

Completing the General Level 1 PunchOut Information

This section details the steps to complete the generic Level 1 PunchOut details that can be maintained within your supplier account. This default information can be applied to new PunchOut Level 1 catalogs when selected during the publishing process.

- Go to **Catalogs** tab, choose **Customer Catalogs**.
- Click the **PunchOut Configuration** link found within the *Create Catalog* panel.
- Populate the **Level 1 PunchOut General Information** to create your default Level 1 Punchout.
 - Field information can be found on the next info card.
- Once complete, click **Save**.
 - This information will appear in the final step when publishing a Level 1 PunchOut catalog within your supplier account.

The screenshot displays the 'PunchOut Configurations' interface. At the top, there are two tabs: 'PunchOut Configuration List' (active) and 'Level 1 PunchOut General Information'. Below the tabs, the 'PunchOut Configuration List' section features a search bar with the placeholder 'Search name/customer name' and 'Create' and 'Delete' buttons. A table with columns 'Name', 'Customer Name', 'URL', 'Created By', and 'Created On' is shown, but it contains no data, with a message: 'No Data, please click Create button to configure your PunchOut.' Below this, the 'Level 1 PunchOut General Information' section is visible, with 'Save' and 'Cancel' buttons. A blue information box states: 'Fill out this section to auto-generate the L1 PunchOut index file. You won't need to upload a file when creating an L1 PunchOut catalog.' The form fields include: 'Supplier ID' (with a dropdown menu showing 'ANID' and a text field containing 'AN999999999999-T'), 'Keywords' (a text field), 'Short name' (a text field), 'Image' (a text field with placeholder 'Enter a URL'), and 'Thumbnail' (a text field with placeholder 'Enter a URL').