

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 Manager interface for 'Test Corporation Inc.'. A search bar contains 'wd-40 fast'. A message box states: 'wd-40 fast did not match any SDS in SDS library for Test Corporation Inc.'. Below, search results are shown for 'Global database, covering 13Million+ SDSs'. The results table is as follows:

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 over the 'WD-40 SPECIALIST Fast Release' row reads: '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 requests' section of the SDS Manager interface. A table lists various 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 for the first row (Artichoke) is highlighted with a red box.

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
Oliven				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".

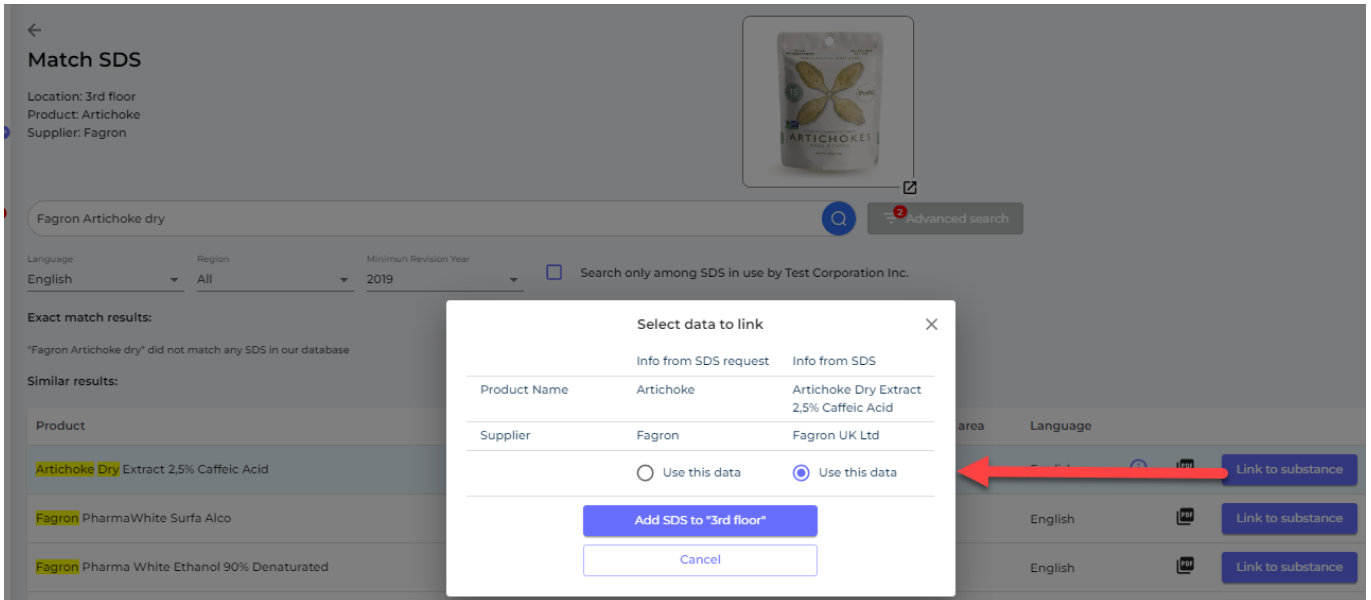
The SDS with similar product names found in our database of 13Million+ SDS will be listed. If the SDS you need is listed in the search result, you click the "Link to substance" button.

The screenshot shows the 'Match SDS' dialog. It displays search criteria: Location: 3rd floor, Product: Artichoke, Supplier: Fagron. The search term is 'Fagron Artichoke dry'. Below the search bar, there are filters for Language (English), Region (All), and Minimum Revision Year (2019). The search results are divided into 'Exact match results' (none found) and 'Similar results'. The first result is highlighted with a red box around the 'Link to substance' button.

