

Completing the General Level 1 PunchOut Information

- Supplier ID - Required**
Description: This will default to your ANID or can be changed to your DUNS, if it is maintained in your supplier profile.
Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN999999999999-T
- Keywords - Required**
Description: Additional keywords to help users find items, this information will also populate the Item Description field when creating a customer catalog online.
Type of data: String
Maximum length: 255
Example: Pens, Pencils, Paper, Copier
- Short Name - Required**
Description: In L1 PunchOut, this is what will actually display to the User on the UI
Type of data: String
Example: <SupplierName> PunchOut
Maximum length: 50 characters
- Image – Recommended**
Description: In L1 PunchOut, this can be your company logo that will display to the User on the UI
Type of data: URL that begins with https://, as required by SAP.
Example: https://www.supplier.com/branding/images/lrg_logo.jpg
- Thumbnail - Optional**
Description: In L1 PunchOut, this can be your company logo that will display to the User on the UI
Type of data: URL that begins with https://, as required by SAP
Example: https://www.supplier.com/branding/images/sml_logo_thumbnail.jpg

PunchOut Configurations

PunchOut Configuration List

Level 1 PunchOut General Information

PunchOut Configuration List

Search name/customer name

Q

Create

Delete

Name	Customer Name	URL	Created By	Created On
No Data, please click Create button to configure your PunchOut.				

Level 1 PunchOut General Information

SaveCancel

Fill out this section to auto-generate the L1 PunchOut index file. You won't need to upload a file when creating an L1 PunchOut catalog.

Supplier ID: *

ANID

▼

AN999999999999-T

Keywords: *

Pens, Pencils, Paper, Copier

Short name: *

SupplierABC PunchOut

Image:

https://www.supplier.com/image/logo.jpg

Thumbnail:

Enter a URL

Once populated, click the **Save** button to save your changes.

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V1