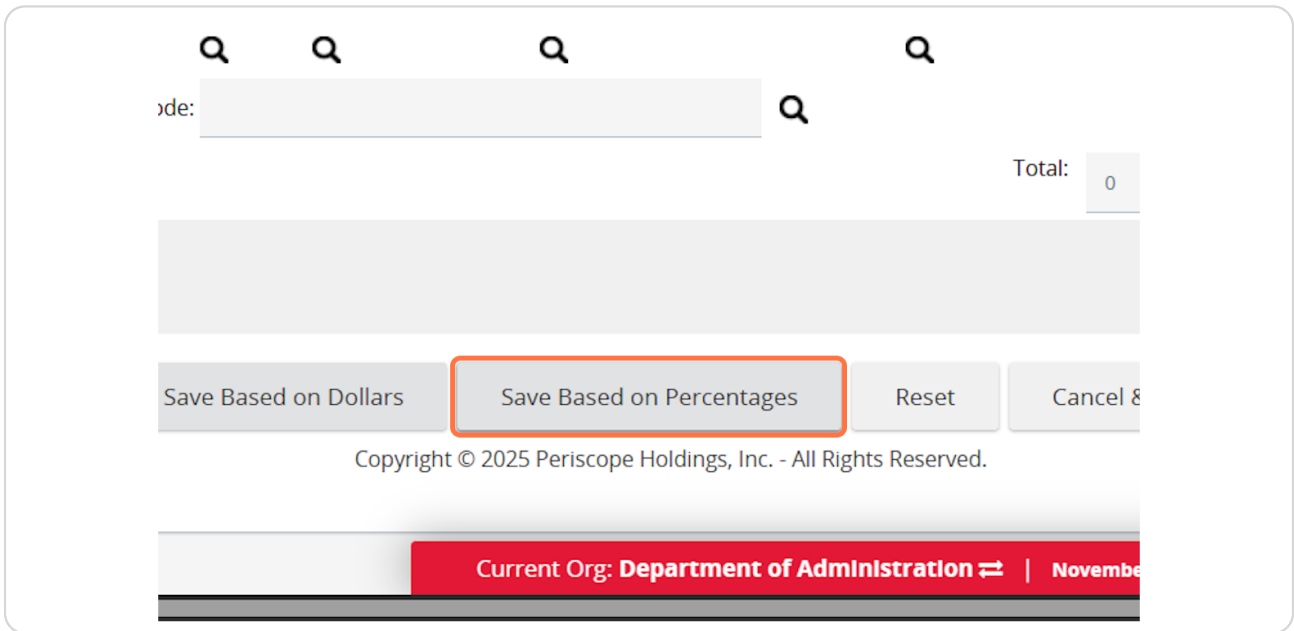
**inner Aug 2025 to 2026**

Activity	Function	Object*	Sub Object	Job

1000  
1005

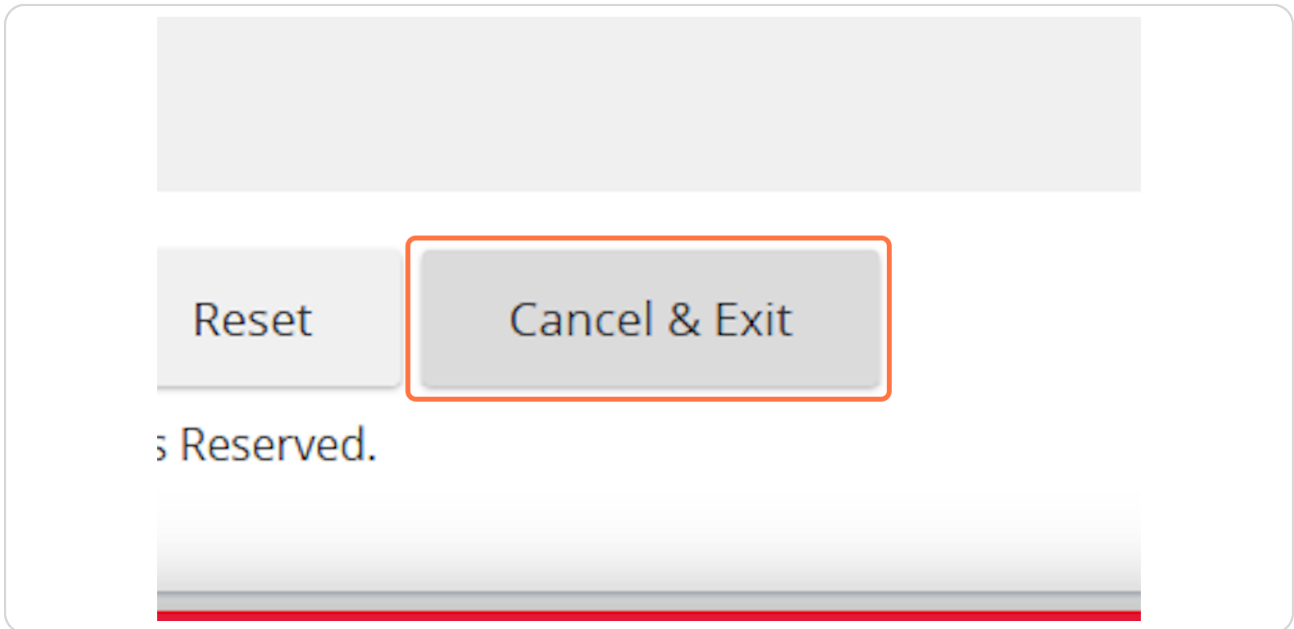
STEP 36

Click on Save Based on Percentages - if you are adding multiple accounting lines (coding) to a single item, once you select "save based on Percentage or Dollars" another accounting line will populate.



STEP 37

Click on Cancel & Exit to move to the next line item



**STEP 38**

**Click on Apply to All Items if you are using the same coding as line "1"**

The screenshot shows a software interface with a list of items. The first item is "Recycled Academic WeeklyMonthly Appointment BookPlanner Aug 2025 to 2026". The second item, "Stitch Vertical Electric Pencil Sharpener", is highlighted in grey. Below the list are two buttons: "Apply to Selected" and "Apply to All Items". The "Apply to All