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**"