

Configuring your Supplier account for Punchout – PunchOut Configuration

To setup your PunchOut Catalog URL:

- Click on **Create**.
- In the **Name** field, write a customer specific name or “Default URL” as seen in the image.
- Add your company’s complete **PunchOut Request URL** within the PunchOut URL field.
 - This can be your **default** URL that will be used for **all** of your customers, each time they initiate a PunchOut session **OR** a **unique** URL for a specific customer.