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

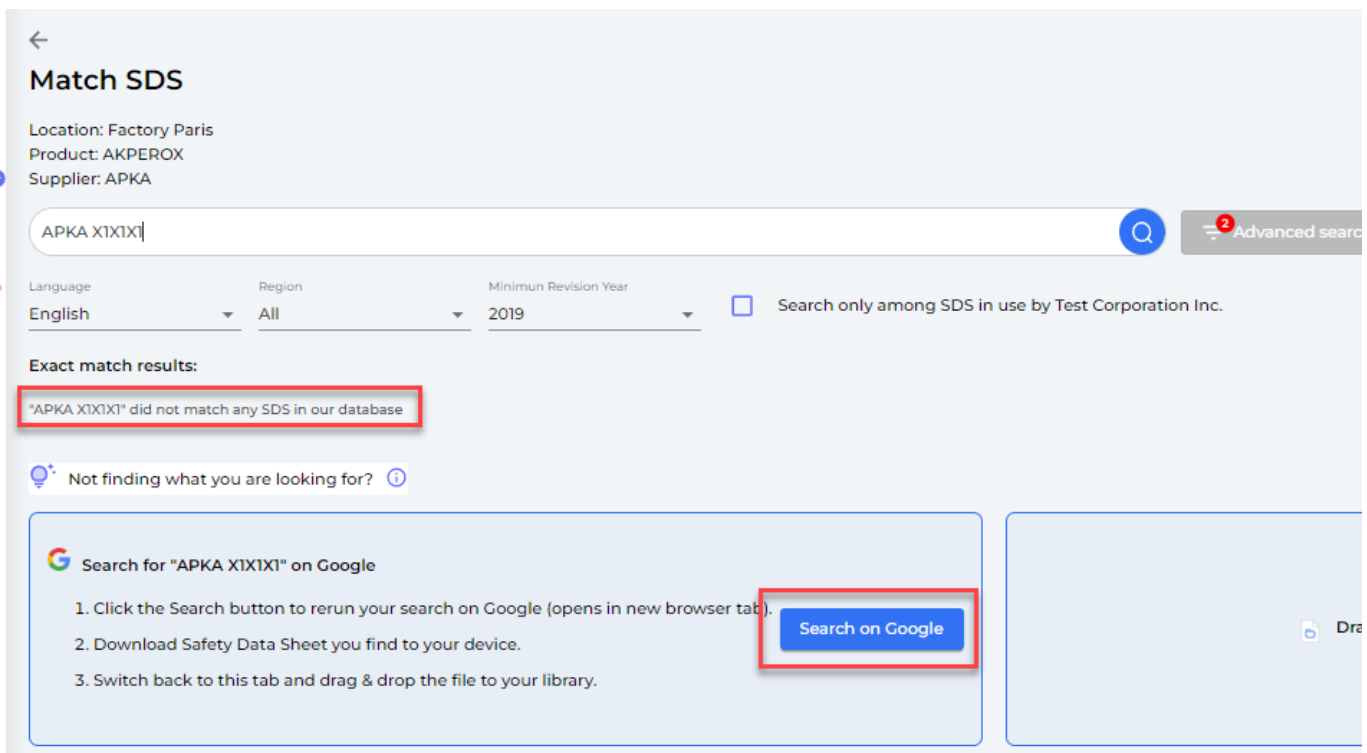
If you have chosen a SDS that have variation in product or supplier name than the name you used on your SDS Request, you are given the option to choose which is meant to use in your Library.

