

## What is EqualLevel GO?

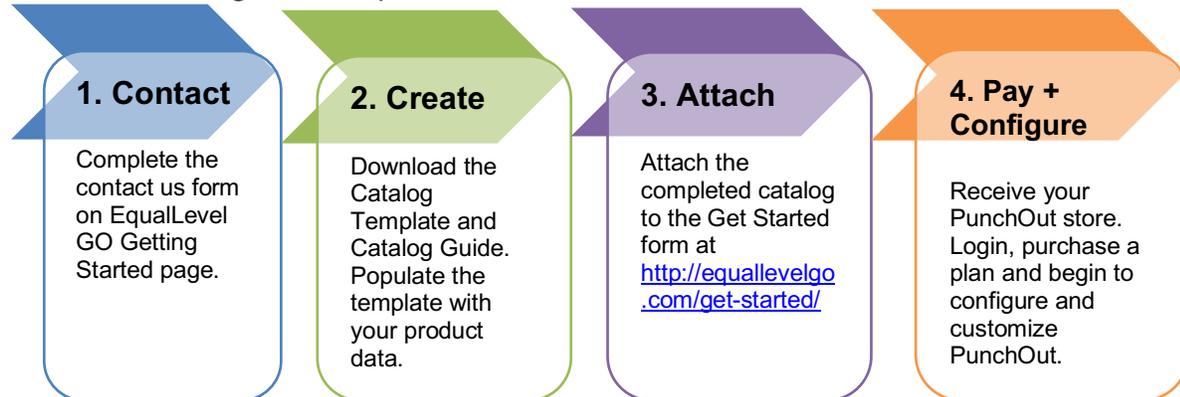
**EqualLevel GO** is an online storefront solution that allows you, the supplier, to connect to your buyer's procurement system. **EqualLevel GO** provides you with the necessary tools to present your products and/or services to your buyer(s) and improve their shopping experience. Your store can connect 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.

### Still confused?

[Click here to learn more about cXML PunchOut](#)

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

Here are some guided steps on how to do so



### 1. Contact

To contact **EqualLevel** in order to receive 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 eCommerce 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 (optional)**  
Register for a free demonstration of the EqualLevel GO PunchOut.
- 2. Create**  
Download the Catalog Template, and populate with your product data.
- 3. Submit**  
Complete the Get Started form on this page and attach your populated Catalog Template.
- 4. Configure**  
Receive your PunchOut store credentials, and customize your customer homepage, product categories, notifications and more.

**Get Your GO PunchOut Site**

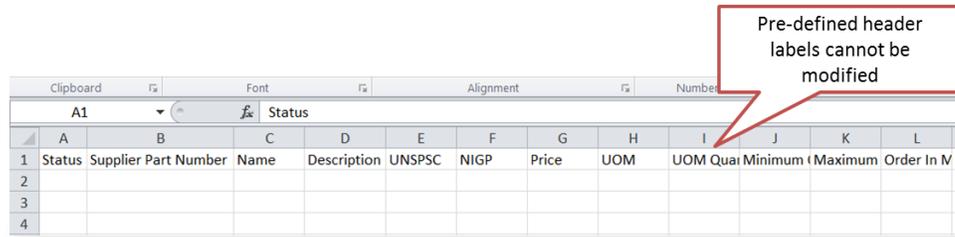
Name \*  
First Last  
Email \*  
Company Name \*  
Your site name will be companyname.equallevelgo.com.  
Buyer Name \*  
Buyer e-Procurement Software \*  
File Upload  
Choose file No file chosen  
If you have a populated product catalog spreadsheet or other file we can import, upload it here.  
**CREATE YOUR SITE NOW**

## 2. Create

To begin setting up your organization's product catalog, you will need to start with these simple steps below:

1. To create your product catalog, start by downloading the [Catalog Template](#) and fill out the spreadsheet with your product information via an application that supports Comma Separated Values (.csv) type files.

We filled out the first row of the template with header labels for you so it **needs no modification**



The image shows a screenshot of a spreadsheet application. The spreadsheet has a header row with columns labeled A through L. The header row contains the following text: A: Status, B: Supplier Part Number, C: Name, D: Description, E: UNSPSC, F: NIGP, G: Price, H: UOM, I: UOM Quai Minimum, J: Maximum, K: Order In, L: M. A red callout box with a white background and a red border points to the header row, containing the text: "Pre-defined header labels cannot 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 Quai Minimum	Maximum	Order In	M
2												
3												
4												

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

## 3. Attach

After completing the catalog template, send the completed version to **EqualLevel** by uploading it to our Get Started page at <http://equallevelgo.com/get-started/>. **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 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 Username & Password so that you may access your administrative tools and get started!

After successfully logging in, you have the freedom to customize your customer's landing page, setup email notifications, and even organize product category structures however you like!

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.