

Product catalog

Overview

The **Product Catalog** feature allows merchants to add and edit product information, making it easily reusable while creating [Pay By Links](#) and initiating payments via [Virtual Terminal](#). This saves a lot of time and effort while creating the payment link or when merchants accept payments over the telephone or email, via Virtual Terminal.

Availability

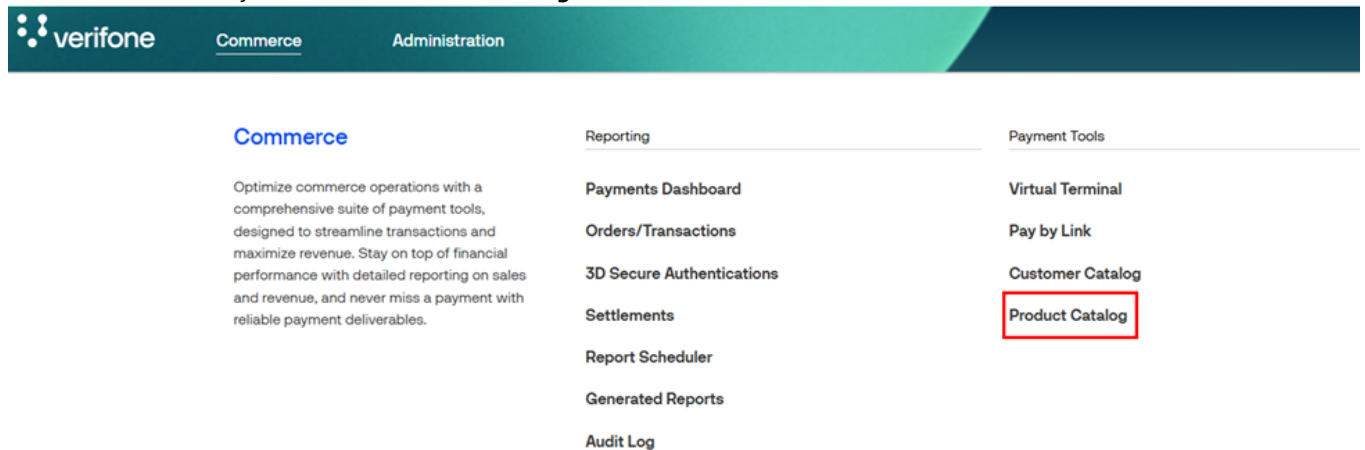
To check which roles can add / edit / remove a product or see the product catalog list check our [Users and merchants roles](#) documentation.

This feature is available only on request. If you are interested in using the *Product Catalog*, contact your Verifone representative.

Add new product

Follow the below steps to create the product and store it in Verifone Central.

1. Go to **Commerce** > *Payment tools* > **Product Catalog**.



2. Click on **Create Product**.



3. Fill in the mandatory fields in the *New Product* page, to proceed in creating the product and click on **Save & Close**.
 - **Organization:** Select the organization for which the product is added.

- **Product Name:** Enter the name of the product or service.
- **Product Currency/Price:** Select the currency and enter the cost of the product (per unit).
- **Product ID/SKU:** A unique identifier or stock-keeping unit for the product.

New Product

Organization

- Select -

Product Name

Enter a name

Product Description (Optional)

Enter a description

Cancel

Product Currency/Price

Currency 0.00

Product ID/SKU

Enter an id/sku

Product URL (Optional)

Insert product url

Save & Close

4. The newly created product will be displayed in the product catalog list. You can always search for a product after applying the relevant filters.

Product Catalog

Create Product

Type a Product Name

Search

Organizations (+1) Clear filter

Total Products: 1

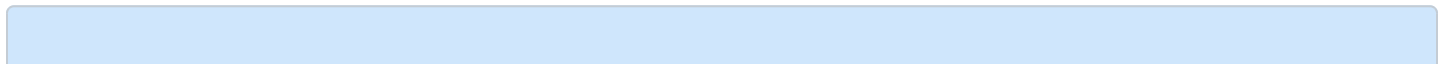
Name	ID/SKU	Amount/Price	Currency	Organization
Test	123456	1.00	EUR	Verifone

Results per page 10

Go to page Page 1 of 2

Editing an existing product

You can edit the details for an already added product, by following the below steps.



The *Organization* and *Product ID/SKU* fields cannot be edited, and the product needs to be created again under the new/updated organization or with the new/updated product ID.

From the *Product Catalog* list, select the product for which the details need to be updated. Once the information is updated click on **Save & Close**. You can search for the products using the product name.

