

# Add SDS to our new library

## How can I add chemicals to SDS Manager without an SDS?

You can manually enter the product/chemical information without a SDS.

Open 'Manage SDS Library' and choose a location for this new product.

Then, click 'Add' and select 'Show other methods to add Safety Data Sheets to location.'

SDS Library for Company X > RE Department

RE Department

Filter by Product name, Supplier, CAS# or UFI#

Filter

Add

General

Hazard

Revision

Risk

Custom Fields

Responsible person

Add substance to RE Department

Search for Safety Data Sheet in our database of 11Million+ Safety Data Sheets.

Product, Supplier, CAS#, UFI#, EU No.

Advanced search

Already got the PDF-file of the Safety Data Sheet you want to add to your library?

You can also add the Safety Data Sheet to your library by simply uploading the PDF-file.

Add PDF file to my SDS library

Drag and drop Or [click here to browse files](#)

Show other methods to add Safety Data Sheets to location

UPLOAD FROM URL

I know the URL where the Safety Data Sheet can be downloaded from the internet.

MANUALLY ENTER PRODUCT

I cannot find any Safety Data Sheet file for my product. Until I get the Safety Data Sheet file, I want to store all the product information I know. The Safety Data Sheet file can be added later.

IMPORT SDS-BINDER

I have a PDF-SDS Binder with all Safety Data Sheets I want to import to this location.

IMPORT ZIP-FILE

I have all Safety data sheet files for this location in a folder on my PC. I have compressed the folder to a zip file and want to import them to this location.

Select 'Manually enter product', fill out your product information, then click 'Save'.

Page 1 / 3

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URL: <https://faq.sdsmanager.com/content/61/217/en/how-can-i-add-chemicals-to-sds-manager-without-an-sds.html>

# Add SDS to our new library

Add substance



Product Name\*

Supplier Name\*

Manufacturer Name

Product Code

Purchase Year

UPC code

This method is used to add information about a product that you currently do not have the SDS file. You should contact your supplier to get the SDS.

When you receive the PDF file from your supplier, visit our page for [Substances with missing SDS](#) to upload the SDS file you have received.

Save

You can later find a SDS for your product from 'Substances with missing SDS' page:

In 'SDS Compliance' menu, select 'Substances with missing SDS' then click 'Find SDS' for the product.

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The screenshot shows the SDS Manager interface. On the left is a sidebar with navigation options: Dashboard, All my SDSs, My locations, Manage SDS Library, Global SDS Search, SDS compliance (selected), All Our SDS, Archive, SDS where newer version exists, Substances with missing SDS, and Hazardous substances. The main content area is titled 'Substances with missing SDS' and contains a table with the following data:

| Product Name     | Supplier Name             | Product Code | Locations    | Purchase year | Created By |
|------------------|---------------------------|--------------|--------------|---------------|------------|
| Anti seize       | KENT Industri Danmark ApS | 83972        | Department Y |               | Company X  |
| Manual Enter     | Manual Enter              |              | Department Y |               | Company X  |
| Manually Entered | Manually Entered          |              | Department Y |               | Company X  |

Each row has a 'Find SDS' button. The first button is highlighted with a red box. Below the table is a pagination control showing 'Rows per page: 10' and '1-3 of 3'.

Once you have found the right SDS for your product, click on 'Link to substance' button.

The screenshot shows the 'Match SDS' interface. It displays the product 'Anti seize' and supplier 'KENT Industri Danmark ApS'. There is a search bar containing the same text. To the right are dropdown menus for 'Language' (set to 'All') and 'Region' (set to 'All'). Below these is an 'UPLOAD PDF FILE' button. A table shows the search results:

| Product    | Supplier                  | Revision date | Product code | Regulation area | Language |
|------------|---------------------------|---------------|--------------|-----------------|----------|
| Anti seize | KENT Industri Danmark ApS | 2021-11-18    | 83972        | EU              | Danish   |

The 'Link to substance' button is highlighted with a red box. At the bottom right, there is a pagination control showing 'Rows per page: 10' and '1-1 of 1'.

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Author: n/a

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