Add SDS to our library

I have a hard-copy or scan of an SDS file I like to add to our library

If you only have a paper copy of a Safety Data Sheet (SDS), scan it to a PDF file and upload it to the location in **Manage SDS Library** (**Add Safety Data Sheet**, then drag the file into the box).

A scan has no text that SDS Manager can read, so the upload shows **FAILED** and **No text detected.** Click **Retry import using OCR on file**. SDS Manager then reads the text in the picture (OCR) and adds the SDS to the location. This works best with a clear, straight scan.

The SDS made from your scan is private to your organization and is marked **Scanned copy · private**.

You can also retry OCR later from **Import status** in the left menu (the OCR icon on the file).

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If OCR does not work, ask your supplier for an electronic copy, or add the file with **Add SDS to library with manually entered product information**: enter the product name and the supplier name, and the scan is added to the location as it is. You can then add more information with **Edit SDS information** in the ⋮ menu of the SDS.

Have a whole binder of printed SDSs? It is quicker to photograph the first page of each SDS: How do I migrate our current paper-based SDS library to SDS Manager? Read more about failed imports: Troubleshooting PDF Import Failures: Steps to Take

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