Items" button is highlighted with a red border. Below these buttons are three more buttons: "Delete Selected", "Delete All", and "Reset". At the bottom of the interface, there is a copyright notice: "Copyright © 2025 Periscope Holdings, Inc. - All Rights Reserved." A red progress bar is visible at the bottom of the screenshot.

STEP 39

**Click on Attachments - add any documents related to the purchase ex: quotes, pre-authorizations, or other documentation**

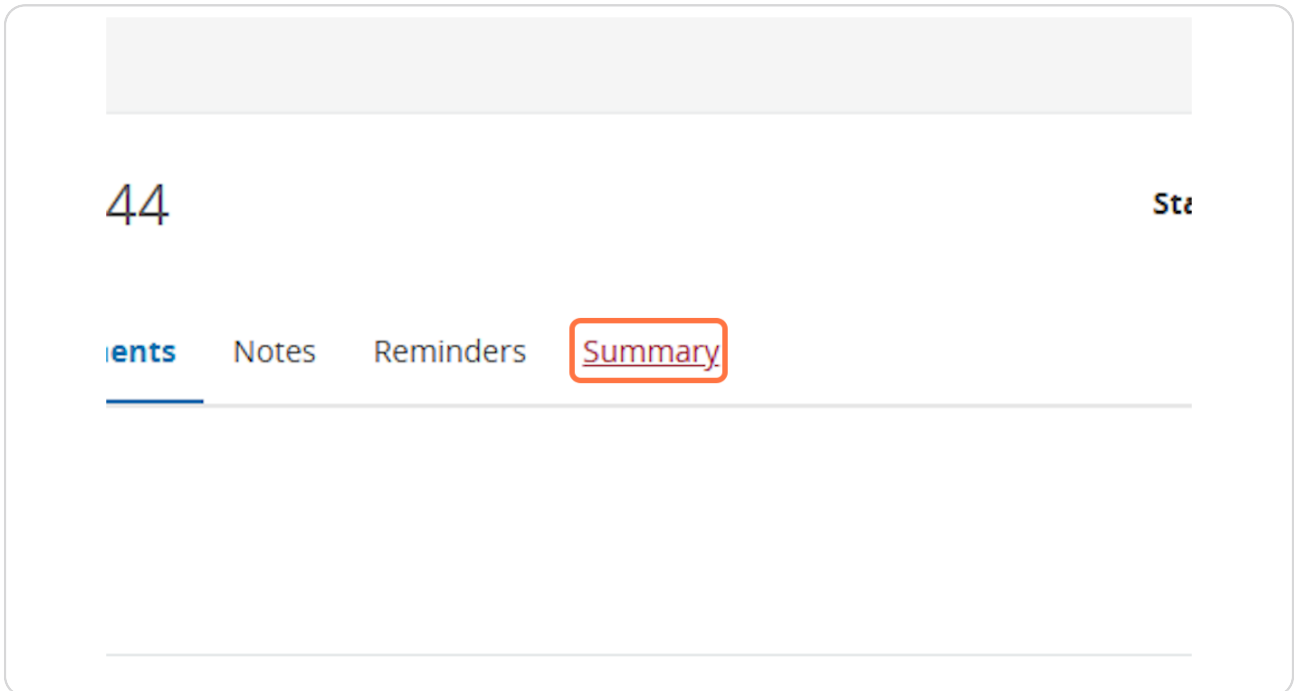
If the order had shipping and handling included - click on the "Notes" tab and add a note that indicated that there is shipping and handling fees that will be included on the order summary and invoice. This is VERY Important to make sure that the fee gets approved in the approval process and accounting/fiscal knows to add an additional line in CORE.NV for payment

