



Vendor Guide for

Implementing G2B Punchouts in NevadaEPro

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# Introduction

The NevadaEPro eProcurement Solution supports government to business (G2B) integrations with direct Vendors or third party trading partners, called “Punchouts”. Once a G2B integration is established with a G2B enabled Vendor, State users can shop customized online catalogs and electronically exchange procurement transactions between NevadaEPro and the G2B enabled Vendor system.

State users can access customized online product catalogs by punching out to a Vendor-specific online catalog and return the product data to NevadaEPro. Additionally, State users can submit electronic Purchase Orders directly to the G2B enabled Vendor site using industry standard XML protocols. Purchase Orders submitted in this fashion usually process directly through the Vendor’s order entry system for fulfillment, saving hours or days in processing time and improving product shipping times.

Both State users and Vendor utilizing NevadaEPro for G2B integrations benefit from:

* Customized product catalogs (Vendor-specific products and pricing)
* Electronic management of procurement transactions
* Reduced cycle times
* Increased data accuracy

This document provides guidelines for how the State will work with awarded Vendors to manage the implementation of a new Punchout. Please note that this guide assumes that the Punchout being implemented is a standard implementation not requiring customization within NevadaEPro.

The State can configure the Punchout, so long as the Vendor conforms to the NevadaEPro XML standards.

# Overview of Punchout Implementation Process

The following steps will be completed by the State and/or G2B Vendor with cooperation from all parties involved including technical and functional resources. Each step is described in detail in the subsequent sections.

1. The State will initiate discussions with the awarded vendor (business and technical resources) with whom a punchout is desired to discuss timelines, expectations and business requirements
2. A Test environment (including firewall configurations, NevadaEPro technical configurations and Vendor configurations) will be established to test transactions
3. Test transactions performed by the State to verify:
   1. All communications are working properly
      1. If errors are encountered, use the API to retrieve the Punchout and G2B XML and share with Vendor to troubleshoot
   2. Punchout processes are understood
4. Review Vendor’s Punchout website to verify that only approved Items are available and pricing is accurate both for a Test environment and for the Production instance
5. Configure Production environment (including firewall configurations, NevadaEPro technical configurations and State must establish an active G2B Master Blanket Purchase Order)

## STEP 1: Punchout Discussions

Punchouts require coordination between your company’s sales and technical team and the State.

## STEP 2: Provide configuration settings for Test and Production environments

NevadaEPro must be configured to communicate to your company’s Punchout mechanisms, just like any other integration. The following data should be provided for both Test and Production instances:

* User ID
* Password (if applicable)
* DUNS number (not required)
* Punchout URL (must be https)
* Purchase Order URL

## STEP 3: Nevada EPro Test environment is configured with your company’s test information

**NOTE**: Punchout URL must be https and Punchout Submit Type is usually XML.

Firewall rules are established to allow outbound and inbound traffic from your company’s domain to the application server. You may have SSL Certificates to be uploaded. In that case, engage with the State’s purchasing and IT Support team.

## STEP 4: Test transactions will be conducted to verify all communications are working properly and Punchout processes are understood

Once the Punchout is activated, the State will process test transactions and request verification from your company’s resource that all transactions posted properly. If errors are encountered, review all configurations (including firewall settings) to verify accuracy on your side.

## STEP 5: Production environment is configured (including firewall configurations, NevadaEPro technical

Following the same process outlined in Step 3 above, the State will configure all elements of the Production environment using the Production credentials provided by your organization.

Once configuration is complete, the state and your company are ready to…

## STEP 6: Go-live with Punchout

# Appendix A

## PUNCHOUTSETUPREQUEST Sample

NevadaEPro sends to G2B Vendor

<cXML payloadID="1253832687927.1966498874653534823" timestamp="2009-09-24T17:51:27-0500">

<Header>

<From>

<Credential domain="NetworkId">

<Identity>ctybal050509-T</Identity>

</Credential>

</From>

<To>

<Credential domain="DUNS">

<Identity>153531108</Identity>

</Credential>

</To>

<Sender>

<Credential domain="NetworkId">

<Identity>ctybal050509-T</Identity>

<SharedSecret/>

</Credential>

<UserAgent>phi/BSO-8.2.0</UserAgent>

</Sender>

</Header>

<Request>

<PunchOutSetupRequest operation="create">

<BuyerCookie>1253832687927.1966498874653534823</BuyerCookie>

<Extrinsic name="User">Administrator System</Extrinsic>

<Extrinsic name="Identity">ctybal050509-T</Extrinsic>

<BrowserFormPost>

<URL>https://arizona.NevadaEPro.com/bso82ora/g2b/receiver.sdo?param=\_\_9000000085\_\_create\_\_DOCID\_\_SPO\_\_SPO\_\_3\_\_3\_\_AGENCY10-0000211&amp;user=NEVADAEPRO&amp;origin=BSO</URL>

