

# Add SDS to our new library

## SDS Requests - find SDS for chemicals/substances you have added/imported

An efficient way to build your SDS library is to [import your product list](#) (Excel or csv) to your SDS Manager account or simply [shoot pictures of product labels](#) of all your chemicals. When you purchase a new Chemical, you may want to [register the product in SDS Manager as a SDS request](#) as a placeholder before you get the SDS file.

Products you create or import without a SDS is called a **SDS Request** in SDS Manager.

Employees can also submit an SDS request if they are unable to find a specific SDS in your library during a search. When an SDS request is made, the location administrator will receive an email notification, ensuring prompt attention to the missing SDS.

The screenshot shows the 'SDS Library for Test Corporation Inc.' interface. A search bar at the top contains the text 'wd-40 fast'. Below the search bar, a yellow notification box states: 'wd-40 fast did not match any SDS in SDS library for Test Corporation Inc.' Below this, a section titled 'Search results found in Global database, covering 13Million+ SDSs' displays 'Exact match search results:' in a table.

	Name	Product code	Supplier	Revision date	Regulation area	Language	Actions
+	WD-40 Specialist Fast		WD-40 Company	2021-10-22		English	[PDF] [Add] [Share]
+	WD-40 SPECIALIST Fast Release		Hashahal, Inc	2021-04-21		English	[PDF] [Add] [Share]
+	Specialist Fast Acting Degreaser		Hashahal, Inc	2021-04-16		English	[PDF] [Add] [Share]

A tooltip is visible over the 'WD-40 SPECIALIST Fast Release' row, stating: 'Request Safety Data Sheet to be added to company library'.

If you have chemicals on multiple locations, you should add location information to the SDS Requests (either in the xls file or when shooting pictures). This will benefit you later when managing the SDS library.

On the [SDS Requests page \(require login\)](#) you will find all your products that need SDSs.

Click the **Find SDS** button to start process of finding SDS for the product:

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The screenshot shows the SDS Manager interface. On the left, the 'Manage SDS Library' sidebar is active, showing a list of locations and a search bar. The main area displays a table of 'SDS requests' with columns for Product Name, Distributor name, Manufacturer Name, Product Code, Locations, Purchase year, Type, SDS Request status, Due Date, Comment, Created date, and Created By. The 'Find SDS' button is highlighted in red in the top right corner of the table.

Product Name	Distributor name	Manufacturer Name	Product Code	Locations	Purchase year	Type	SDS Request status	Due Date	Comment	Created date	Created By	Find SDS
Artichoke	Fagron			Factory Paris			New			2024-01-26	Erlend Bruvik	Find SDS
AKPEROX	APKA			Factory Paris			New			2024-01-26	Erlend Bruvik	Find SDS
Olive				Factory Equator			Confirmed on loca...			2023-12-14	Erlend Bruvik	Find SDS
Tork				SDS library for Test corporation Factory in Miami			New			2023-12-07	Erlend Bruvik	Find SDS
Sony				SDS library for Test corporation Factory in Miami			New			2023-12-05	Erlend Bruvik	Find SDS

The below dialog appears after you click "Find SDS".

