

# Add SDS to our new library

## Importing Product Lists and Linking SDSs

### Easily build and manage your SDS library by importing your product inventory

If you already maintain a list of products or chemicals used in your organization, stored in Excel or CSV format, you can quickly populate your SDS library using SDS Manager's product list import feature. This approach is especially useful in the following scenarios:

- You are just getting started and do not yet have SDS files, but you do have a list of chemicals in use.
- You want to document all chemicals before collecting or linking the corresponding SDSs.
- You need to link existing metadata (such as quantities, comments, usage descriptions, or internal notes) to SDSs.
- You operate across multiple locations and want to delegate the initial setup to site managers. Each site can provide its own XLS file with local chemicals, which you can then import centrally.
- You already have SDS files but also maintain an XLS file with additional metadata you want linked to the SDSs. In this case, you can include the SDS filename in the product list. When you later import the SDS files (e.g., via ZIP upload), SDS Manager will automatically match and link the files based on the filename.

The import wizard supports flexible column mapping and allows you to create custom fields to match your internal data structure. While using the template file is recommended for convenience, it is not required.

When a product list is imported, SDS Manager will automatically add an SDS to your library if a matching SDS is found based on **product name** and **supplier name**.

For any SDSs that are not automatically found, you can use our easy-to-use search tool to manually link the correct SDS from our global database of **18 million+ Safety Data Sheets**.

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Below is a description of the fields that are supported in our product list import

#### **SUPPLIER OF SDS**

Supplier Name (Mandatory)

Enter the name of the product's supplier—typically the manufacturer name from the product label.

If the supplier is unknown, you may temporarily enter the product name to bypass the mandatory field requirement.

#### **PRODUCT NAME**

Mandatory: Name of the product

#### **PRODUCT CODE**

Optional: Manufacturer product code

#### **LOCATION**

Optional: Name of location product is used.

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If field is left empty, the product will be assigned to you default location in S

if you set value " Factory A/Basement/Room 101" as location, SDS Manager  
create the location hierarchy

Factory A  
Basement  
Room 101

and link the product to location "Room 101"

If the same product is used on multiple locations, the file should have one ro  
location you want to add the product.

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### LINK TO SDS

SDS URL (Optional)

If you already have a direct link to the product's Safety Data Sheet, you can  
here. When linking SDSs to imported products later, this pre-filled link can h  
process.

### SKU

SKU (Optional - for eCommerce Integration)

Use this field to enter the product's SKU. When linked to an SDS, this enable  
distribution via our API.

For example, you can trigger an email with the correct SDS to a customer by  
with the customer's email address and the product's SKU.

### EXTERNAL SYSTEM ID

Internal Product ID (Optional)

Use this field to enter the internal product ID from your ERP system. Linking  
the product allows you to later export SDS information and import it back int  
system.

This enables features like displaying direct links to Safety Data Sheets from  
including SDS links on invoices for products that require them.

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## EAN

Non-US barcodes (optional): Enter any EAN codes associated with the product. If multiple EAN codes correspond to the same SDS, you can list them as a comma-separated list.

By including EAN codes, your employees will be able to quickly find the correct SDS Sheet by simply scanning the barcode using the SDS Manager app.

## UPC

US Barcodes (Optional): Enter any UPC codes associated with the product. If multiple UPC codes correspond to the same SDS, you can list them as a comma-separated list.

By including UPC codes, your employees will be able to quickly find the correct SDS Sheet by simply scanning the barcode using the SDS Manager app.

## EXTERNAL SYSTEM URL

External System URL (Optional Dual Purpose Field)

This field can be used in two ways:

### Link to Product Page

Enter the URL of your product's page (e.g., from your eCommerce website or product catalog). This is useful when importing your product catalog into SDS Manager. If your catalog is linked to products, you can export enriched data—combining SDS details with product information pages for integration or display.

### Reference SDS Filename for Matching

Alternatively, use this field to enter the filename of an SDS PDF. This is helpful if you already have SDS files and a separate spreadsheet (e.g., XLS) containing additional product information (e.g., quantity stored, location, etc.).

In this case:

First, import your product list with SDS filenames in this field.

Then, upload your SDS files as a ZIP.

SDS Manager will automatically match and link the files to the corresponding product entries based on the filenames, allowing you to retain and connect your existing metadata to the new SDS files.

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## CAS NO.

CAS Number (Optional)

If the product has a known CAS number, you can enter it here. It will be used to determine the correct Safety Data Sheet during import.

Note: This field should only be used for pure substances—not for chemical mixtures that contain multiple components with different CAS numbers.

## AMOUNT

If you are using SDS Manager for tracking chemical usage, you can import the amount of chemical you have in stock here.

## MEASUREMENT UNIT

supported measurement units>

### **Metric volume**

µl  
ml  
l  
cc  
m3

### **US volume**

fl oz  
pt  
qt  
gals  
cu ft

### **Metric weight**

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µg  
mg  
g  
kg

### US weight

oz  
lbs

### VENDOR EMAIL

When email address to your vendor is imported, it is easier for your to request SDS from your vendor.

### REQUIRE SDS

Optional: Some products, such as water, do not require a Safety Data Sheet. If you want your employees are aware that a product intentionally lacks an SDS, you can use the "Require SDS" field.

When the system imports your product list, any product marked with "Require SDS" will still be added to your SDS library. These entries will include a note: "This product does not have any SDS."

This feature helps you maintain transparency and communicate clearly to your employees if SDS is available or necessary for certain items.

### CUSTOM FIELD

Optional: Use this field to match and link with your available custom field on your vendor's system.  
NOTE:

For an enumerated custom field, the values in your import file must be identical to the values created in the SDS Library

For a date-type custom field, the values in your import file must follow the format: MM/DD/YYYY

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

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## Importing XLS Files

During the import process, the import wizard allows you to define custom fields and map your column headers to the field names used in our system.

While we recommend using the column headers provided in our template file for convenience, it is not required—custom mappings are fully supported.

If your organization operates across multiple sites, you can import a separate file for each site. Any new location specified in the **Location** field will be automatically created during import if it doesn't already exist in your account's location structure.

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