

Completing the Level 1 Index File Template Form

This section will describe the steps to complete the Level 1 Index File Template Form. Details such as Supplier ANID, keywords, and company logos will be entered. This **default** information will be applied to all future PunchOut Level 1 catalog templates when selected during publishing process.

- Go to Catalogs tab, choose
 Customer Catalogs, and then click the PunchOut Configuration tab.
- Click View/Edit to start populating your default Level 1 Index File Template Form details (required fields). Click OK.

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