The screenshot shows a software interface for a requisition. At the top, the text "Requisition 08DOA-R58644" is displayed. Below this, there is a horizontal navigation bar with several tabs: "Accounting", "Attachments", "Notes", "Reminders", and "Summary". The "Attachments" tab is highlighted with a red border. Below the navigation bar, there are two buttons: a red button labeled "Accounting" and a blue button labeled "Notes". Below these buttons, there is a section titled "Description" which is currently empty.

STEP 40

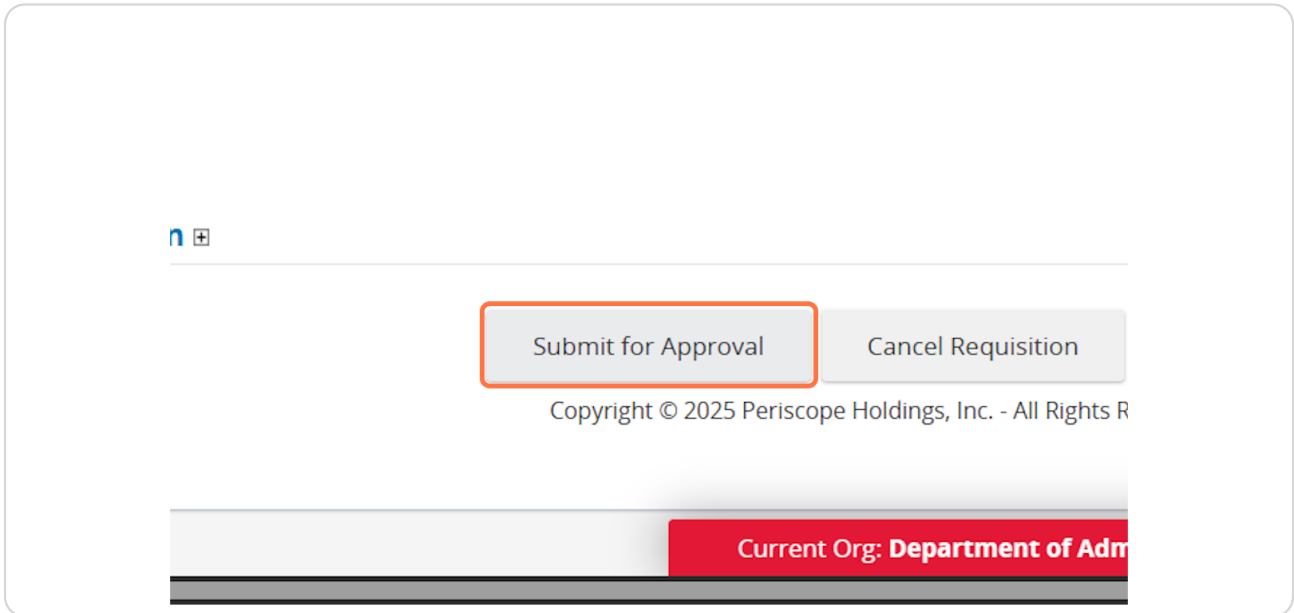
**Click on Summary (review) - allows you to review all information before submitting for approval.**

IMPORTANT Note (G2B/Punchouts): if there is any information that is incorrect; such as ship to / bill to, quantities etc.. the requisition will need to be cancelled and recreated to make the changes



