

Create a Punchout Catalog

To use *Punchouts*, *Shoppers* click on the supplier card and are redirected to the vendor website. Once items are placed into the cart, *Shoppers* check out of the vendor website and the items are transferred into the *Marketplace* cart.

All content and pricing is hosted and therefore managed by the supplier.

STEP 1: CREATE OR UPDATE THE SUPPLIER RECORD

- See separate materials for details on this step

STEP 2: CONFIRM SUPPLIERS CATALOG COMMUNICATION STANDARD

Communication Standards:

cXML(punchout catalog) > cXML PO > cXML Invoice

- cXML is the standard punch out communication for eProcurement.

cXML (punchout catalog) > cXML to EDI translation PO > EDI to cXML translation Invoice

- EDI is encrypted transmission of information between systems that is only readable between systems. EDI requires use of a third party to translate Vroozi cXML POs to EDI for the supplier. The supplier sends an EDI invoice back then our third party translates it to cXML for Vroozi Invoice system to accept it.

OCI (punchout catalog) > SAP PO > SAP Invoice

- Typically for clients using Vroozi Marketplace shopping experience in place of Vroozi Purchase tool.

The communication standard will determine what type of External Definitions are required.

STEP 3: BUILD THE CATALOG FILE

Items with an * Indicate fields specific to a Punchout catalog.

1. Under *Catalog Management*, click the *Create* button near the top right of the *Catalog Management* screen.
2. Select the *Catalog* option from the drop down. A *Create Catalog* window will appear.

3. Enter the *Catalog Name*. This is a required field.
4. Because this is a *Punchout Catalog*, there is no need to add a *Catalog File* or *Image File*.
5. Link the catalog to a supplier by selecting an option from the *Supplier Company* field.
6. When creating a *Punchout Catalog*, it is mandatory to check the *External Catalog* box.
7. *After checking the *External Catalog* box, additional fields populate:
 - **Search Allowed:** Allows *Shoppers* to search for the Punchout catalog items using the universal search bar. The results will pull item specifications from the vendor's website. This functionality depends on the supplier's ability to support *OCI Background Search*.
8. Do not check the *Direct Item Update* box, as it only applies to creating *Internal Catalogs*.
9. Click the carrot to expand the areas you would like to update for the catalog being created. All of the fields in these areas are not considered mandatory for catalog creation and can be updated at a later time. See the *Edit a Catalog* section for more information.
10. Skip the *Additional Fields* area, as this is only relevant to *Internal Catalogs*.
11. ***External Catalog Definitions***
 - Select the **Communication Standard** using the drop-down menu.
 - Select the HTTP request **Method** for a request-response. The options are *Post* and *Get*.
 - **Look for Images in:** Use the drop-down menu to indicate where Item images are located if not part of the standard OCI.
12. *Enter **Punchout Requirements***

External Catalog Definitions should be provided by the punchout supplier. The credentials provided create the transactional communication or extraction of information between Vrooz, the supplier and any other applications you may use. Supplier definition requirements vary depending on whether the supplier uses a cXML or OCI format.

OCI Requirements:

1. URL
2. Username
3. Password

cXML Requirements:

1. Punchout URL (catalog location)
2. <From> Identity (*identifies the customers*)
3. <Shared Secret> (*password between Vroozi & Supplier*)

Additional fields that may be required based on Supplier set up.

- P.O. URL
- <To> Domain
- <To> Identity
- <From> Domain (Identifies the supplier)
- <Sender> Domain
- <Sender> Identity

Click the *Add* button to enter additional parameters.

13. ***Validate Punchout***: Click to verify the Punchout credentials successfully connect to the Supplier shopping site. If the parameters are incorrect, there will be a standard error message from the vendor's website.
 - Saved cXML credentials can be viewed and or updated in either the *Vroozi Catalog* record or in *Vroozi Purchase* under *Documents ->cXML Setup*.
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14. Add the catalog to a Content View. Select all the relevant *Content Views* to be associated with this catalog by checking the box next to the *Name*.
15. Approvers: Select individuals responsible for catalog approval before it can be published *Live* to Shoppers. Only one of the selected Approvers needs to Approve the catalog before it can be moved to the Live column by an Administrator.
16. Create the new catalog. The catalog will now be housed in the 'Working' column of the content management view.

IMPORTANT NEXT STEPS:

- Once the catalog has been successfully validated and created, reach out to the Vroozi Content team to share the details of your new punchout catalog. Our content team can perform the internal validation necessary to ensure Vroozi and the supplier system are communicating correctly. The content team can be reached by emailing support@vroozi.com with subject: *New Punchout Catalog*.
- If applicable, cXML transmission for the supplier's invoice or supplier ASN must be created in *Vroozi Purchase ->Documents ->cXML Setup*.