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**.
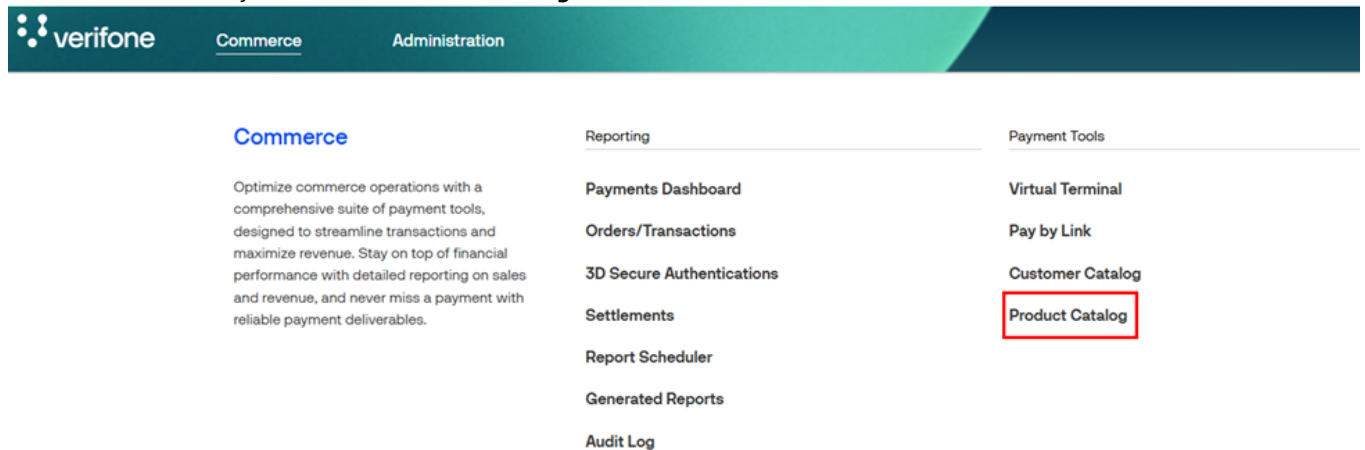
2. Click on **Create Product**.

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	**Product Currency/Price**
- Select - ⌄	Currency 0.00
Product Name	**Product ID/SKU**
Enter a name	Enter an id/sku
Product Description (Optional)	**Product URL** (Optional)
Enter a description	Insert product url

Cancel   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

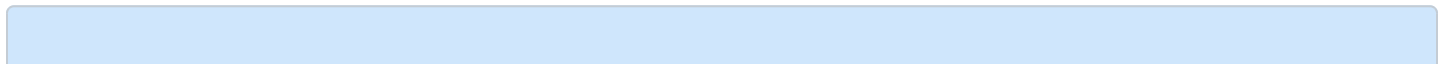Organizations (+1) ⌄   Clear filter   Total Products: 1

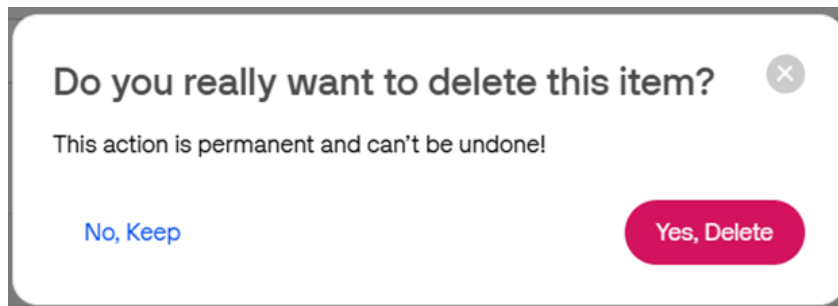| Name	ID/SKU	Amount/Price	Currency	Organization	
Test	123456	1.00	EUR	Verifone	🗑

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.

