

Creating and Publishing PunchOut Level 1 Catalogs Online

- Log into or switch to your Test Account.
 - For more information, please refer to "Using and Creating a Test Account" <u>- click here</u>.
- Navigate to the Catalogs Tab and click "Customer Catalogs" tab.
- Click "Files" tab.
- On the Catalogs screen, click the "Create" button.

isiness	s Network 🔻	Enterprise A	ccount TEST M	obt										57
Enable	ement D	Discovery ~	Workbench	Orders	ses V All	Invoices ~	Payments V	Catalogs ~ Customer Catalo Network Catalog	Reports ~	Messages	Assessments		90	Cre
U	Overvie	New orders Last 31 days	started	O Items to confirm Last 31 days		O Orders Last 31 days		Orders to invoic Last 31 days	e	O Invoices Last 31 day	5		2 More	
(Home Catalo	Busines	s Network	Entern Discovery	orise Accou Workt	oench O	ode rders ∨	Fulfillment	∨ Inv	roices 🗸	Paymer	nts ∨	Catalogs	~
	File	es Pu	inchOut Co ogs for your	nfiguration customers us	ing the cata	log dashboard	d. Catalog f	les must be Cl	F, cXML, or	Excel files (.cif, .xml, .	xls or .zip)). Some cust	omers
l		Custo	omer Name	† Cata	log Name	Version	File Na	me Type	Size No item	Visibility	crea	ated By	Date Cre	ated
l														