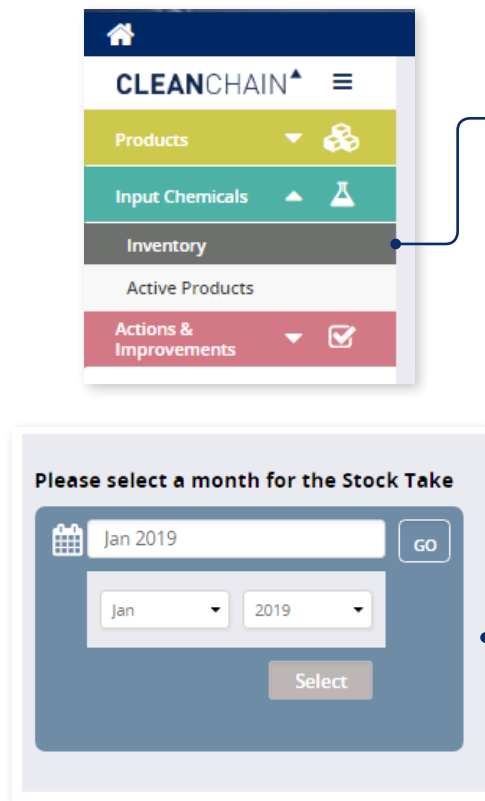


INVENTORY IMPORT – ON SCREEN (MANUAL)

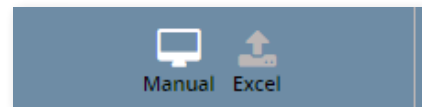
The foundation of CleanChain is your chemical inventory data which is used to determine your company's conformance against different standards. CleanChain can help you spend less time sorting through multiple sheets of data and more time analyzing the data for actionable decisions to improve your business. 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.

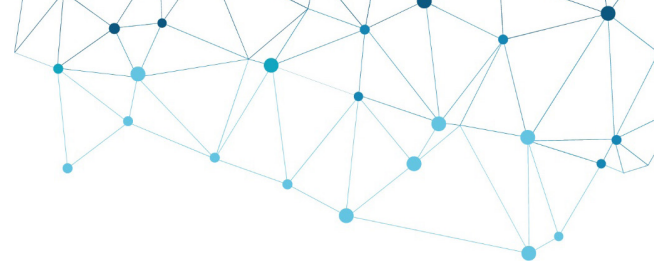
You should update your inventory at least on a monthly basis. For example, it is good practice to enter your August 2019 inventory by September 15, 2019.



IMPORT TO CLEANCHAIN

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**.
5. Next Select **Manual** at the top of the screen.





	Date (MM/DD/YYYY)	Product Name (as entered)	Manufacturer/Distributor (as entered)
1	01-Jan-2019	LANASET VIOLET B	Huntsman Textile Effects
2	01-Jan-2019	ERIONYL RED A-3BN-01	Huntsman Textile Effects
3	01-Jan-2019	UNIVADINE MC	Huntsman Textile Effects

Matched To

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

Matched To

Quantity

-- Please select 1 from the Possible Matches --

-- Please select 1 from the Possible Matches --

- 3M PROTECTIVE CHEMICAL PM-490 (Minnesota Mining and Manufac)
- 3M PROTECTIVE CHEMICAL PM-490 (3M Protective Materials)
- 3M PROTECTIVE CHEMICAL PM-490 (King Home Enterprises Co., L)
- 3M PROTECTIVE MATERIAL PM-3633 (3M Protective Materials)
- 3M PROTECTIVE MATERIAL PM-900 (King Home Enterprises Co., L)
- 3M PROTECTIVE MATERIAL PM-938 (Minnesota Mining and Manufac)
- 3M PROTECTIVE MATERIAL PM-938 (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 Matches -- <input type="button" value="Q Search"/>	
2				-- Please select 1 from the Possible Matches --	
3				3M PROTECTIVE CHEMICAL PM-490 (Minnesota Mining and Manufac)	
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 Manufac)	
				3M PROTECTIVE MATERIAL PM-938 (3M Protective Materials)	

Searching by only product name

6. Begin entering your chemical formulation information starting on row 1.
7. (Optional) Enter a date.
8. Enter a product name and manufacturer information.

Product Name – Enter the name of the formulation and hit enter.

Product Manufacturer – Enter the name of the manufacturer that produces the formulation.

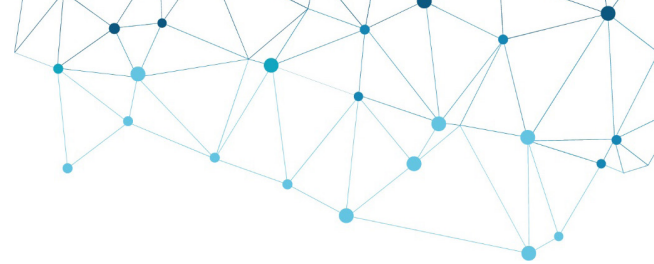
9. Once entered, CleanChain automatically attempts to match this product to ZDHC Gateway, and ADEC product databases. After you have hit enter, one of two results will appear in the **Match To** column.

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

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.

Tip: Enter Product Name first and check your potential matches in the **Match To** column. CleanChain will find all potential matches only based on the product name. Example: enter “Yellow Dye” as a product name and CleanChain will find all potential matches that contain “Yellow Dye.” Similarly searching only by manufacturer, CleanChain will find all products by that manufacturer in CleanChain.



	Date (MM/DD/YYYY)	Product Name (as entered)	Manufacturer/Distributor (as entered)	Matched To
1	15-Jan-2019		3M Protective Materials	-- Please select 1 from the Possible Matches -- <input type="text"/> Search
2				-- Please select 1 from the Possible Matches --
3				3M L-19295 (3M Protective Materials)
4				3M L-22080 (3M Protective Materials)
5				3M PROTECTIVE CHEMICAL PM-90 (3M Protective Materials)
6				3M PROTECTIVE MATERIAL FC-216 (3M Protective Materials)
7				3M PROTECTIVE MATERIAL PM-333 (3M Protective Materials)
				3M PROTECTIVE MATERIAL PM-33 (3M Protective Materials)

Searching by only Manufacturer/Distributor

	Date (MM/DD/YYYY)	Product Name (as entered)	Manufacturer/Distributor (as entered)	Matched To
1	15-Jan-2019	PM-3888	3M Protective Materials	PM-3888 (3M Protective Materials) ✓

Successfully matched product

DATE	TYPE	LAST UPDATED	ENTERED BY	STATUS
Jan - 2019	Stock Take	24/01/2019	ADEC Admin	Validated ✓
Dec - 2018	Stock Take	24/01/2019	ADEC Admin	Validated ✓
Nov - 2018	Delivery	24/01/2019	ADEC Admin	Not Validated

Tip: If you have conducted your inventory in Excel, try copying (Ctrl + C) only the “product name” and “manufacturer” information and pasting (Ctrl + V) directly into the sheet in CleanChain. This will initiate the matching process automatically and may save you a great deal of time.

10. Enter quantity of the product in the **Quantity** column
11. In the **Unit** column select from the drop-down menu, **the unit of measure** of the quantity you entered in the last column. This **must** be a unit of mass, e.g. kg or lb.
12. To complete your inventory submission, review your submission. **Each product you have entered 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.
13. A successful inventory submission will appear as **Validated** on the inventory page.