</BrowserFormPost>

<Contact role="user">

<Name xml:lang="en">Administrator System</Name>

<Email>mlepine@goperiscope.com</Email>

<Phone name="Office">

<TelephoneNumber>

<CountryCode isoCountryCode="US">1</CountryCode>

<AreaOrCityCode>555</AreaOrCityCode>

<Number>5550212</Number>

</TelephoneNumber>

</Phone>

</Contact>

<ShipTo>

<Address addressID="3">

<Name xml:lang="en">State Procurement Office - State Procurement Office</Name>

<PostalAddress>

<DeliverTo>Jean Clark, State Procurement Administrator</DeliverTo>

<Street>100 N. 15th Avenue</Street>

<Street>Suite 100</Street>

<City>Phoenix</City>

<State>AZ</State>

<PostalCode>85007</PostalCode>

<Country isoCountryCode="US">United States</Country>

</PostalAddress>

<Email>mlepine@goperiscope.com</Email>

<Phone name="work">

<TelephoneNumber>

<CountryCode isoCountryCode="US">1</CountryCode>

<AreaOrCityCode>602</AreaOrCityCode>

<Number>5425511</Number>

</TelephoneNumber>

</Phone>

</Address>

</ShipTo>

<SelectedItem>

<ItemID>

<SupplierPartID>AAA</SupplierPartID>

<SupplierPartAuxiliaryID/>

</ItemID>

</SelectedItem>

</PunchOutSetupRequest>

</Request>

</cXML>

# Appendix B

## PUNCHOUTORDER Message Sample

G2B Vendor sends to NevadaEPro from Punchout session

<cXML version="1.0" payloadID="20090924175200355.1527qQdkxiq+w+dRpQNPVKGQlc7|oMs-44323.c0a81e17f70de40f000023ed@imqa3" timestamp="2009-09-24T17:52:00-CDT">

<Header>

<From>

<Credential domain="DUNS">

<Identity>153531108</Identity>

<SharedSecret></SharedSecret>

</Credential>

</From>

<To>

<Credential domain="NetworkId">

<Identity>ctybal050509-T</Identity>

<SharedSecret></SharedSecret>

</Credential>

</To>

<Sender>

<Credential domain="NetworkId">

<Identity>ctybal050509-T</Identity>

<SharedSecret></SharedSecret>

</Credential>

<UserAgent></UserAgent>

</Sender>

</Header>

<Message>

<PunchOutOrderMessage>

<BuyerCookie>1253832687927.1966498874653534823</BuyerCookie>

<PunchOutOrderMessageHeader operationAllowed="edit">

<Total>

<Money currency="USD"> 2.99</Money>

</Total>

<Shipping>

<Money currency="USD"> 0.00</Money>

<Description xml:lang="en">shipping charges</Description>

</Shipping>

<Tax>

<Money currency="USD"> 0.00</Money>

<Description xml:lang="en">tax charges</Description>

</Tax>

</PunchOutOrderMessageHeader>

<ItemIn quantity="1" lineNumber="1">

<ItemID>

<SupplierPartID>4UG98</SupplierPartID>

<SupplierPartAuxiliaryID>WWG4UG98</SupplierPartAuxiliaryID>

</ItemID>

<ItemDetail>

<UnitPrice>

<Money currency="USD">2.99</Money>

</UnitPrice>

<Description xml:lang="en-US">Indoor/Outdoor Caulk, Container Size 10.1 Ounces, Style Window/Door 100% Silicone Rubber Sealant, Color Clear, Watertight, Flexible</Description>

<UnitOfMeasure>EA</UnitOfMeasure>

<Classification domain="UNSPSC">31201606</Classification>

<ManufacturerPartID>GE012A</ManufacturerPartID>

<ManufacturerName>GENERAL ELECTRIC</ManufacturerName>

</ItemDetail>

<Shipping>

<Money currency="USD"> 0.00</Money>

<Description xml:lang="en">shipping charges</Description>

</Shipping>

<Tax>

<Money currency="USD"> 0.00</Money>

<Description xml:lang="en">tax charges</Description>

</Tax>

</ItemIn>

</PunchOutOrderMessage>

</Message>

</cXML>

# Appendix C

## Purchase Order Sample

NevadaEPro sends to G2B Vendor

<cXML payloadID="1253832916890.5035431423174533229" timestamp="2009-09-24T17:55:16-0500">

