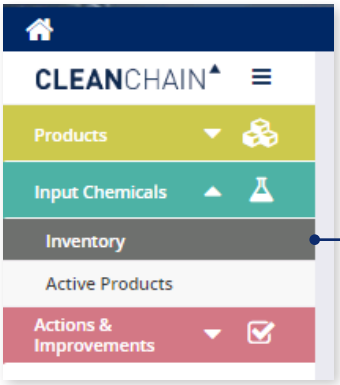
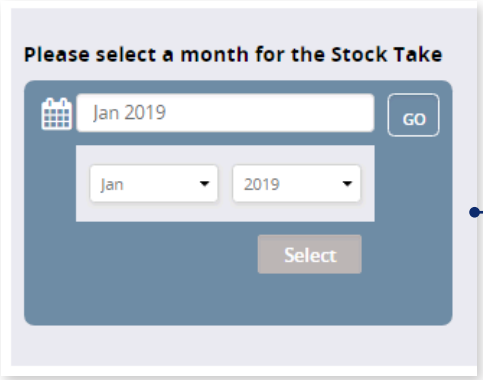
CLEANCHAIN
AN ADEC INNOVATION

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**.

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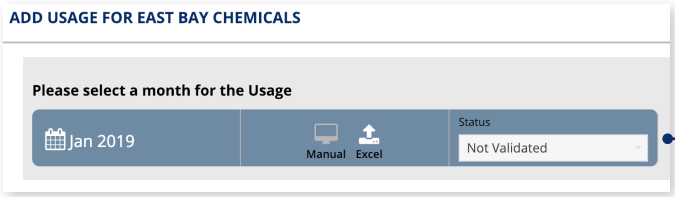
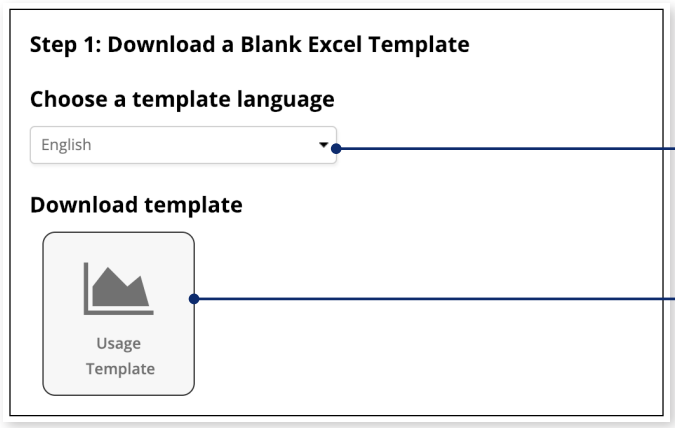


1. Next Select **Excel** at the top of the screen.
2. Choose your preferred language using the drop-down menu, then click to download the template to your computer.
3. Conduct your inventory using the excel template. There are 5 columns: **Product Name**, **Manufacturer/Distributor**, **Quantity**, **Unit**,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



Product Name: The name of your chemical product

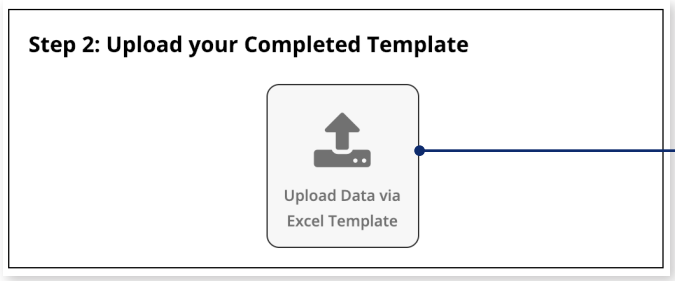
Manufacturer/Distributor: The name of the manufacturer or distributor from whom you purchased or received the chemical product

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**.

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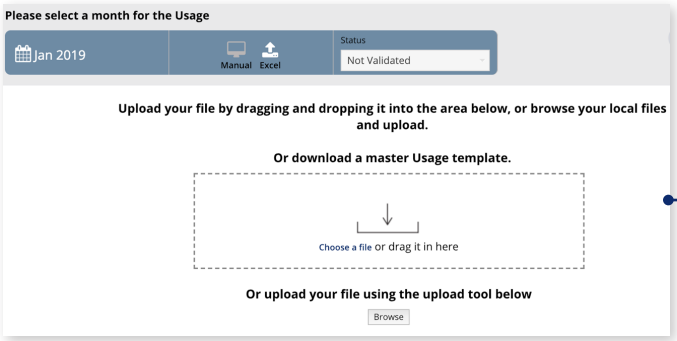
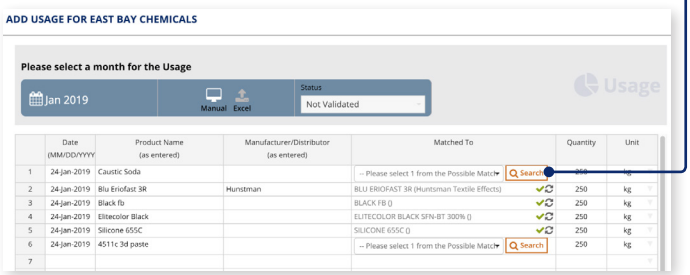
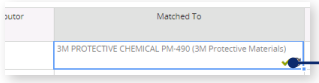
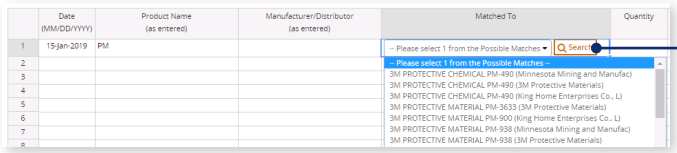
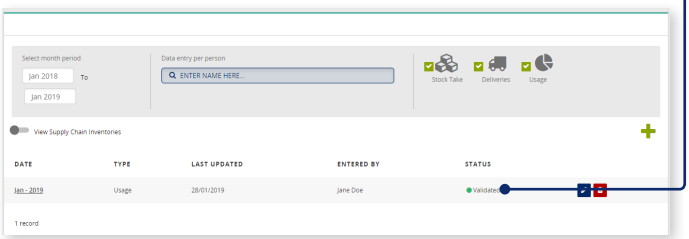


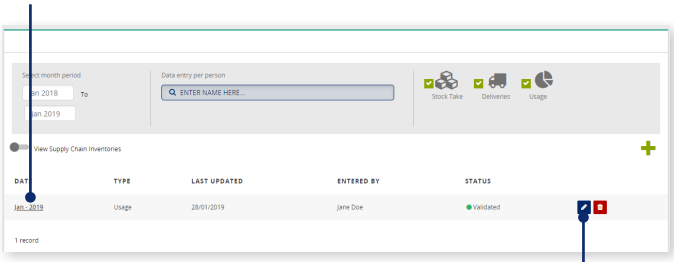








To review your submission, click on your entry in the **Date** column.



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** Add Product to CleanChain 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** 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.