

Configuring your Supplier account for Punchout – PunchOut Visibility

- Set the **Visibility** of the PunchOut URL.
 - **Default** – 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 image displays two overlapping screenshots of the 'Create PunchOut Configuration' web form. Both screenshots show the 'URL Setup' section with fields for 'Name' (Default URL) and 'PunchOut URL' (https://www.supplierpunchoutrequesturl.com). The 'Server name indication' section has a checkbox and a link icon. The 'Visibility and Authentication' section is the focus of the red boxes. In the left screenshot, the 'Default' option under 'Visibility' is selected and highlighted. In the right screenshot, the 'Private' option is selected and highlighted, and the 'Choose Customer(s):' field is visible below it. The 'Authentication' section in both shows 'Default Authentication' selected.

Create PunchOut Configuration

URL Setup

Name: *
Default URL

PunchOut URL: *
https://www.supplierpunchoutrequesturl.com

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.

Server name indication:
☐ [?](#)

Visibility and Authentication

Visibility:

☒ Default - The URL is applicable for all your customers

☐ Private - Choose the customer who will be directed to the PunchOut URL

Authentication:

☒ Default Authentication

☐ Customized Authentication

Create PunchOut Configuration

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Choose Customer(s): *

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☒ Default Authentication

☐ Customized Authentication