

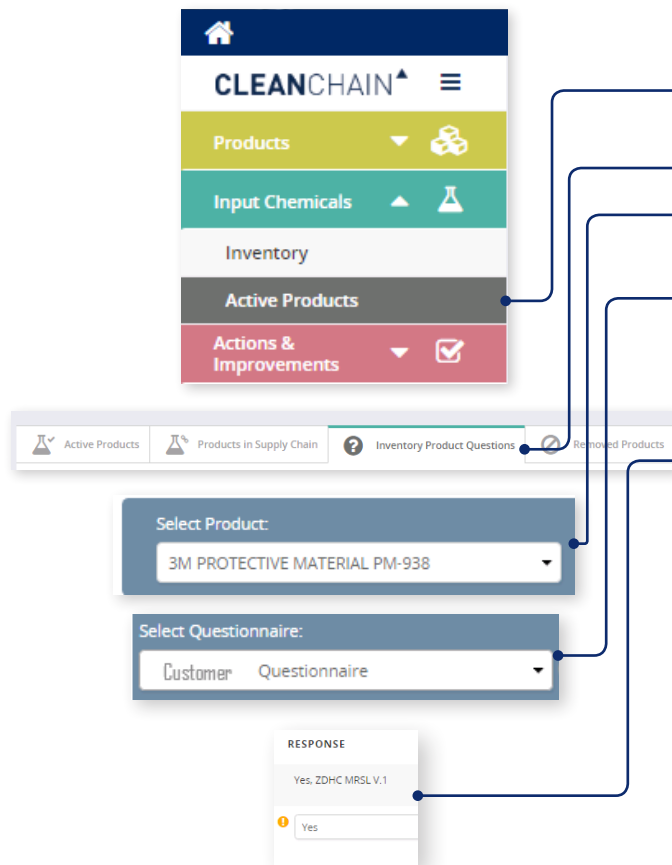
## ANSWERING INVENTORY PRODUCT QUESTIONS

In addition to the standard data collected at a chemical product level, you may be asked for supplemental information regarding the products in your inventory. With CleanChain's

Inventory Product Questions (IPQ), you can seamlessly provide additional information requested at the chemical product level. The answers to the questions will only need to be entered once—they stay in the system for as long as they are needed and can be updated any time as necessary. After you import your

monthly inventory, you should then answer your Inventory Product Questions.

**IMPORTANT:** You only need to answer these questions once and each time a new product is imported. Responses are saved and you only need to update if the information has changed.



### TO ANSWER INVENTORY PRODUCT QUESTIONS

1. Go to **Input Chemicals** and click **Active Products** using the left navigation menu.
2. Click the Inventory Product Questions Tab.
3. **Select Product** – All Products imported into CleanChain will appear in this drop down menu. Select a product to begin.
4. **Select Questionnaire** – These are the specific set of questions customers have you asked to complete for each product. Select to a questionnaire to proceed.
5. Click the **Magnifying Glass** to search.
6. You will see the specific set of questions asked. If any questions have not been answered a yellow exclamation point will appear next to the question.  
If responses have been submitted already those will be displayed.
7. Click Save. To save your responses.
8. Repeat steps 3 – 6 for all products in your inventory.

**Tip:** Use the left and right arrows to quickly cycle through products and answer questions.