

How to add Products to a Department's Inventory in MSDSonline

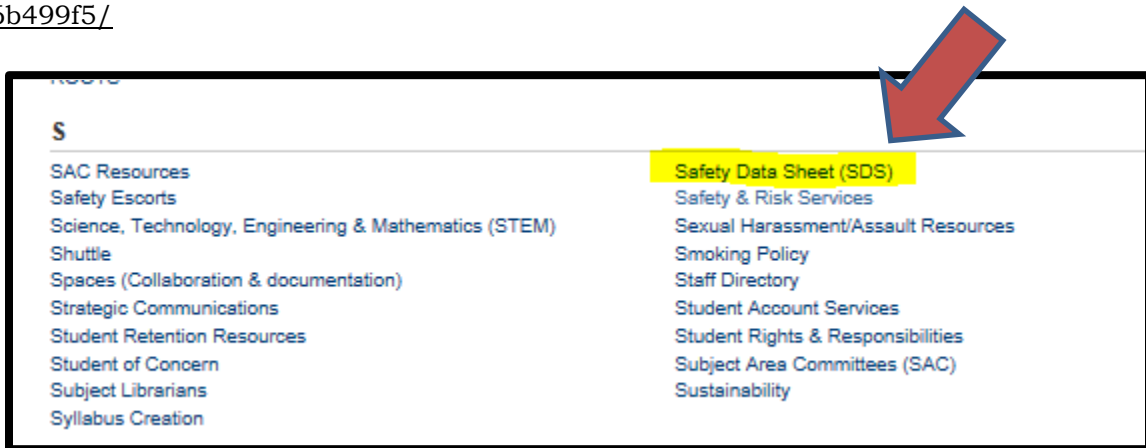
Three scenarios

- A. The product is already in the PCC inventory (company list) and needs to be added to a specific department's inventory.
- B. The product is not currently in the PCC inventory and needs to be added to both the PCC **and** department's inventory from the MSDSonline master database.
- C. The product can't be found in MSDSonline at all and you need to request that it be added. You can upload an electronic file of the SDS during the online request.

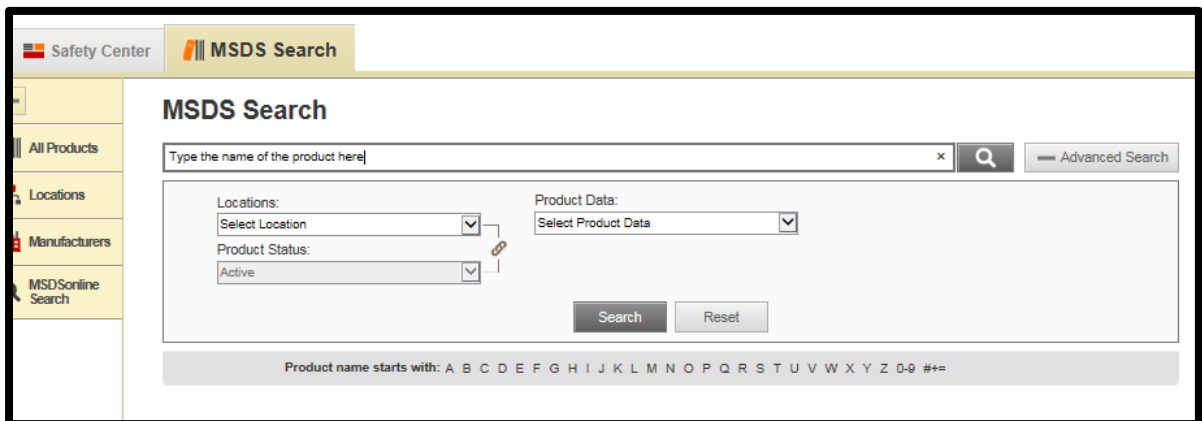
Scenario A. Add a product to a Department's inventory

1. On the PCC intranet, click on **Safety Data Sheet (SDS)** or type in web address

<https://msdsmanagement.msdsonline.com/company/fbaa552b-9486-47db-8dd3-7c5b26b499f5/>



2. Type the name of the product in MSDS search box



3. If the product appears in the search results, click on the name of the product.

The screenshot shows the 'MSDS Search' interface. At the top, there is a search bar containing 'Clorox Regular Bleach1' and a search button. Below the search bar, there is a filter for 'Product name starts with:' followed by a list of letters and symbols. The search results are displayed in a table with columns: 'Narrow Results', 'Product', 'Revision Date', and 'Product CAS #'. The first result is 'Clorox Regular Bleach1' with a revision date of '01/05/2015'. A red arrow points to the product name in the table. To the left of the table, there are filters for 'By Manufacturer' (The Clorox Company) and 'By Language' (English).

