

# Creating and Publishing PunchOut Level 1 Catalogs Online

## ① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by your customer. No special characters are allowed but you can use a dash (-) or underscore(\_). Please reach out to your customer for the appropriate Subscription Name to use.
- **PunchOut Level 1:** Check this box to apply the default template information; if left unchecked, you will need to create the customer specific Level 1 Index file offline before loading the file.
- **Description:** *(Optional)* Brief description of the content of your Catalog
- **Commodities:** *(Optional)* The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “**Next**”

Create a New Catalog

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field

1 Details

2 Subscriptions

3 Content

Catalog Name: \* SupplierName\_PunchOut\_EXT

PunchOut Level 1:

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.

Created By: Catalog Mgr

Date Created: Thursday 22 Jun 2023 3:11 PM GMT+10:00

Description:

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Commodities: ⓘ

Description

No items

Delete Add

Next Exit