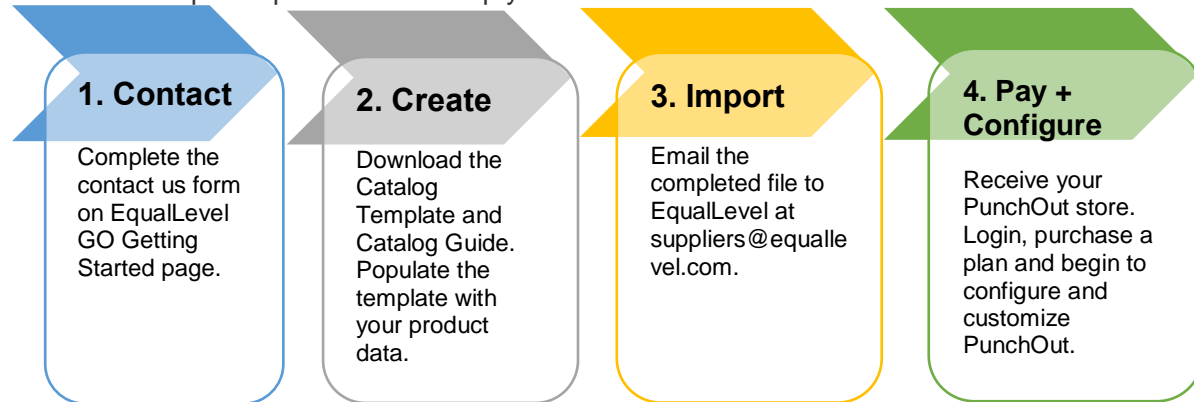


What is EqualLevel GO?

EqualLevel GO is an online storefront solution that allows you, the supplier, to connect to your buyer's procurement system. EqualLevel GO provides you the tools necessary to present your catalog of products or services to your buyer(s) and improve their shopping experience. The store can connect to any of your buyer's procurement systems that support cXML PunchOut, such as SAP, Oracle, Tyler Munis, etc. Connect your one GO store to all of your buyers and customize your catalog for each. [Learn more about cXML PunchOut.](#)

How do I get started on setting up my EqualLevel GO Store?

Follow the simple steps below to set up your store.



1. Contact

To contact EqualLevel to obtain a PunchOut for your organization, please complete the brief form on the [Get Started](#) page on the EqualLevel GO website (<http://equallevelgo.com/get-started/>).

GETSTARTED

What is EqualLevel GO?
EqualLevel GO is an online storefront solution capable of integrating with the industry's leading marketplace and ERP solutions. EqualLevel GO is available at no charge to partnered suppliers who do not already have a PunchOut enabled Commerce store. EqualLevel GO provides you, the supplier, the tools necessary to present your catalog of products or services to your buyer(s) and improve their shopping experience. Manage your catalog and pricing for each of your customers, create custom quotes, receive electronic orders, and more.

How do I get started on setting up my EqualLevel GO Store?
Fill out the form on this page to get started. Once you fill out the form, and submit for product catalog, you'll receive an email with instructions to access your PunchOut site. Then, follow the simple steps below to set up and configure your PunchOut store.

- 1. Register**
Fill out the registration form on this page.
- 2. Create**
Download the Catalog Template, and populate with your product data.
- 3. Import**
Email your completed product catalog spreadsheet to suppliers@equallevel.com.
- 4. Configure**
Receive your PunchOut store in minutes, and customize your customer homepage, product categories, notifications, and more.

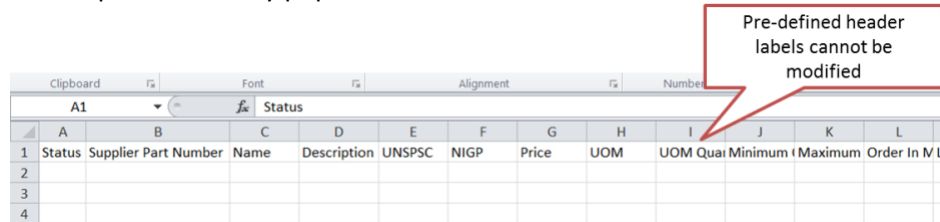
Get Your GO PunchOut Site

Name *
First Last
Email *
Phone
Company Name *
Your site name will be companyname.equallevelgo.com.
Buyer Name
Buyer e-Procurement Software
CREATE YOUR SITE NOW

2. Create

To begin setting up your organization's product catalog, you will need to start with the steps below.

1. To create your product catalog for the first time, download the [Catalog Template](#) and open it with an application that can edit Comma Separated Values (.csv) type files, such as Microsoft Excel or Google Sheets. Fill out the spreadsheet with your product information. The first row of the template is already populated with header labels. This row should not be modified



	A	B	C	D	E	F	G	H	I	J	K	L
1	Status	Supplier Part Number	Name	Description	UNSPSC	NIGP	Price	UOM	UOM Qty	Minimum	Maximum	Order In
2												
3												
4												

2. Check out the [Catalog Guide Table](#) to see what columns are required vs. optional, and how to format your product information.

3. Import

After filling out the catalog template, you may send the completed version to EqualLevel at suppliers@equallevel.com. EqualLevel will begin by creating your PunchOut store and providing you with login credentials.

If there are issues concerning the formatting of the catalog, EqualLevel will provide feedback to make the necessary adjustments. Additional fields can be made available upon request.

***EqualLevel will perform the first catalog import to the PunchOut store at no-charge. Suppliers will be responsible for maintaining catalog updates beyond the initial setup.** If you would like EqualLevel to perform additional catalog imports, these services can be purchased directly through the GO store.

4. Pay + Configure

Once EqualLevel is finished creating your organization's PunchOut store, we will provide login credentials (username and password) so that you may access the administrative tools. Once logged in, you will be able to customize your customer's landing page, setup email notifications and even organize product category structures.

Before activating the PunchOut store for you customer, a PunchOut plan must be purchased from the 'My GO Account' section of your store. Pricing is available on the EqualLevel GO public website.