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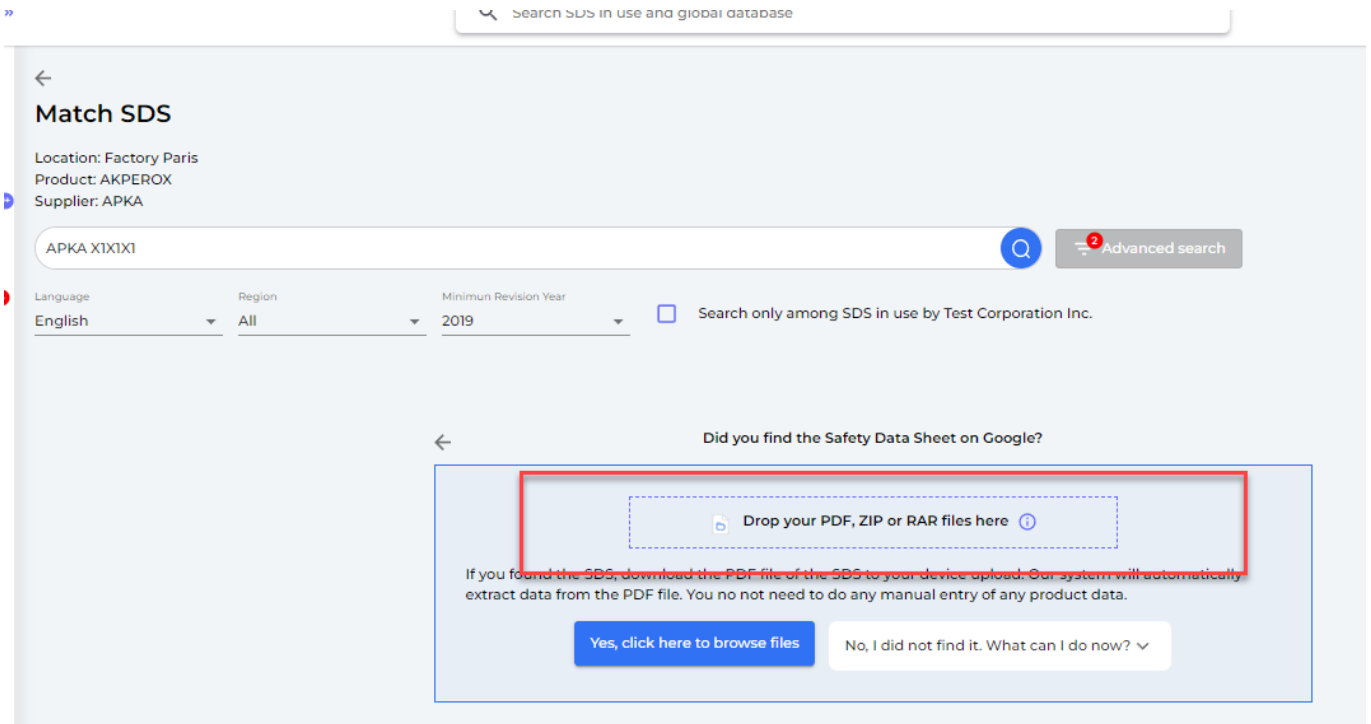
When you have added the SDS to your library, the SDS Request will no longer be listed on the SDS Request page.

