

Creating and Publishing PunchOut Level 1 Catalogs Online

② Subscriptions

- You determine which Customers subscribe to your Catalog – specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”; this allows you to select a single customer.
- To select your Customer, click the button next to the **Customer’s** name in the list.
 - If the Customer does not appear, it means that your company has not established a relationship with your Customer yet. This is required prior to uploading a Catalog to them.
- When you complete this screen, click “**Next**”.

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Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Keyword filter(Supplier Part ID):*

This value is often used to filter your webshop catalog views

Catalog code:* UNSPSC

Item description:*

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Visibility: **Private** - Only the selected customers that have a trading relationship with you can view and receive the catalog

Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

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Customers ↑	Buyer System ID (optional) ⓘ	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="radio"/> Customer 1	<input type="text"/>	View	Pending Validation
<input type="radio"/> Customer 2	<input type="text"/>	View	Pending Validation