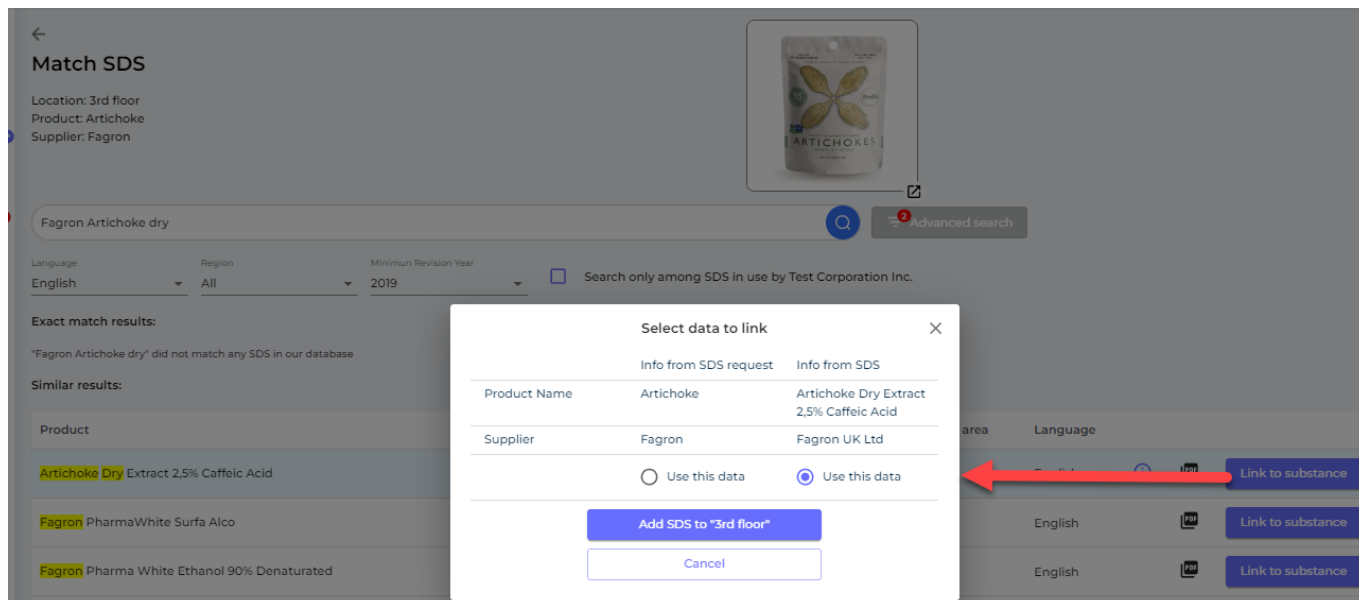
The SDS with similar product names found in our database of 13Million+ SDS will be listed. If the SDS you need is listed in the search result, you click the "Link to substance" button.

The screenshot shows the 'Match SDS' dialog. It displays search results for 'Fagron Artichoke dry'. The search criteria are: Location: 3rd floor, Product: Artichoke, Supplier: Fagron. The search results show a table of similar products with columns for Product, Supplier, Revision date, Product code, Regulation area, and Language. The 'Link to substance' button is highlighted in red in the top right corner of the table.

Product	Supplier	Revision date	Product code	Regulation area	Language	Link to substance
Artichoke Dry Extract 2,5% Caffeic Acid	Fagron UK Ltd	2017-11-14	101685	UK, EU	English	Link to substance
Fagron PharmaWhite Surfa Alco	Fagron NL B.V	2016-05-20	P017	US, EU	English	Link to substance
Fagron Pharma White Ethanol 90% Denaturated	Fagron Inc	2017-07-26		US, EU	English	Link to substance
Fagron Pharma White CHLOHEX 2 IPA	Fagron Inc	2017-07-21		US, EU	English	Link to substance

