

Getting Started with SDS Manager

How do I import our xls/csv file with all the products we use?

With SDS Manager you can [import lists of chemicals](#) (require login) in xls or csv format and later find the corresponding Safety Data Sheets for the chemicals.

See example of product file here: [Template file for product list](#)

If you have multiple departments in your company, you may want to email the product list template and ask your department managers to fill in information about chemicals used in their department.

You can include information about the location of the chemical in the product list to ensure that the chemical is linked to the location where the chemical is used.

You can import multiple lists.

Our import wizard allows you to map columns in the file you import to the fields used by our system.

SDS Manager allows you to import your SKU id as well as your external system id used for the product in your ERP system.

This way you can import your product list from your ERP system to SDS Manager. When you have found Safety Data Sheets for your products you can export your SDS library from SDS Manager that will include a permanent link to the Safety Data Sheet. If your ERP system allows import of data, you can import the file to your ERP system so that you have links to Safety Data Sheets for your product in your ERP system.

This way you can allow your system to generate QR code on your purchase receipts that your customer can use to get Safety Data Sheets for products they have bought from you.

SDS Manager now supports **custom field import**. This means you can include your own custom field values when importing data into your Safety Data Sheet inventory.

For example, if your organization tracks additional product details such as internal codes, hazard categories, or storage conditions, you can map these custom fields during the import process. The import wizard will recognize and save them in your SDS inventory so that your data remains

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consistent and searchable across all imported lists.

For more information on custom field. Please check this [link](#)

The screenshot shows the SDS Manager interface for importing product lists. At the top, there are four steps: 'Upload Product list' (green checkmark), 'Select header row' (green checkmark), 'Match Columns' (green checkmark), and 'Validate data' (green checkmark). The 'Validate data' step shows 'Total Rows: 0'. A red callout box points to the 'Add custom field' button, with the text 'You can add/edit your custom fields here'.

The main area shows a table with columns: LOCATION, Email, DEPARTMENT, and STORAGE. Below this table is another table with columns: Location, CUSTOM DATE, Link to SDS, SKU, and External system Id. A red callout box points to the 'Location' column in the second table, with the text 'You can map the data in your import file to the custom fields used by your organization'.

At the bottom, there are 'Back' and 'Next' buttons. A note at the bottom right says 'Custom fields added to SDS Manager'.

How to import product lists with custom fields - Step by step:

- **Prepare your Excel file.**
- **Customize your custom fields** (see how to do it - [\[link\]](#)).
- **Import the file** via the Product List page: [\[link\]](#).
- **Match the columns** from your file with the corresponding custom fields based on your needs.
- **Review the data** and confirm the import process.

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