Confirm the action, by selecting **Yes, Delete**, or do not remove the product, by selecting **No,Keep**.
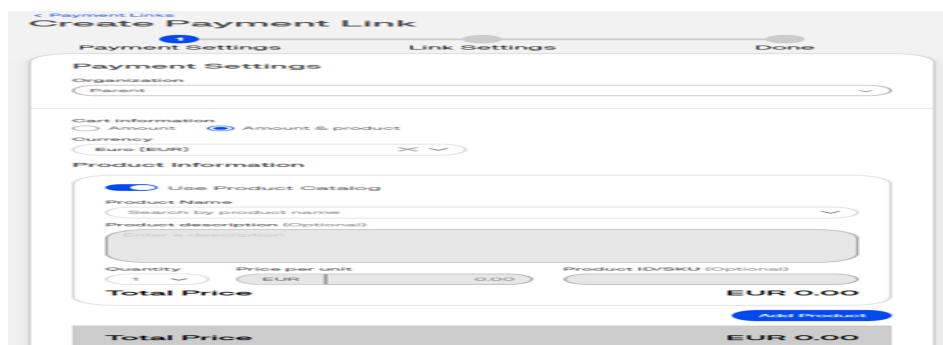
Add product details in Pay by Link

In the Create payment link page, when creating the payment link, select the **Amount & product** option to display the product information fields.
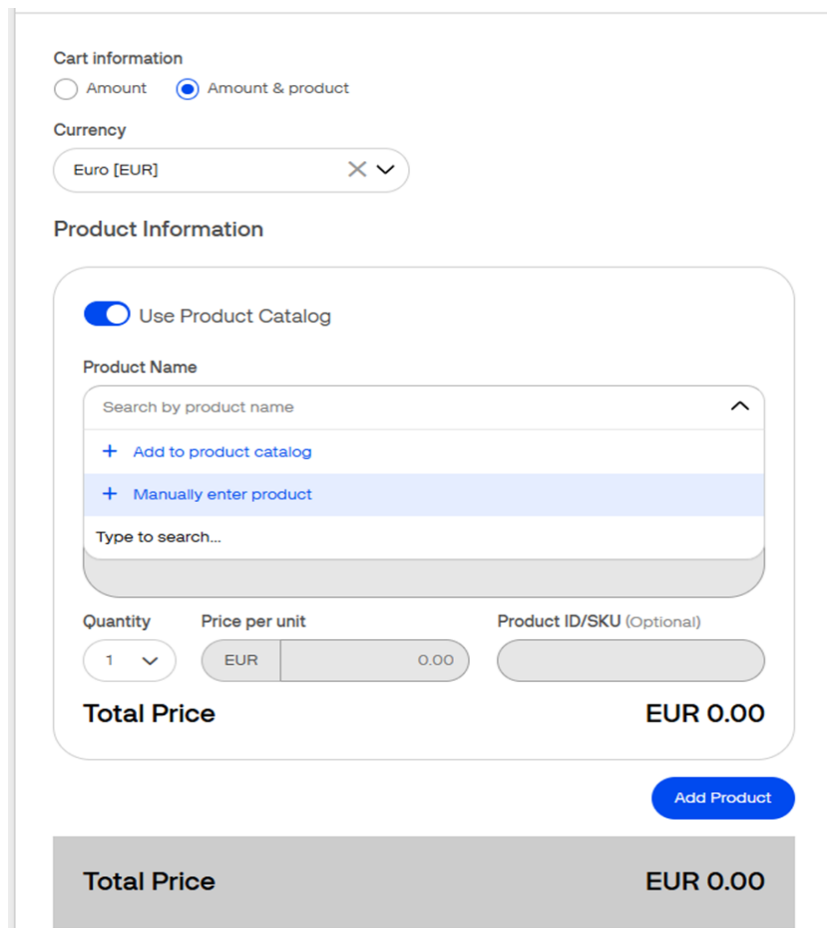
In the *Product Name* field, you can choose one of three options:

> 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.