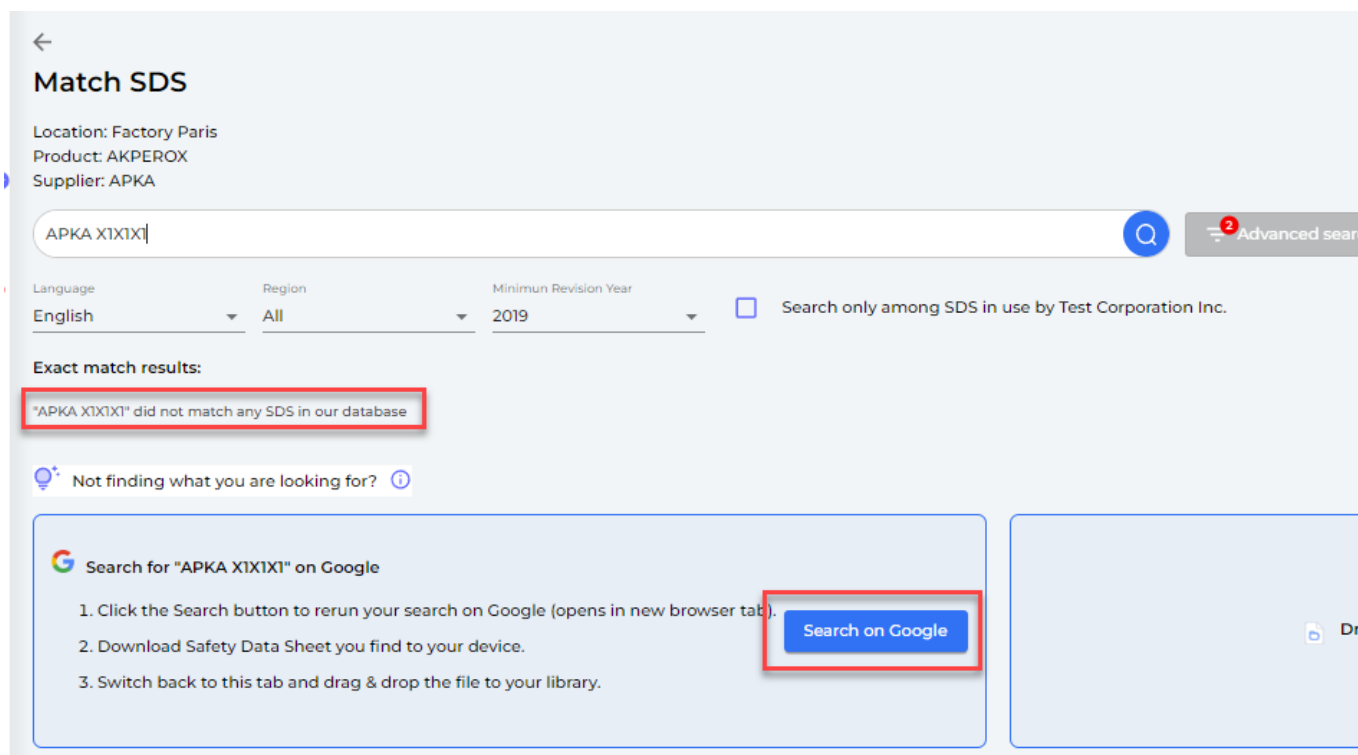
If you have chosen a SDS that have variation in product or supplier name than the name you used on your SDS Request, you are given the option to choose which is meant to use in your Library.

# Add SDS to our new library



When you have added the SDS to your library, the SDS Request will no longer be listed on the SDS Request page.

If you do not find the SDS you need when searching our SDS Database, you can click the google option.



If you found the SDS on the internet, you should download it and add it to your SDS library by drag and drop to SDS Manager

# Add SDS to our new library

Search SDS in use and global database

## Match SDS

Location: Factory Paris  
Product: AKPEROX  
Supplier: APKA

APKA XTIX1

Language: English Region: All Minimum Revision Year: 2019 ☐ Search only among SDS in use by Test Corporation Inc.

Did you find the Safety Data Sheet on Google?

Drop your PDF, ZIP or RAR files here

If you found the SDS, download the PDF file of the SDS to your device upload. Our system will automatically extract data from the PDF file. You no not need to do any manual entry of any product data.

Yes, click here to browse files No, I did not find it. What can I do now? ▾

If you did not find the SDS file on the internet, you should click the "Click to send email" to the distributor where you bought the chemical. Your vendor is required by law to provide you with the SDS for product they have sold you.

Match SDS

Location: Factory Paris  
Product: AKPEROX  
Supplier: APKA

APKA XTIX1

Language: English Region: All Minimum Revision Year: 2019 ☐ Search only among SDS in use by Test Corporation Inc.

Did you find the Safety Data Sheet on Google?

Drop your PDF, ZIP or RAR files here

If you found the SDS, download the PDF file of the SDS to your device upload. Our system will automatically extract data from the PDF file. You no not need to do any manual entry of any product data.