<Header>

<From>

<Credential domain="NetworkId">

<Identity>ctybal050509-T</Identity>

</Credential>

</From>

<To>

<Credential domain="DUNS">

<Identity>153531108</Identity>

</Credential>

</To>

<Sender>

<Credential domain="NetworkId">

<Identity>ctybal050509-T</Identity>

<SharedSecret/>

</Credential>

<UserAgent>phi/BSO-8.2.0</UserAgent>

</Sender>

</Header>

<Request>

<OrderRequest>

<OrderRequestHeader orderDate="2009-09-24T17:55:16-0500" orderID="AGENCY10-0000211000001" type="new">

<Total>

<Money currency="USD">2.99</Money>

</Total>

<ShipTo>

<Address addressID="3">

<Name xml:lang="en">State Procurement Office - State Procurement Office</Name>

<PostalAddress>

<DeliverTo>Jean Clark, State Procurement Administrator</DeliverTo>

<Street>100 N. 15th Avenue</Street>

<Street>Suite 100</Street>

<City>Phoenix</City>

<State>AZ</State>

<PostalCode>85007</PostalCode>

<Country isoCountryCode="US">United States</Country>

</PostalAddress>

<Email>mlepine@goperiscope.com</Email>

<Phone name="work">

<TelephoneNumber>

<CountryCode isoCountryCode="US">1</CountryCode>

<AreaOrCityCode>602</AreaOrCityCode>

<Number>5425511</Number>

</TelephoneNumber>

</Phone>

</Address>

</ShipTo>

<BillTo>

<Address addressID="3">

<Name xml:lang="en">State Procurement Office - State Procurement Office</Name>

<PostalAddress>

<DeliverTo>Jean Clark, State Procurement Administrator</DeliverTo>

<Street>100 N. 15th Avenue</Street>

<Street>Suite 100</Street>

<City>Phoenix</City>

<State>AZ</State>

<PostalCode>85007</PostalCode>

<Country isoCountryCode="US">United States</Country>

</PostalAddress>

<Email>spo@azdoa.gov</Email>

<Phone name="work">

<TelephoneNumber>

<CountryCode isoCountryCode="US">1</CountryCode>

<AreaOrCityCode>602</AreaOrCityCode>

<Number>5425511</Number>

</TelephoneNumber>

</Phone>

</Address>

</BillTo>

<Payment>

<PCard expiration="200901" name="Edward Clark" number="4111111111111111">

</Payment>

<PostalAddress>

<DeliverTo>Edward Clark, State Procurement Administrator</DeliverTo>

<Street>100 N. 15th Avenue</Street>

<Street>Suite 100</Street>

<City>Phoenix</City>

<State>AZ</State>

<PostalCode>85007</PostalCode>

<Country isoCountryCode="US">United States</Country>

</PostalAddress>

</OrderRequestHeader>

<ItemOut lineNumber="1" quantity="10.0">

<ItemID>

<SupplierPartID>348037</SupplierPartID>

<SupplierPartAuxiliaryID>348037</SupplierPartAuxiliaryID>

</ItemID>

<ItemDetail>

<UnitPrice>

<Money currency="USD">30.08</Money>

</UnitPrice>

<Description xml:lang="en">Office Depot(R) Brand Copy Paper, 20 Lb, 104 Brightness, 8 1/2quot x 11quot, Case Of 10 Reams</Description>

<UnitOfMeasure>CS</UnitOfMeasure>

<Classification domain="UNSPSC">unknown</Classification>

<ManufacturerPartID/>

<ManufacturerName xml:lang="en"/>

<Extrinsic name="Tax">0.0</Extrinsic>

<Extrinsic name="Freight">0.0</Extrinsic>

</ItemDetail>

</ItemOut>

</OrderRequest>

</Request>

</cXML>

# Appendix C

## Purchase Order Acknowledgement Sample

G2B Vendor sends to NevadaEPro

### Acknowledgement (Accept-200) Sample

<cXML payloadID="2009-09-24.17:55:19-0500.32554596@gebopsqa" timestamp="2009-09-24T17:55:19-0500">

<Response>

<Status code="200" text="OK" />

</Response>

</cXML>

### Acknowledgement (Reject- 500) Sample

<cXML payloadID="20090605134849146.7185PfV+Zsf|aj1fDl1ChEoV2idRhAo-443185.c0a81cb9f70d1c07000037b4@wmqa3" timestamp="2009-06-05T13:48:49-CDT" xml:lang="en-US">

<Response>

<Status code="500">Output buffer too small.</Status>

</Response>

</cXML>