Add SDS to our new library

How can I add chemicals to SDS Manager without an SDS?

You can add a product to SDS Manager before you have its Safety Data Sheet (SDS), for example when you buy a new chemical. The product is saved as an SDS request, and you add the SDS when you get it.

Add the product

1. Open the location in **Manage SDS Library** and click **Add Safety Data Sheet**.
2. Click **Show other methods to add Safety Data Sheets to location** and choose **MANUALLY ENTER PRODUCT**.
3. Fill in **Add request for Safety Data Sheet**: **Product Name**, **Supplier Name** and, if you know it, **Product Code**. You can also take a picture of the product label. **Show more options** has more fields, such as the EAN or UPC barcode and a due date.
4. Click **Save**.

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Only owners and admins can add products this way.

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Add the SDS later

The product is listed under **Tasks** (**Pending Tasks** in the left menu), on the **SDS requests** tab. Ask your supplier for the SDS. When you have the file, click **Find SDS** on the row and drag the file into the **Match SDS** page, or pick the SDS from the search results there.

Read more: SDS Requests - find SDS for chemicals/substances you have added/imported

Does the product have no SDS at all, for example because it is not hazardous? Read How can I add non-hazardous substances without an SDS to my SDS library?

Do you have many products to add? Import them as a list: How do I import our xls/csv file with all the products we use?, or ask us to help: How can SDS Manager assist/help us with building our SDS library?

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