Edit Product



Organization

Parent



Product Name

Book

Product Description (Optional)

Enter a description

Product Currency/Price

EUR



1.00

Product ID/SKU

1234

Product URL (Optional)

Insert product url

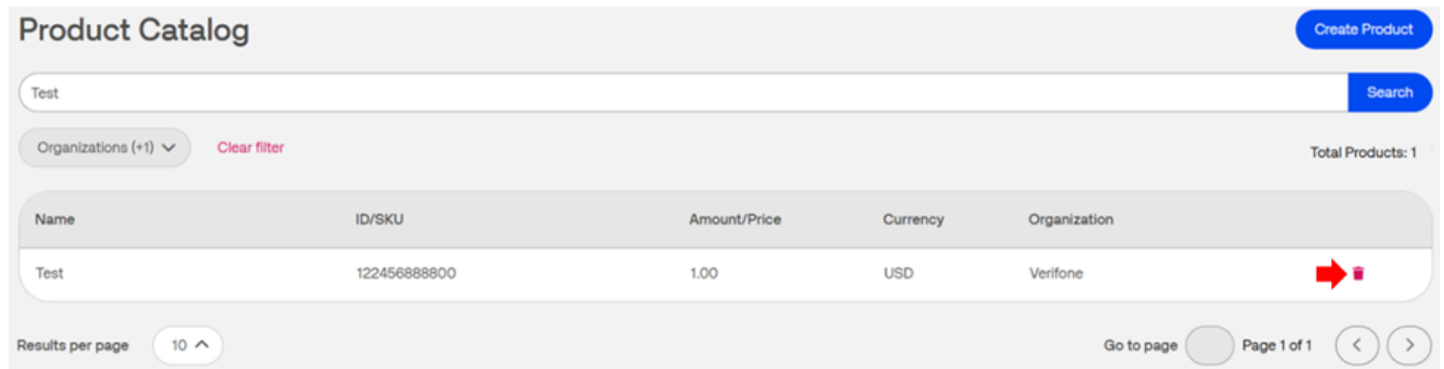
Cancel

Save & Close

Deleting an existing product

You can delete and already created products, by following the below steps.

From the *Product Catalog* list, search for the product you wish to remove by entering the *Product Name* in the search bar or by selecting the organization for which the product was created and click on the delete icon.



Product Catalog Create Product

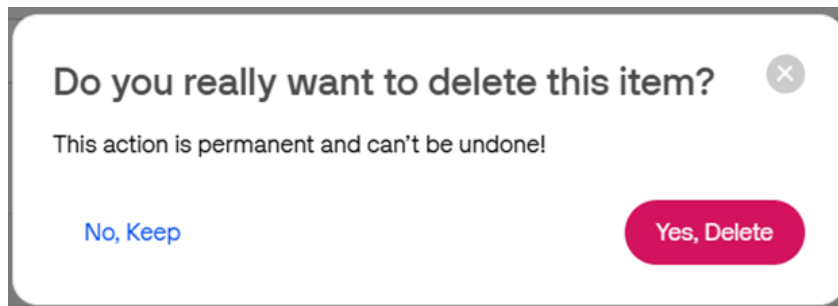
Test Search

Organizations (+1) Clear filter Total Products: 1

Name	ID/SKU	Amount/Price	Currency	Organization
Test	122456888800	1.00	USD	Verifone

Results per page 10 Go to page Page 1 of 1

Confirm the action, by selecting **Yes, Delete**, or do not remove the product, by selecting **No, Keep**.



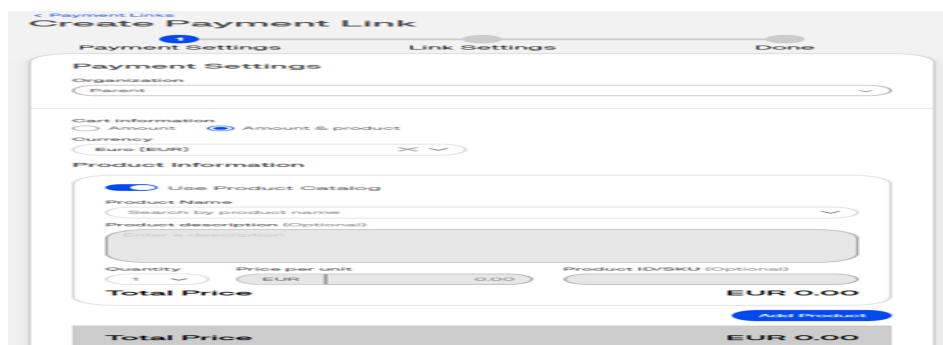
Do you really want to delete this item?

