

Creating and Publishing PunchOut Catalogs – Select the Customer

2. Choose Customer

- Locate your Customer by selecting the **“Non-CMS Customers”** toggle.
 - Note: If using the search bar, results are filtered by the toggle selected.
- To select your Customer, check the box next to their name in the Customer list.
 - Your Customer’s catalog validation preferences and requirements will be shown once selected.
 - You may also request to see your Customer’s specific Validation Rules.
 - If your Customer does not appear, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them.
- When you complete this screen, click **“Next Step”**

Top Screenshot: Choose Customer(s)

Choose which customers can see this catalog. When you select a customer, their catalog requirements will be shown to aid catalog formatting.

Non-CMS Customers (1) CMS Customers (1)

Customer	Customer BNOID	Country/Region
☒ Customer ABC	BNO-0000000000000008-T	Australia

Bottom Screenshot: Catalog Validation Preferences

Click Request to View to see validation rules on the customer's site.

Customer	UNSPSC Version	Disable commodity code checking (UNSPSC)	Disable Unit of Measure (UOM) checking	Ignore zero (0) price values	Validation Rules
Customer ABC	12.2	Yes	Yes	No	Request to View

Previous Step **Next Step** Cancel