

Configuring your Supplier account for Punchout – PunchOut Configuration

To setup your PunchOut Catalog URL:

- Click on **Create**.
- In the Name field, write a customer specific name or "Default URL" as seen in the image.
- Add your company's complete
 PunchOut Request URL within the PunchOut URL field.
 - This can be your **default** URL that will be used for <u>all</u> of your customers, each time they initiate a PunchOut session <u>OR</u> a **unique** URL for a specific customer.

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Manage your PunchOut co	nfigurations for all your customers o	r specific customers.	
Level 1 Index File Template	e View/Edit		
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Cr	Create PunchOut Configuration				
Fill	Fill out the following information to configure your PunchOut URL.				
	Name:*	Default URL			
	PunchOut URL:*	https://www.supplierpunchoutrequesturl.com			
		PunchOut allows customers to perform shopping and product selection directly on your Website. Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest documents.			
	Visibility:	Public - The URL is applicable for all your customers			
		Private - Choose the customer who will be directed to the URL below			
	Authentication:	Default Authentication Customized Authentication			