

IMPORT CHEMICALS TO A STOCK TAKE / DELIVERY / USAGE

In this article, you'll learn how to import chemicals to your inventory list using one of the following methods; Excel upload or Manual (On Screen).

Every new inventory list starts out pretty empty, but not for long. Our inventory import builder can help you quickly upload and sync your inventory with compliance data from ZDHC Gateway, ADEC and crowd-sourced databases.

BEFORE YOU START

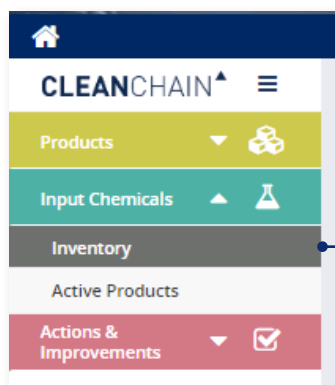
Here are some things to know before you begin this process.

- ▶ Make sure you have the most accurate and complete information to add to your monthly inventory list.
- ▶ Understand your customer's request for inventory data and what quantity type(s) they require. Make sure you understand what they are asking for and contact your customer or ADEC Innovations if you have questions about a specific requirement.
- ▶ Your inventory must show as **"Validated"** in order to successfully process.


PREPARE FOR IMPORT

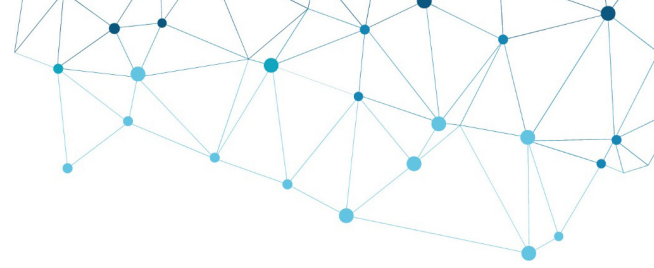
To prepare your file for import, follow these steps.

- ▶ Have your ADEC chemical inventory list (CIL) available and completely filled out. This has either been provided to you by email from ADEC Innovations or downloaded directly from CleanChain. Skip to page 5 "Import Chemical Data by Excel" step 2 on how to download Your inventory will not import if you use a file that wasn't sent to you by ADEC Innovations or downloaded directly from CleanChain.
- ▶ **Your inventory will not import if you use a file that wasn't sent to you by ADEC Innovations or downloaded directly from CleanChain.**
- ▶ Give yourself at least 20 minutes to complete this process.



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**.



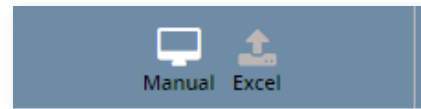
Please select a month for the Stock Take

Jan 2019

Jan 2019

IMPORT TO CLEANCHAIN

- 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**.
- Next Select **Manual** or **Excel** at the top of the screen. There are two import options to get your Stock Take, Delivery or Usage into CleanChain.

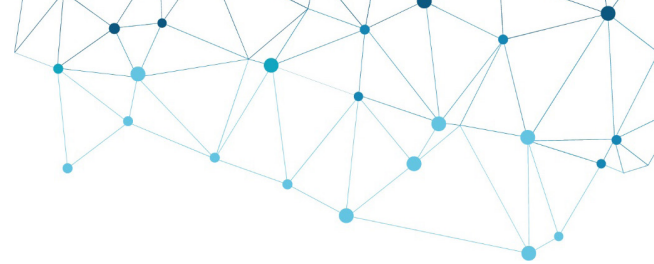


Manual (Default) – Select this option if you would like to input your inventory directly into CleanChain.

Excel – Select this option

- ▶ If you have a **completed** ADEC CIL Excel Template you want to upload.
- ▶ If you would like to **download an Excel template** to upload.

Continue reading below if you chose to import by the Manual (On-Screen) method or skip to page 5 to import Chemical Data by Excel.



	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 --	<input type="button" value="Q Search"/>
-- 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 --	
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

Date (MM/DD/YYYY)	Product Name (as entered)	Manufacturer/Distributor (as entered)	Matched To	Quantity
1	15-Jan-2019	3M Protective Materials	-- Please select 1 from the Possible Matches --	
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-490 (3M Protective Materials)	
6			3M PROTECTIVE MATERIAL FC-236 (3M Protective Materials)	
7			3M PROTECTIVE MATERIAL PM-3633 (3M Protective Materials)	
			3M PROTECTIVE MATERIAL PM-938 (3M Protective Materials)	

Searching by only Manufacturer/Distributor

MANUAL (ON SCREEN) IMPORT

- Begin entering your chemical formulation information starting on row 1.
- (Optional) Enter a date.
- 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.

- 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.

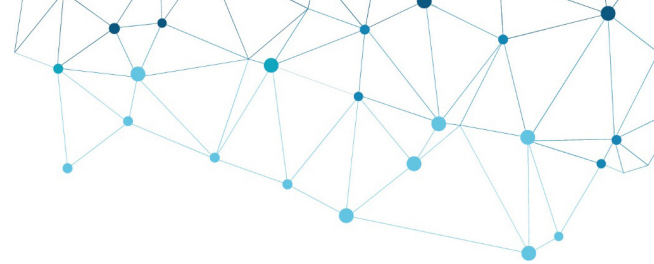
A green checkmark ✓ – This means you successfully matched a product to an existing product record in CleanChain.

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.

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.



