

# How to keep our SDS library up-to-date

## My supplier sent me a new updated Safety Data Sheet

Suppliers sometimes send their customers updated Safety Data Sheets for products that they have bought.

If you receive a new Safety Data Sheet e.g., by email you first [search for your current SDS](#) (require login) and select "Replace with new SDS"

The screenshot shows the SDS Manager interface. At the top, there is a header with a QR code and a note: "All my SDSs - where your employees find SDS for products they are using." Below this is a search bar and a table of SDS entries. The table has columns for Product Name, Supplier Name, Location, Signal word, Pictograms & Controls, Substance hazard, and Actions. The first row is highlighted, and a context menu is open over it, with the option "Replace with new SDS" selected and highlighted in red.

Product Name ↑	Supplier Name	Location	Signal word	Pictograms & Controls	Substance hazard	Actions
1,2-Dimethoxyethane	ICI AMERICA	Test 31	Danger	[!]	H4, S1, ES	[+], [x], [i], [d], [u], [r], [e], [a]
1,2-Dimethoxyethane	Sigma-Aldrich Inc	Test 31	Danger	[F+], [!], [O]	H5, S3	[+], [x], [i], [d], [u], [r], [e], [a]
1,2-Dimethoxyethane Monoglyme; 1,2-Dimethoxyethane	Fisher Scientific UK	Test 31	Danger	[F+], [!], [O]	H5, S3	[+], [x], [i], [d], [u], [r], [e], [a]
1,2-Dimethoxyethane	Merck Life Science UK Limited	Test 31	Danger	[F+], [!], [O]	H5, S3	[+], [x], [i], [d], [u], [r], [e], [a]

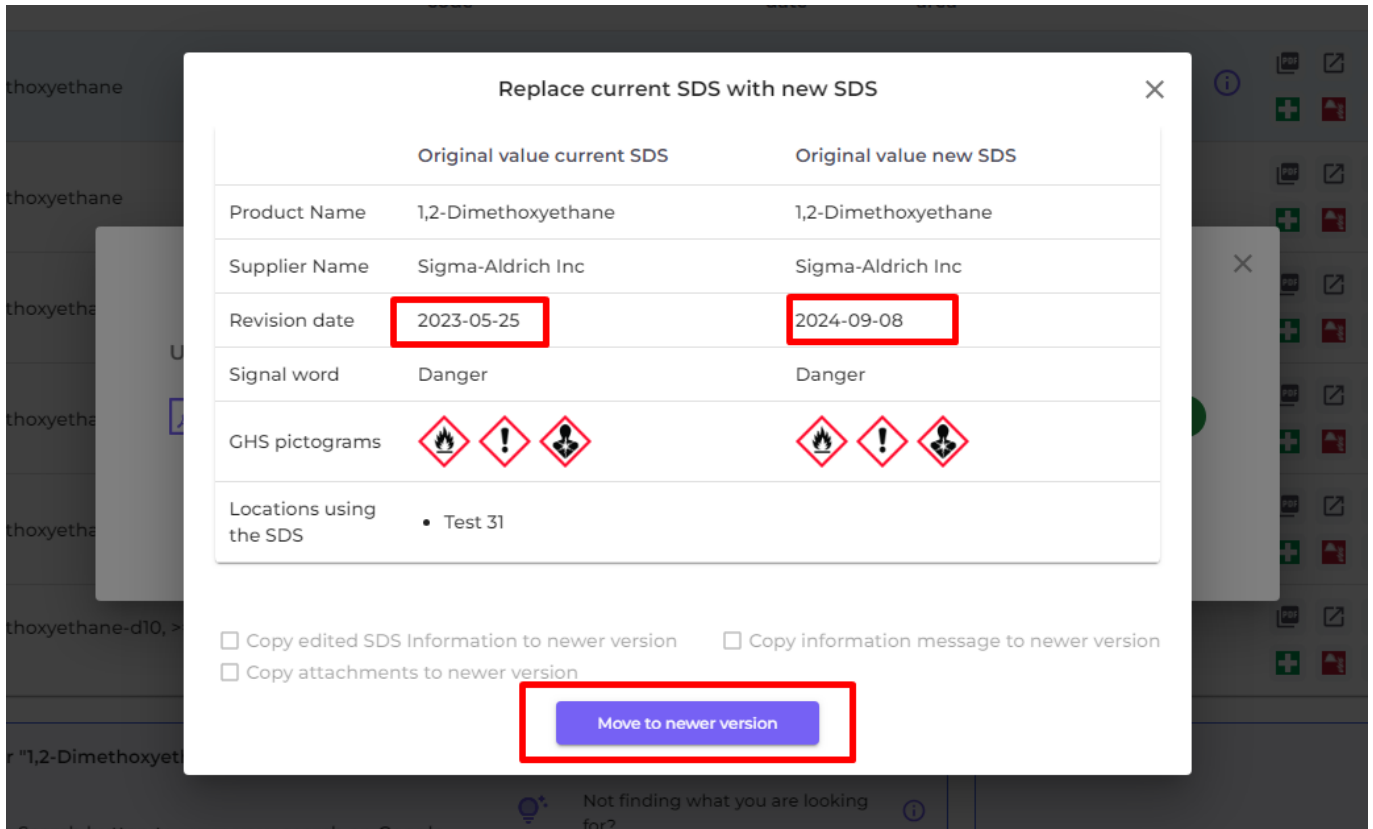
Next you drag your new file to the drop field of upload the file using the button "Browse File"

The screenshot shows the SDS Manager search results page. It displays a table of search results with columns for Name, Product code, Supplier, Revision date, Regulation area, Language, and Actions. The first row is highlighted. Below the table, there is a search bar and a "Browse File" button highlighted in red.

Name	Product code	Supplier	Revision date	Regulation area	Language	Actions
1,2-Dimethoxyethane	307432	Sigma-Aldrich Inc	2023-05-25	US, CA	English	[+], [x], [i], [d], [u], [r], [e], [a]
1,2-Dimethoxyethane	E27408	Sigma-Aldrich Inc	2023-04-16	US, EU, CA	English	[+], [x], [i], [d], [u], [r], [e], [a]
1,2-Dimethoxyethane	259527	Sigma-Aldrich Inc	2023-03-29	US, CA	English	[+], [x], [i], [d], [u], [r], [e], [a]
1,2-Dimethoxyethane	E27408	Sigma-Aldrich Inc	2023-03-18	US, CA	English	[+], [x], [i], [d], [u], [r], [e], [a]
1,2-Dimethoxyethane	72405	Sigma-Aldrich Inc	2023-03-17	US, EU, CA	English	[+], [x], [i], [d], [u], [r], [e], [a]
1,2-Dimethoxyethane-d10, >=99 atom % D, >=98% (CP)	765236	Sigma-Aldrich Inc	2023-04-20	US, EU, CA	English	[+], [x], [i], [d], [u], [r], [e], [a]

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SDS Manager will import the file you upload. You are then shown a confirmation dialog where you confirm replacing your current SDS (in below example from 2023) with the new SDS from 2024.



The current SDS will be move to [Archive](#) (require login) and the new SDS you added will be active in your library.

Unique solution ID: #1139

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