4. Click on **Add a New Location** and complete the online form.

The screenshot shows the 'Clorox Regular Bleach1' product details page. At the top, there is a title 'Clorox Regular Bleach1'. Below the title, there is a 'Versions:' dropdown menu showing 'Revision Date: 01/05/2015 [GHS+]'. The page lists various details: 'Synonyms: Household disinfecting, sanitizing, and laundry bleach', 'Product Code:', 'Manufacturer: The Clorox Company', 'Manufacturer Alias: The Clorox Company', 'Supplier: The Clorox Company', 'CAS #:', 'Added to eBinder: 06/26/2015, MSDSonline', and 'Regulatory Format: GHS SDS, ANSI'. A '+ More Info' link is located at the bottom right of the details section. Below the details, there is an 'Inventory' section with a blue header. A red arrow points to the 'Add to New Location' button in this section. Below the button, there is a list of locations: 'Cascade', 'Cascade Wide', 'Custodial', 'Rock Creek', and 'Building 6'.

You will receive a confirmation email that the product was added to the department's inventory within 24 hours.

Scenario B Add a Product to PCC and department inventory from MSDSonline database

1. The search for the product returns no results, Under **Alternative Options**, click on MSDSonline has ____ possible matches for your search item(s).

The screenshot shows the MSDS Search interface. The search bar contains 'clorox bleach fresh scent'. Below the search bar, it says 'Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #*+'. The results section states 'Your search returned no results.' A red arrow points to the 'Alternative Options' section, which includes the following text:

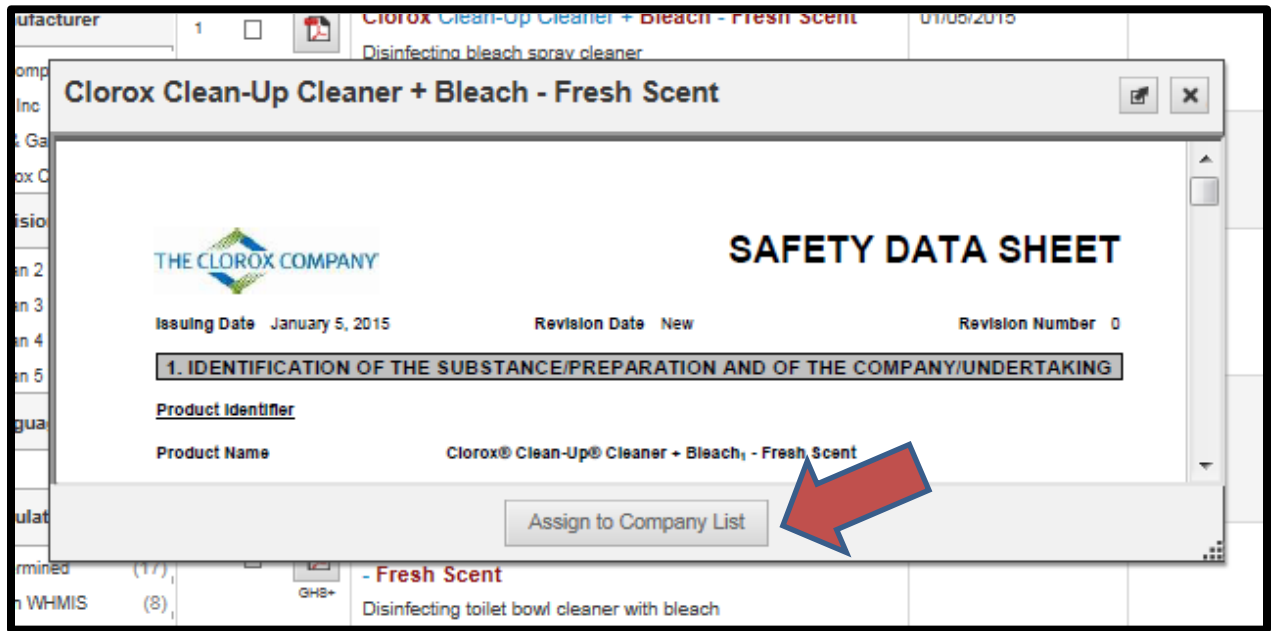
- Your Company List has 0 possible matches for your search item(s)
- MSDSonline has 30 possible matches for your search item(s)
- Request a Safety Data Sheet
- Visit Help Center

2. Choose the most recent SDS version for the product (preferably GHS+) and click on the name of the product.

The screenshot shows the MSDSonline Search results page. The search bar contains 'clorox bleach fresh scent'. Below the search bar, it says '30 Product(s)'. The results are displayed in a table with the following columns: 'Narrow Results', 'Product', 'Revision Date', and 'P'. A red arrow points to the first product entry.