This action is permanent and can't be undone!

No, Keep Yes, Delete

Add product details in Pay by Link

In the Create payment link page, when [creating the payment link](#), select the **Amount & product** option to display the product information fields.



Create Payment Link

Payment Settings Link Settings Done

Organization Verifone

Card Information Amount Amount & product

Currency Euro (EUR)

Product Information

☒ Use Product Catalog

Product Name Search by product name

Product description (Optional)

Quantity 1 Price per unit EUR 0.00 Product ID/SKU (Optional)

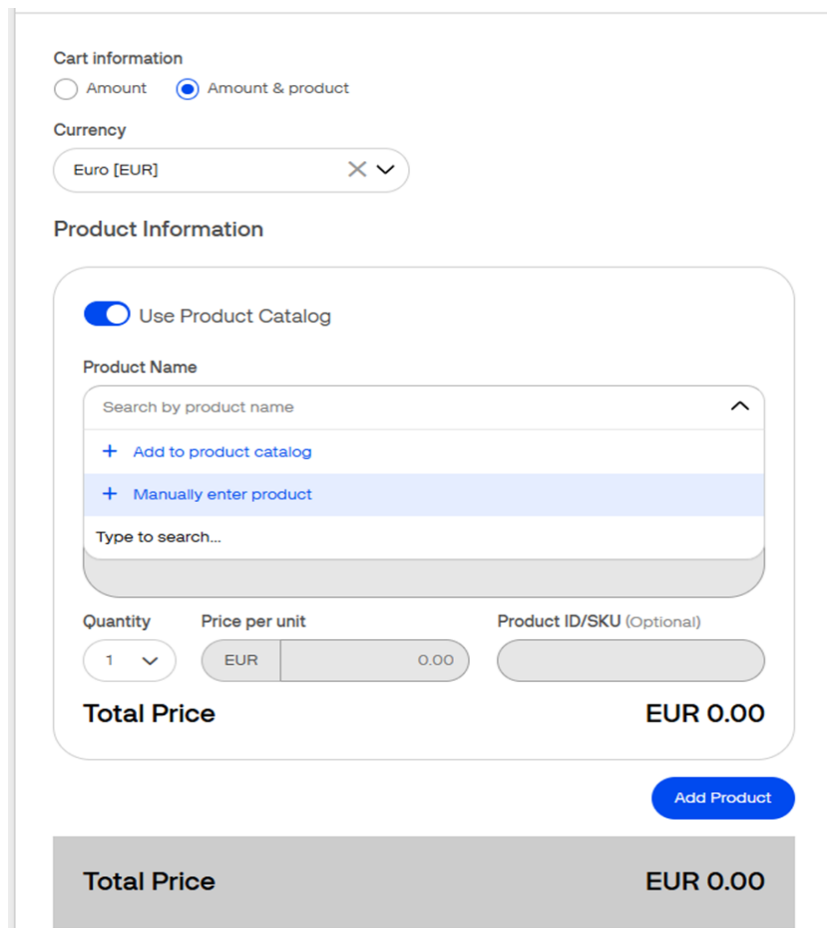
Total Price EUR 0.00 Add Product

In the *Product Name* field, you can choose one of three options:

You can turn ON or OFF the *Use Product Catalog* option by selecting the toggle button. If turned OFF, the product information will need be added manually and the product will not be added to the *Product Catalog* page.

- Search the product by product name and the details will prepopulate in their respective fields.
- **Add to product catalog:** if a product is not present in the catalog, then you can proceed by adding a product to the catalog. Follow the steps from the [Add new product](#) section.
- **Manually enter product:** this option disables the *Use Product Catalog* feature and allows you to enter the product manually.

The product entered manually will not be saved in the catalog.



The screenshot shows the 'Product Information' section of the Verifone interface. At the top, under 'Cart information', there are two radio buttons: 'Amount' (unselected) and 'Amount & product' (selected). Below this is a 'Currency' dropdown menu set to 'Euro [EUR]'. The 'Product Information' section features a toggle switch for 'Use Product Catalog' which is turned ON. Below the toggle is a 'Product Name' search box with a dropdown menu. The dropdown menu is open, showing two options: '+ Add to product catalog' and '+ Manually enter product'. Below the search box are three input fields: 'Quantity' (set to 1), 'Price per unit' (set to EUR 0.00), and 'Product ID/SKU (Optional)'. At the bottom of the section, there is a 'Total Price' label and a value of 'EUR 0.00'. A blue 'Add Product' button is located below the 'Total Price' label. At the very bottom of the form, there is a gray bar with 'Total Price' and 'EUR 0.00'.