

Completing the Level 1 Index File Template Form

This section will describe the steps to complete the Level 1 Index File Template Form. Details such as Supplier ANID, keywords, and company logos will be entered. This **default** information will be applied to all future PunchOut Level 1 catalog templates when selected during publishing process.

- Go to **Catalogs** tab, choose **Customer Catalogs**, and then click the **PunchOut Configuration** tab.
- Click **View/Edit** to start populating your **default Level 1 Index File Template Form** details (required fields). Click OK.