Narrow Results	Product	Revision Date	P
<ul style="list-style-type: none"> By Manufacturer Clorox Company of Ca... (3) K-Chem Inc (1) Procter & Gamble (2) The Clorox Company (29) 	1 <input type="checkbox"/> Clorox Clean-Up Cleaner + Bleach - Fresh Scent Disinfecting bleach spray cleaner Manufacturer: The Clorox Company	01/05/2015	
	2 <input type="checkbox"/> Clorox Clean-Up Cleaner + Bleach1 - Fresh Scent Disinfecting bleach spray cleaner Manufacturer: The Clorox Company	01/05/2015	
<ul style="list-style-type: none"> By Revision Date Less Than 2 Years (7) Less Than 3 Years (9) Less Than 4 Years (10) Less Than 5 Years (10) 	3 <input type="checkbox"/> Clorox Disinfecting Bleach Foamer for the Bathroom - Fresh Scent Foaming disinfecting spray bleach cleaner for the bathroom Manufacturer: The Clorox Company	01/05/2015	
<ul style="list-style-type: none"> By Language 	4 <input type="checkbox"/> Clorox Disinfecting Toilet Bowl Cleaner with Bleach1 - Fresh Scent Disinfecting toilet bowl cleaner with bleach	01/05/2015	

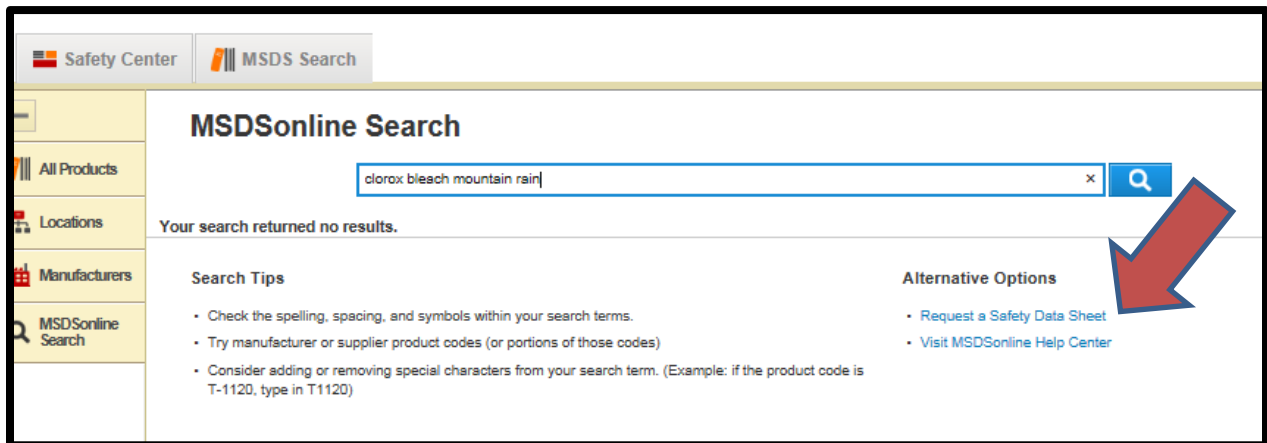
3. Click on **Assign to Company List** and complete the online form.



You will receive a confirmation email that the product was added to the department inventory within 24 hours.

Scenario C Product can't be found in MSDSonline and needs to be added.

1. Search for the product returns no results, Under **Alternative Options**, click on **Request a Safety Data Sheet**.



2. Complete online request for safety data sheet (SDS).

Request

Use the forms below to request an MSDS that you cannot locate in our database. Please populate all product data available to you.

Request Information

* Indicates a required field

Your Location:

* First Name:

* Last Name:

* Email:

Product Information

* Indicates a required field

* Product Name:

Please enter the Product Name exactly as it would appear on the MSDS. Do not use abbreviations or synonyms.

* Product Code:

Product codes may also be referred to as Item #, Catalog #, Product #, UPC, or SKU. If you cannot obtain a Product Code, enter N/A or Don't Know.

Product CAS #:

Manufacturer Information

* Indicates a required field

- The electronic file of the SDS can be submitted in the **Submission Details** section of the online request form. Otherwise MSDSONline will contact the manufacturer to obtain the SDS for you.

Manufacturer: CLOROX
Manufacturer Alias:
Product Code: I don't know

Contact Information

Submission Details

Attached Files
None

* Indicates a required field

* What is the reason for your submission?
Select an Answer
Comments

You will receive a confirmation email that the product was added usually within 2 days.