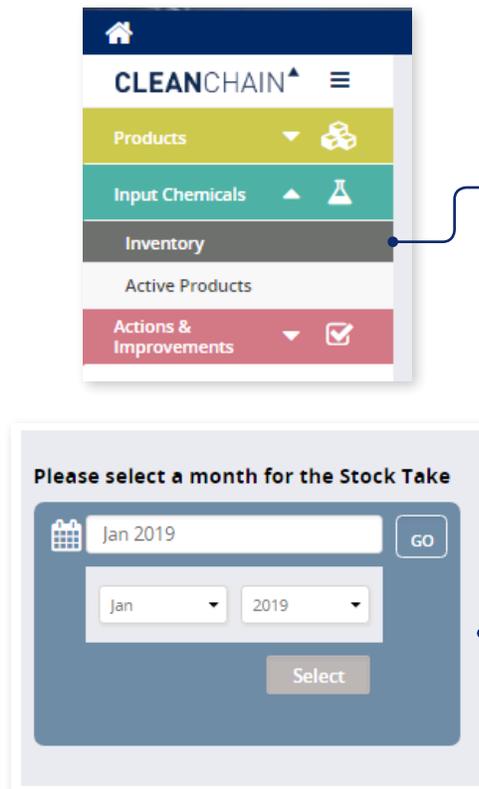


IMPORT DELIVERY, STOCK-TAKE, AND USAGE BY EXCEL TEMPLATE

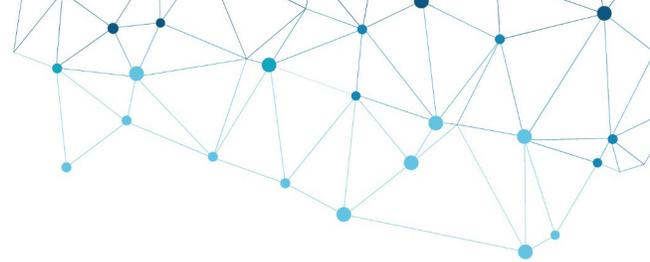
The foundation of CleanChain is your chemical inventory data which is used to determine your company's conformance against different standards. CleanChain can help you spend less time sorting through multiple sheets of data and more time analyzing the data for actionable decisions to improve your business. Once you enter this chemical information for the first time, you will find it is much easier to manage and update your inventory over time.

You should update your inventory at least on a monthly basis. For example, it is good practice to enter your August 2019 inventory by September 15, 2019.



TO UPLOAD DELIVERY, STOCK-TAKE, OR USAGE DATA INTO CLEANCHAIN USING AN EXCEL, PLEASE FOLLOW THE STEPS BELOW:

1. Navigate to the **Input Chemicals** in the side navigation and click **Inventory**.
2. Click the green plus icon “+” button above the Status column. **+**
3. Choose **Add Stock Take**, **Add Delivery** or **Add Usage**.
4. On the next screen, select a month for your Stock Take, Delivery or Usage. **Click the month**, and **use the drop down menu** to select which month and year, click select then **Go**.



ADD USAGE FOR EAST BAY CHEMICALS

Please select a month for the Usage

Jan 2019 Manual Excel Status: Not Validated

Step 1: Download a Blank Excel Template

Choose a template language

English

Download template

Usage Template

Step 2: Upload your Completed Template

Upload Data via Excel Template

1. Next Select **Excel** at the top of the screen.
2. Choose your preferred language using the drop-down menu, then click to download the template to your computer.
3. Conduct your inventory using the excel template. There are 5 columns: **Product Name, Manufacturer/Distributor, Quantity, Unit, and Date.**

Product Name: The name of your chemical product

Manufacturer/Distributor: The name of the manufacturer or distributor from whom you purchased or received the chemical product

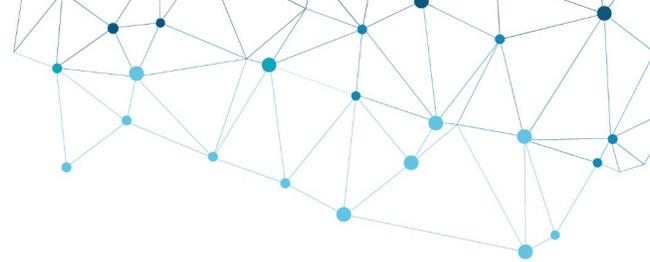
Quantity: The amount of your chemical product

Unit: The mass unit your quantity is measured in (Ex: kg, g, lb, tonne)

