

# Creating and Publishing PunchOut Level 1 Catalogs Online

- You are now on the **Create a New Catalog** screen
  
- To create the Catalog, there is a 3-step Wizard:
  - **Details** – General information about the Catalog
  - **Subscriptions** – Who you are publishing the Catalog to
  - **Content** – Uploading the actual Catalog file

The screenshot shows the 'Create a New Catalog' wizard. On the left, a vertical navigation pane contains three steps: '1 Details', '2 Subscriptions', and '3 Content'. The '1 Details' step is highlighted with a red box. The main content area contains the following fields and text:

- Header: 'Create a New Catalog' with 'Next' and 'Exit' buttons.
- Instruction: 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field'.
- Field: 'Catalog Name: \*' with an input box.
- Field: 'PunchOut Level 1:' with a checkbox.
- Text: 'Your index file settings will be used to fill the details on the Content page at step 3. You can add/edit your index file settings [here](#).'
- Text: 'Created By: Catalog Manager'.
- Text: 'Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00'.
- Field: 'Description:' with a large text area.
- Text: 'Characters left: 1000'.
- Text: 'The maximum number of characters allowed is 1000, including spaces.'
- Section: 'Commodities: ⓘ' with a table containing one row with the header 'Description' and the value 'No items'.
- Buttons: 'Delete' and 'Add' buttons.
- Footer: 'Next' and 'Exit' buttons.