

Configuring your Supplier account for Punchout – PunchOut Configuration

- Set the **Visibility** of the PunchOut URL.
 - **Public** – can only be set once and will become the default URL for all customers unless otherwise specified.
 - **Private** – can be used several times. When selected, you will be able to specify a chosen customer from your list of accepted Trading Relationships.

Note: You can only use 1 URL (Public or Private) per customer.

The screenshot shows the 'Create PunchOut Configuration' dialog box. The 'Name' field is 'Default URL' and the 'PunchOut URL' is 'https://www.supplierpunchoutrequesturl.com'. Under 'Visibility', the 'Public' radio button is selected and highlighted with a red box. The 'Authentication' section has 'Customized Authentication' selected.

The screenshot shows the 'Create PunchOut Configuration' dialog box for a specific customer. The 'Name' field is 'CustomerName' and the 'PunchOut URL' is 'https://www.supplierpunchoutrequesturl.com/customer'. Under 'Visibility', the 'Private' radio button is selected and highlighted with a red box. At the bottom, there is a 'Customers' list with an upward arrow and a page indicator showing 'Page 1'.