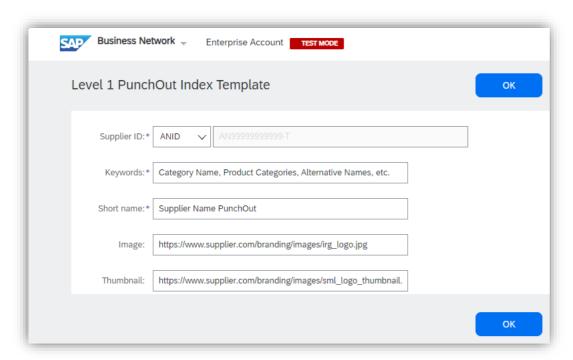# Completing the Level 1 Index File Template Form

- Once populated, click the **OK** button to save your changes.

- **Supplier ID -** **Required**

  Description: *This will default to your ANID or can be changed to your DUNS, if it is maintained in your supplier profile.*

  Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN99999999999-T

- **Keywords -** **Required**

  Description: Additional keywords to help users find items, this information will also populate the Item Description field when creating a customer catalog online.

  Type of data: String

  Maximum length: 255

  Example: Pens, Pencils, Paper, Copier

- **Short Name -** **Required**

  Description: In L1 PunchOut, this is what will actually display to the User on the UI

  Type of data: String

  Example: <SupplierName> PunchOut

  Maximum length: 50 characters

- **Image –** **Required**

  Description: In L1 PunchOut, this can be your company logo that will display to the User on the UI

  Type of data: URL that begins with https://, as required by SAP.

  Example: *https://www.supplier.com/branding/images/lrg_logo.jpg*

- **Thumbnail -** **Optional**

  Description: In L1 PunchOut, this can be your company logo that will display to the User on the UI

  Type of data: URL that begins with https://, as required by SAP

  Example: *https://www.supplier.com/branding/images/sml_logo_thumbnail.jpg*

V1