

# Creating and Publishing PunchOut Level 1 Catalogs Online

## ② Subscriptions

- Populate the fields which will be used to help generate the catalog index file.

- **Supplier Part ID – Required**

**Description:** This can be a default value such as AAA, or a customer specific value if your PunchOut solution validates on additional information.

**Maximum length:** 255

- **Catalog Code – Required**

**Description:** Classification of the main product or service you sell, it is recommended to use a high level commodity code. This will determine where your Supplier link appears in the catalog hierarchy—not what the actual items are.

**Note:** The domain can be changed to; UNSPSC, ECLASS, and Custom. Consult with your customer specific materials for their accepted commodity codes

- **Item Description – Required**

**Description:** In L1 PunchOut, use keywords from product categories and services available on the Supplier’s site. These keywords are searched and display the Supplier’s PunchOut link when matched

**Note:** This field may contain keywords populated from the PunchOut Index Template Form. You are able to edit this field as needed.

**Maximum length:** 1000

Create a New Catalog

Previous Next Exit

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

1 Details

2 Subscriptions

3 Content

Keyword filter(Supplier Part ID):\*   
This value is often used to filter your webshop catalog views

Catalog code:\* UNSPSC

Item description:\*   
Characters left: 1000  
The maximum number of characters allowed is 1000, including spaces.

Visibility:  Private - Only the selected customers that have a trading relationship with you can view and receive the catalog  
 Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers Page 1

Customers	Buyer System ID (optional)	Catalog Validation Rules	Validation Status for Version 1
<input type="radio"/> Customer 1	<input type="text"/>	<a href="#">View</a>	Pending Validation
<input type="radio"/> Customer 2	<input type="text"/>	<a href="#">View</a>	Pending Validation