Product Catalog

Features · https://scopematch.com/docs/product-catalog/

Overview

The Product Catalog is where you define and manage the specific products your company offers. Each entry includes a category (e.g., bolts and nuts, fittings, flanges) and its specifications (such as material, size or standard). This feature ensures your products are clearly described, validated, and searchable by potential partners in ScopeMatch. A well-built catalog strengthens your profile visibility and makes it easier for buyers to identify your capabilities. Your catalog is also the master list for your distribution lists (removing a product from a list keeps it here; deleting it here removes it from every list), and buyers who add you as a supplier see your products confirmed against it. See How Products Work.

Plans

Products: Free 10 and Basic 250 in total across your Catalog and Product Directory; Pro and Premium unlimited. Bulk Upload is included on Basic, Pro and Premium. See Tiers and Features.

When to Use It

Update and manage your Product Catalog when:

1. When first setting up your company profile **to showcase your offerings**.
2. To **add new products or update specifications** as your catalog changes.
3. To make your company more **discoverable by vendors, distributors, and buyers**.
4. To make sure buyers who list you as a supplier see your products **confirmed in their supply lists**.

Step-by-Step Guide

1. **Accessing the Product Catalog**
   - Go to **Company Profile** > **Product Catalog**.
   - Use the search bar to filter by product category.

2. **Adding Products**
   - Click **+ Add Product** (top-right corner).
   - Select a **category** from the dropdown list (e.g., Bolts and Nuts, Flanges).
   - Fill in up to 5 specifications (e.g., material, size, standards, finish).
   - Save the entry to add it to your catalog.

3. **Bulk Upload**
   - Use the **Bulk Upload** option to add multiple products at once from a CSV or Excel file. You can also use **Import with AI** to read a PDF, Excel or CSV catalog; see AI Catalog Parsing.
   - Ensure the CSV matches the format required (category + specifications).

4. **Editing and Managing Products**
   - Each row has a menu (three dots on the right) for **edit** or **delete**.
   - Use the **Columns** button to adjust which specifications are displayed.

5. **Viewing Products**
   - Products are listed by **Category Name** and displayed with their specifications.
   - You can expand and manage individual categories to refine details.
   - Products saved here can be added to your distribution lists with Link from catalog, and new products you add in a distribution list appear here automatically.

Best Practices & Tips

Do:

1. Add **complete specifications** (material, size, standards) to make your products discoverable and validated.
2. Keep your **catalog up to date** - remove outdated items and add new offerings.
3. Use **Bulk Upload** if you have a large catalog to save time.

Don't:

- Leave product entries blank or incomplete; unvalidated products lower your profile visibility.
- Duplicate products with slightly different names - use specifications instead to capture variations.

FAQs

- **How many specifications can I add per product?**
  - Each category has its own specification types, such as dimensions, standards, materials or finishes. You can also add notes.
- **Can I import my full catalog at once?**
  - Yes, with **Bulk Upload** (a CSV or Excel file in the template format) or with **Import with AI**.
- **Why isn’t my product showing as validated?**
  - Validation happens in other companies' supply lists: when a buyer lists you as a supplier of a product, ScopeMatch checks it against the products in your catalog. Use ScopeMatch's standard categories and specifications so your products match.
- **How does my Product Catalog connect with other features?**
  - Your catalog supplies the products for your distribution lists and confirms your products in buyers' supply lists. See How Products Work.

Troubleshooting

- **If products don’t appear in the catalog** → Refresh the page; check that the product was saved correctly.
- **If Bulk Upload fails** → Verify that your CSV format matches the template.
- **If specifications are missing** → Use the **Columns** button to reveal hidden fields.

For further details or to request upload assistance, please contact us via helprequest@scopematch.com