

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 **all** of your customers, each time they initiate a PunchOut session **OR** a **unique** URL for a specific customer.
- Uncheck if your URL is not **Server Name Indication** (SNI) enabled.

The image displays two screenshots of the SAP PunchOut Configuration interface. The top screenshot shows the 'PunchOut Configurations' page with a table titled 'PunchOut Configuration List'. The table has columns for Name, Customer Name, URL, Created By, and Created On. A message below the table states: 'No Data, please click **Create** button to configure your PunchOut.' The bottom screenshot shows the 'Create PunchOut Configuration' form. The 'URL Setup' section is highlighted with a red box and contains the following fields: 'Name' (with a red asterisk) containing 'Default URL', and 'PunchOut URL' (with a red asterisk) containing 'https://www.supplierpunchoutrequesturl.com'. Below these fields is explanatory text: 'PunchOut allows customers to browse and purchase products directly on your website. Enter your website's URL for receiving PunchOutSetupRequest documents. This is required even if you've specified a Profile URL on the cXML Setup page.' There is also a 'Server name indication' section with a checkbox and a help icon. The 'Visibility and Authentication' section below has 'Visibility' options: 'Default - The URL is applicable for all your customers' (selected) and 'Private - Choose the customer who will be directed to the PunchOut URL'. The 'Authentication' section has 'Default Authentication' (selected) and 'Customized Authentication'. At the bottom right of the form are 'Save' and 'Cancel' buttons, and a vertical 'Feedback' button on the right edge.