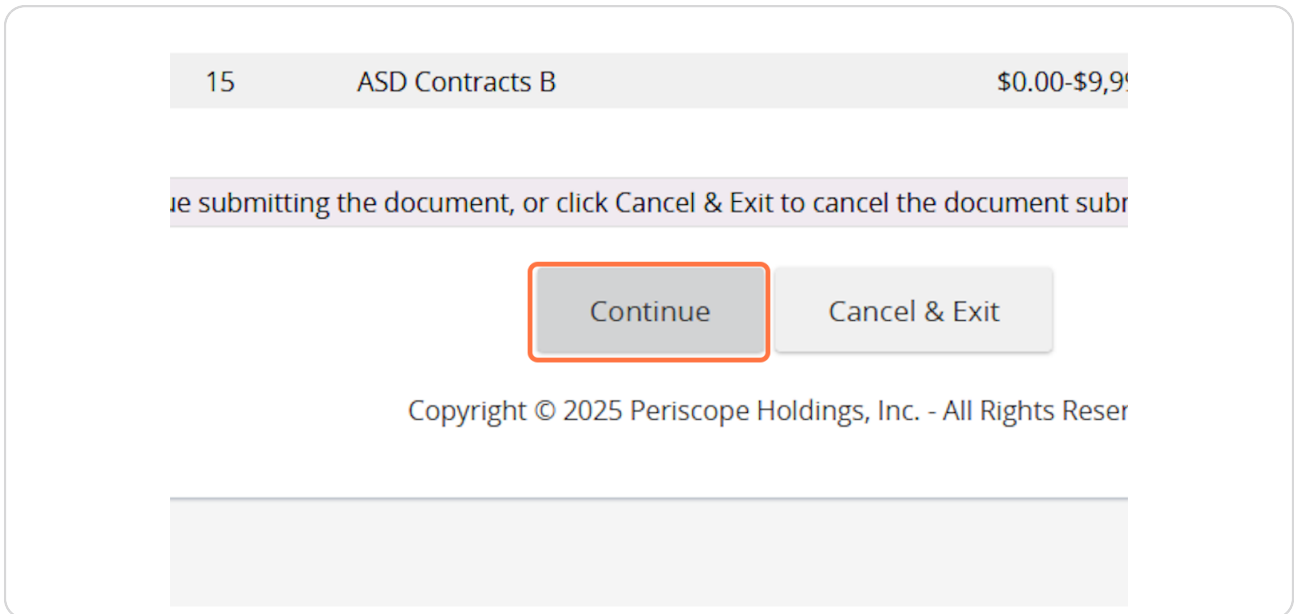
STEP 41

**After all of the information is reviewed on the summary tab - Click the Submit for Approval button.**



STEP 42

**Click on Continue and it will prompt the first person to approve or disapprove the requisition via email; each person on the approval path will receive an email notification when it is their turn to approve.**



STEP 43

Once the final approval is submitted the requisition will create a Purchase Order and will "electronically" let the vendor know that the order has been approved.

The screenshot shows the NEVADAePro interface for a requisition. At the top, there is a search bar and navigation tabs for 'Catalog' and 'Advanced'. The main heading is 'Release Punchout Requisition 08DOA-R58644' with a status of '1RGP - Gone to P'. Below this is a navigation menu with tabs for 'General', 'Items', 'Vendors', 'Address', 'Accounting', 'Routing', 'Attachments', 'Notes', 'Reminders', and 'Summary'. A 'System Warning(s)' section is highlighted with a yellow border, containing the message 'New Purchase Order is 99SWC-NV25-17082:17', which is also highlighted with a red box. Below this is the 'Header Information' section with the following details:

Requisition Number:	08DOA-R58644	Short Description:	G2B #99SWC-NV25-17082	Status:	
Organization:	Department of Administration	Location:	1337 - DOA Director's Office	Required By Date:	
Department:	087 - DOA Director's Office	Requisition Type:	Release	Purchaser:	
Entered Date:	11/07/2025	Fiscal Year:			
Requestor:	Charity Clarke				

STEP 44

Click on the Purchase Order number

This is a close-up view of the 'System Warning(s)' section from the previous screenshot. The warning message 'New Purchase Order is 99SWC-NV25-17082:17' is clearly visible, with the purchase order number '99SWC-NV25-17082:17' highlighted by a red box. Below the warning is the 'Header Information' section, showing the 'Requisition Number: 08DOA-F'.

## STEP 45

**On the summary page it has a timestamp of when the notification of Purchase order was submitted by the vendor " Paper Copy Mailed" equals electronic transfer of information in ePro.**

☺  
Email:  
test@periscopeholdings.com  
Phone: (123) 456-7890  
Id: 4315  
Alternate Id: PUR0002009

Document	Notifications	Acknowledged Date/Time
Purchase Order	Paper Copy Mailed	11/07/2025 12:04:19 PM

There are no vendor performance documents.

## STEP 46

**If you have any questions or need assistance, please contact the Purchasing Help desk at [purchasinghelpdesk@admin.nv.gov](mailto:purchasinghelpdesk@admin.nv.gov). - Thank you**