Yes, click here to browse files No, I did not find it. What can I do now? ▴

Here is following options

1. Email distributor to get SDS Click to send Email
2. Let's find another SDS Search SDS File

you just fill in the email address to your vendor hand hit send.

# Add SDS to our new library

Minimum Revision Year

Preview info email

To: sale@myvendor.com

Subject: Requesting Safety Data Sheet for APKA XIX1X1

Dear,

We are using your product APKA XIX1X1 and need the Safety Data Sheet for this product. Can you please email us your Safety Data Sheet or let us know how to obtain it?

Looking forward to hearing from you!

Kind regards,  
Erlend Bruvik  
Test Corporation Inc.

Send Cancel

On your SDS Requests list it will show with a gray envelope on SDS Requests that you have emailed your supplier. When you receive response from your vendor, the email envelop icon turn blue.

Search SDS in use and global database

SDS requests



Search for SDS request

Location Filter

Import File

SDS Request status

Bulk Action

<input type="checkbox"/>	Product Name	Distributor name	Manufacturer Name	Product Code	Locations	Purchase year	Type	SDS Request status	Due Date	Comment	Created date	Created By	
<input type="checkbox"/>	AKPEROX	APKA			Factory Paris			New			2024-01-26	Erlend Bruvik	<a href="#">Find SDS</a> <a href="#">Request assistance from SDS Manager sourcing team</a> 
<input type="checkbox"/>	Olivien				Factory Equator			Confirmed on locati...			2023-12-14	Erlend Bruvik	<a href="#">Find SDS</a> <a href="#">Request assistance from SDS Manager sourcing team</a> 

When you click the envelope, you will see the email thread with your supplier. In the below example we received a reply from the vendor

Product Name: CRC Fire Paint, Place of purchase: CRC Industries, Manufacturer Name: Linde Gas A/S, Product Code: , Locations: , Purchase year: , Type: , SDS Request status: , Due Date: , Comment: , Created date: , Created By:

Message

From: Re: Requesting Safety Data Sheet for Oxygen, compressed To: Sent at: 2024-09-24 11:15:22 Attachments: 1 SDS Found: 3 View message

From: Requesting Safety Data Sheet for Oxygen, compressed To: Sent at: 2024-09-24 10:31:19 View message

Product Name: Oxygen, compressed, Place of purchase: Linde Gas A/S, Manufacturer Name: Linde Gas A/S, Product Code: , Locations: , Purchase year: , Type: , SDS Request status: , Due Date: , Comment: , Created date: , Created By:

Product Name: Helium, compressed, Place of purchase: Linde Gas A/S, Manufacturer Name: Linde Gas A/S, Product Code: , Locations: , Purchase year: , Type: , SDS Request status: , Due Date: , Comment: , Created date: , Created By:

Product Name: Argon, compressed, Place of purchase: Linde Gas A/S, Manufacturer Name: Linde Gas A/S, Product Code: , Locations: , Purchase year: , Type: , SDS Request status: , Due Date: , Comment: , Created date: , Created By:

When we click on the message above, we will get the option to add the SDS to the SDS library using the "Add to SDS library" button.

# Add SDS to our new library

Search SDS in use and global database

Message

X

Sent at: 2024-09-24 11:15:22

From:

To:

Subject: Re: Requesting Safety Data Sheet for Oxygen, compressed

Here you go.

On Tue, Sep 24, 2024 at 5:31 PM SDS Manager <mailto:sds-collection@mail.sdsmanager.com> wrote:

Dear,

We are using your product

Oxygen, compressed

and need the Safety Data Sheet for this product.

Can you please email us your Safety Data Sheet or let us know how to obtain it?

Looking forward to hearing from you!

Kind regards,

Attachments:

[Helium\\_compressed\\_1.zip](#)

SDS Found:

Oxygen, compressed

Add to SDS library

Argon compressed

Add to SDS library

Helium compressed

Add to SDS library

Go back

Unique solution ID: #1148

Author: n/a

Last update: 2024-10-07 16:10