Date (Optional): The date that your inventory was taken for the chemical product

	A	B	C	D	E
1	Product Name	Manufacturer/Distributor	Quantity	Unit	Date
2	Caustic Soda	Arizona Chem	250	kg	1/25/19
3	Blu Eriofast 3R	Hunstman	250	kg	1/25/19
4	Black fb	Dystar	250	kg	1/25/19
5	Elitecolor Black	Innodye	250	kg	1/25/19
6	Silicone 655C	Hunstman	250	kg	1/25/19
7	4511c 3d paste	Arizona Chem	250	kg	1/25/19

4. Once you have completed your inventory using the Excel template, click **Upload data via Excel Template.**



Please select a month for the Usage

Jan 2019

Manual Excel

Status: Not Validated

Upload your file by dragging and dropping it into the area below, or browse your local files and upload.

Or download a master Usage template.

Choose a file or drag it in here

Or upload your file using the upload tool below

Browse

ADD USAGE FOR EAST BAY CHEMICALS

Please select a month for the Usage

Jan 2019

Manual Excel

Status: Not Validated

	Date (MM/DD/YYYY)	Product Name (as entered)	Manufacturer/Distributor (as entered)	Matched To	Quantity	Unit
1	24-Jan-2019	Claustric Soda		-- Please select 1 from the Possible Match		
2	24-Jan-2019	Blu Endfast SR	Munroshan	BLU ENDFAST SR (Munroshan Textile Effects)	250	kg
3	24-Jan-2019	Black fb		BLACK FB ()	250	kg
4	24-Jan-2019	Elitecolor Black		ELITECOLOR BLACK SPN-BT 300% ()	250	kg
5	24-Jan-2019	Silicone 655C		SILICONE 655C ()	250	kg
6	24-Jan-2019	4511c 3d paste		-- Please select 1 from the Possible Match	250	kg
7						

Junior

Matched To

3M PROTECTIVE CHEMICAL PM-490 (3M Protective Materials)

	Date (MM/DD/YYYY)	Product Name (as entered)	Manufacturer/Distributor (as entered)	Matched To	Quantity
1	15-Jan-2019	PM		-- Please select 1 from the Possible Match	
2				-- Please select 1 from the Possible Match	
3				3M PROTECTIVE CHEMICAL PM-490 (Minnesota Mining and Manufact	
4				3M PROTECTIVE CHEMICAL PM-490 (3M Protective Materials)	
5				3M PROTECTIVE CHEMICAL PM-490 (King Home Enterprises Co., L)	
6				3M PROTECTIVE MATERIAL PM-3633 (3M Protective Materials)	
7				3M PROTECTIVE MATERIAL PM-900 (King Home Enterprises Co., L)	
8				3M PROTECTIVE MATERIAL PM-938 (Minnesota Mining and Manufact	
9				3M PROTECTIVE MATERIAL PM-938 (3M Protective Materials)	

Select month period: Jan 2018 To Jan 2019

Data entry per person: Q ENTER NAME HERE

Stock Take Deliveries Usage

View Supply Chain Inventories

DATE	TYPE	LAST UPDATED	ENTERED BY	STATUS
Jan_2019	Usage	28/01/2019	Jane Doe	Validated

1 record

To review your submission, click on your entry in the **Date** column.

Select month period: Jan 2018 To Jan 2019

Data entry per person: Q ENTER NAME HERE

Stock Take Deliveries Usage

View Supply Chain Inventories

DATE	TYPE	LAST UPDATED	ENTERED BY	STATUS
Jan_2019	Usage	28/01/2019	Jane Doe	Validated

1 record

To edit your entry, click on the **Pencil Icon**.

5. Drag and drop your file into the box, or click **Browse** to select the inventory file.

**Please note that you must use the Excel template that was downloaded in step 5. Your upload will not work with any other template.*

6. The chemical data from your excel upload will automatically be imported into CleanChain. Use the **Matched To** column to validate your products.

A green checkmark ✓ – This means you successfully matched a product to an existing product record in CleanChain.

Search Search – CleanChain found potential matches based on the product you entered. Click Search to see the potential matches and select a match.

Add New Product – After clicking search, CleanChain found no potential matches to the product name and manufacturer that was entered. Click **Add New Product** and enter all required information.

7. To complete your inventory submission, review your submission. **Each product** must have a green check mark in the **Match To** next to the product name. Click **Save** at the bottom of the screen to save your progress or complete your inventory.

8. A successful inventory submission will appear as **Validated** on the inventory home page.