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

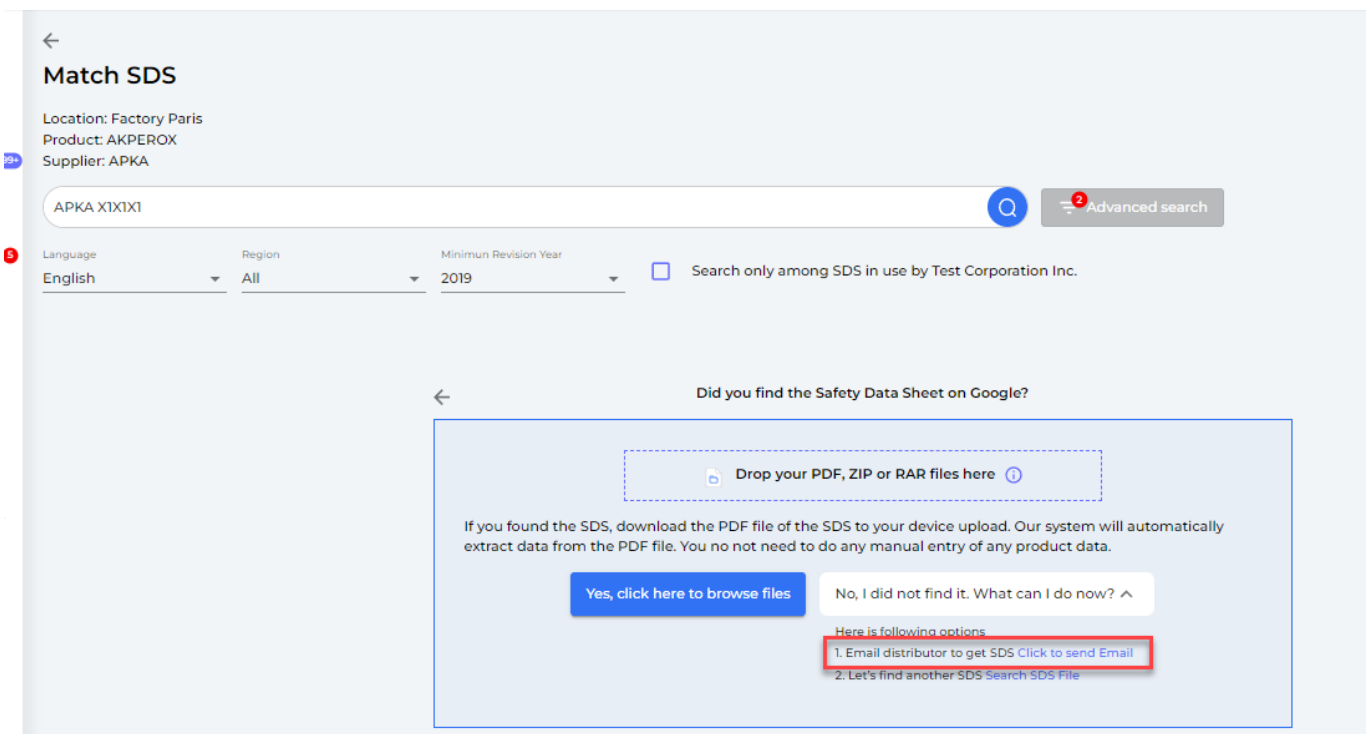


If you found the SDS on the internet, you should download it and add it to your SDS library by drag and drop to SDS Manager

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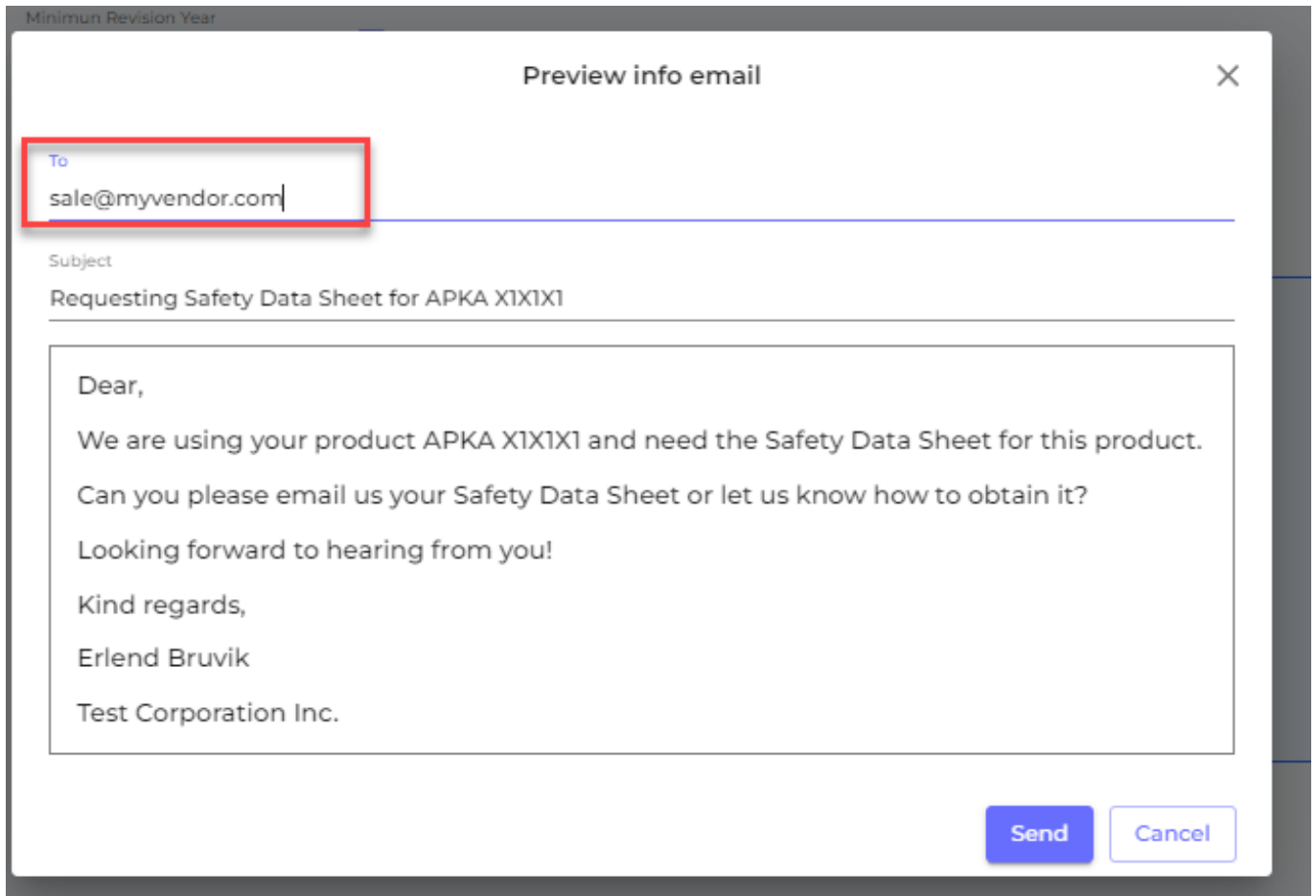


