



LINDT & SPRÜNGLI

Coupa Punchout Catalogue Configuration

06.02.26

Coupa Punchout Catalogue Configuration

Insert intro text here...

First level – Aptos 32pt subheading.

Second level – Aptos 28pt paragraph.

- Third level – Aptos 28pt bullet point.
 - Fourth level – Aptos 24pt bullet point.
 - Fifth level – Aptos 20pt bullet point.

Coupa Punchout Catalogue Configuration

How to configure a P2P supplier Punchout-Catalogue in Coupa

Once the Supplier Questionnaire containing the required configuration details has been received, please follow the steps below to implement the Punchout Catalogue in Coupa:

Step 1: Go to your Coupa Homepage.

<https://lindt.coupahost.com/user/home>

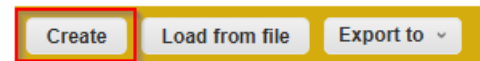
Step 2: Go to Setup



Step 3: Go to Punchout Sites

Step 4: Go to Create

Setup



Showing setup pages matching **punch** ✕

Suppliers

Punchout Sites

Coupa Punchout Catalogue Configuration

How to configure a P2P supplier Punchout-Catalogue in Coupa

Punchout Site [Create](#)

*** Name**

*** Punchout URL**

Description

*** Logo** No file chosen
Logo will be scaled to 94 x 38 pixels and should be a jpg or png

*** Supplier**

Related Commodities

*** Contract**

Tags

Lead Time

Step 5: Fill out the Punchout Site configuration

Name: Give a name to the Punchout Catalogue Site

Punchout URL: Add the provided URL from the questionnaire received from the supplier

Description: Add a description

Logo: Add the provided Logo from the supplier

Supplier: Choose the supplier from Coupa

Contract: Choose the published contract for the supplier.

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Connection Details

* Domain
e.g. DUNS

* Identity

* Secret

* Sender Domain
e.g. DUNS

* Sender Identity

* Protocol
e.g. cXML 1.2.014

SSL Version
Leave blank to use latest version available. Change to override

Disable SSL Cert Verification ☐
Check to ignore SSL certificate mismatch error

Supports Punchout Inspection ☐

Default Business Unit ☒
From User's Department

Step 8: Fill out the Connection Details configuration from the questionnaire

Domain: add the Supplier Domain

Identity: add the Supplier Identity

Secret: add Shared Secret

Sender Domain: add Customer Domain

Sender identity: add Customer Identity

Protocol: cXML

Cancel

Deactivate / Delete

Save

Step 9: Click Save



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Thank you

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Icon Library

