

Creating and Publishing PunchOut Catalogs – Add Catalog Details

3. Add Catalog Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by your Customer.

Example: SupplierABC_PunchOut_EXT

- **Description:** (*Optional*) Brief description of the content of your Catalog
- **Commodities:** (*Optional*) The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “Next Step”