If you did not find the SDS file on the internet, you should click the "Click to send email" to the distributor where you bought the chemical. Your vendor is required by law to provide you with the SDS for product they have sold you.

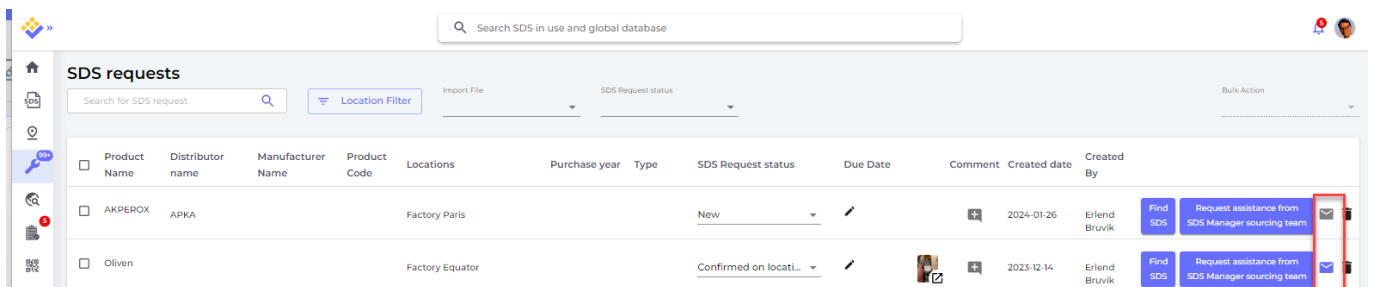


you just fill in the email address to your vendor hand hit send.

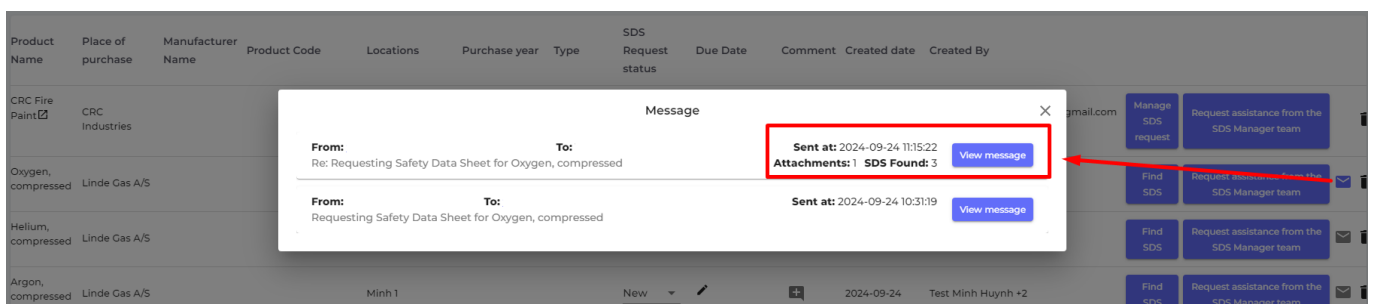
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On your SDS Requests list it will show with a gray envelope on SDS Requests that you have emailed your supplier. When you receive response from your vendor, the email envelop icon turn blue.



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



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.

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Search SDS in use and global database

Message ✕

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

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