

Creating and Publishing PunchOut Catalogs – Manual Upload of Catalog Index File

4. Content

- Select Upload File.
- Select “CIF” as your **File Type** format by clicking the pull down menu and selecting the option.
- Select your **Catalog File**, by clicking “Browse” and selecting your catalog file.
 - Your Excel file must not exceed 1 Mb, however you can use zip compression.
 - If your Excel file is too large, you will need to **convert it to a CIF**. See “Creating a CIF from an Excel File” within the [Troubleshooting and Updating Catalogs](#) guide.”
- After you have selected your File type and Catalog file, click the “**Submit**” button.
- As your Catalog loads, you will be taken back to the Customer Catalogs page.