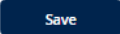
	Date (MM/DD/YYYY)	Product Name (as entered)	Manufacturer/Distributor (as entered)	Matched To	
1	15Jan2019	PM-3888	3M Protective Materials	PM-3888 (3M Protective Materials)	✓

Successfully matched product

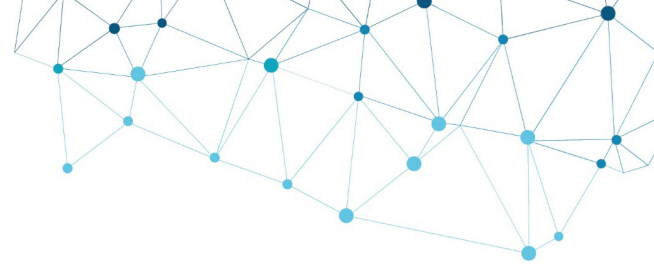
DATE	TYPE	LAST UPDATED	ENTERED BY	STATUS
Jan-2019	Stock Take	24/01/2019	ADEC Admin	Validated
Dec-2018	Stock Take	24/01/2019	ADEC Admin	Validated
Nov-2018	Delivery	24/01/2019	ADEC Admin	Not Validated

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.



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

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

IMPORT CHEMICAL DATA BY EXCEL

1. 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

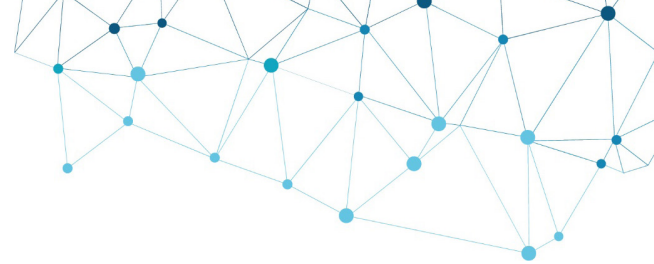
Unit: The mass unit your quantity is measured in (Ex: kg, g, lb, tonne)

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 completed your inventory using the Excel template, click **Upload data via Excel Template.**
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.*



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	Caustic Soda		-- Please select 1 from the Possible Match* Q Search	250	kg
2	24-Jan-2019	Blu Eriofast 3R	Hunstman	BLU ERIOFAST 3R (Hunstman Textile Effects) ✓	250	kg
3	24-Jan-2019	Black fb		BLACK FB (f) ✓	250	kg
4	24-Jan-2019	Elielcolor Black		ELIELCOLOR BLACK SPN-BT 300% (f) ✓	250	kg
5	24-Jan-2019	Silicone 655C		SILICONE 655C (f) ✓	250	kg
6	24-Jan-2019	4511c 3d paste		-- Please select 1 from the Possible Match* Q Search	250	kg
7						

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 – CleanChain found potential matches based on the product you entered. Click Search Q 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.

Matched To

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

Matched To Quantity

-- Please select 1 from the Possible Matches Q Search

-- 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)

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.

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...

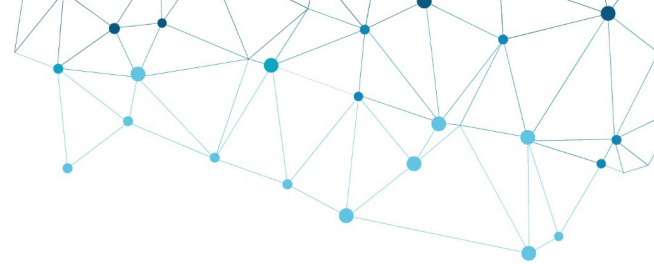
Stock Take Deliveries Usage

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**.

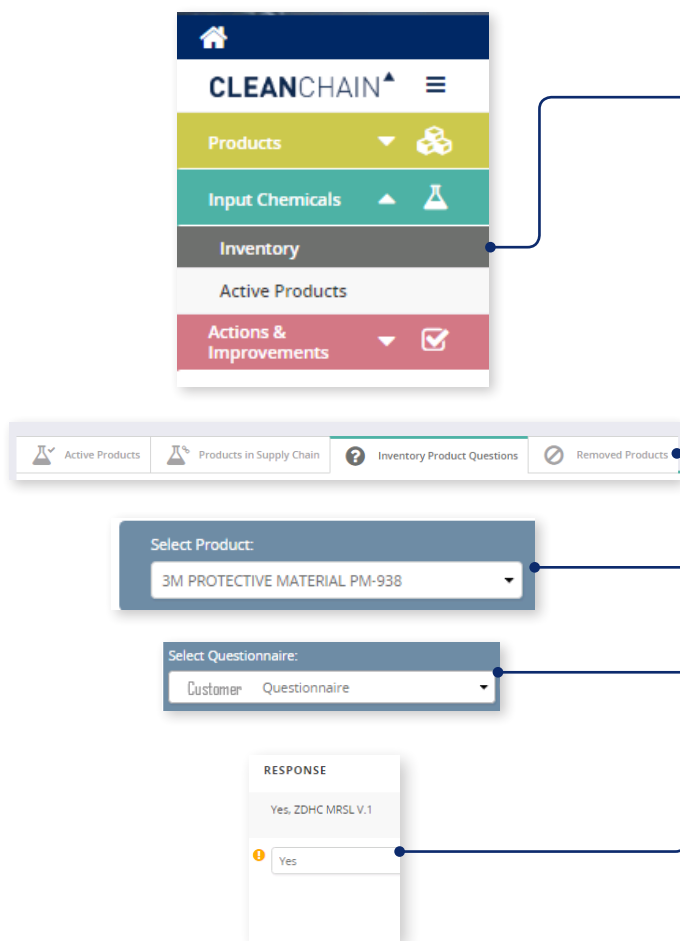


ANSWERING INVENTORY PRODUCT QUESTIONS

In addition to the standard data collected at a chemical product level, you may be asked for supplemental information regarding one or more 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 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 already been submitted, 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.