

# Add SDS to our new library

## How can users find SDS using ERP part number (e.g. from SAP) that we have assigned a chemical

In SDS Manager, you can add your ERP part number to an SDS, allowing your users to find SDS by searching for your part numbers.

This can be done by either adding your part number as a synonym or as External System Id.

When adding the part number as a synonym, the part number will be shown in the SDS list.

When setting up your SDS library, you can import your product list (xls format) with your part numbers from your ERP system to make syncing of your SDS to your ERP system easier and allow searching for SDS by part numbers.

For SDS already in your SDS library, you can edit your external ERP Id on the SDS detail page.

When you export your SDS library to xls file, the External System Id that you have added is included in the export to allow you to reference SDSs with your ERP products.

**Warning**

**AATREX LIQUID 480**  
Syngenta Canada Inc

Health risk rating: 4  
Safety risk rating: 1  
Environmental risk rating: 1

Approved   Show rows where SDS has no information  Review Data

updated by: Erlend Bruvik - 2024-08-31  
(Approved for use in ventilated areas only.)

⚠ Only use in ventilated areas

**General Information**

Product name:	AATREX LIQUID 480
Product Synonyms:	
Product code:	A8566A
SDS N°:	S11306151
Revision date:	2021-01-18
Icons in PDF:	
External System Id:	SAP-ID-ABC123

Check this checkbox to make "External system id" field show in the list below

Enter your External ID here. Users can find SDS by searching for this ID you enter here. The ID is also included in library exports to XLS.

If you have named your PDF files with your Internal Product Id / ERP Id, you can automatically add the ERP to your SDS in the SDS library by using a special tag in the filename.

Example: Your file is named **SAP-ID-ABC123—SDS-Mobile-1.pdf** where **SAP-ID-ABC123** is your Internal Id.

To automatically add the External System Id to the SDS added to your SDS library from importing your PDF files, you should add the string "EX—" Before the ERP Id and "—" after the ERP Id.

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Using the above example the filename should be changed to like this:

**EX—SAP-ID-ABC123—SDS-Mobile-1.pdf**

[Microsoft PowerToys](#) or similar tools can be used to bulk manipulate the filenames on all your DPF files before you import them to SDS Manager.

When you do the import the PDF list - select "Advanced option in the import dialog and check the option "Import files with tagged filename" as shown below.

Confirm upload X

I certify that I have read and accepted the Terms of Use and Privacy Statement regarding use of this service

**Advanced options** ^

Special case import - for SDS Manager internal use only

Re-use previous uploaded files - for SDS Manager internal use only

Private import

Import file with only single-type SDS (No SDS-binder file)

**Import files with tagged filename**

All pages

Pages  -

**Upload**

On [settings page](#) (requiree login), you can enable feature "Require External System Id to be added on all SDS added to library" to ensure that your ERP id is added when new SDS are added to your library.

Unique solution ID: #1157

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