Importing Inventory into Chemicals

- Log into Chemicals
- Select **Inventory Summary**
- In the **Import & Export** section, select **Import**
- Download the Import template from the page by selecting the **Download Template** button
- ***Required* Sublocations -** Confirm that sublocations are associated with your inventory.

Formatting the template

- Open the import spreadsheet template on your computer. The following fields are required for a successful import. Leaving any required fields blank will result in an error.
  - **Column A: CAS Number**
    - Chemicals matches primarily on CAS number, so any item without a CAS number will automatically display an error
  - **Column B: Name**
    - Chemical name
  - **Column C: Building**
    - We recommend copying and pasting building names exactly as they appear on the Inventory Summary page.
  - **Column D: Room**
    - We recommend copying and pasting room names exactly as they appear on the **Inventory Summary** page.
  - **Column E: Sublocation Name**
    - We recommend copying and pasting sublocation names exactly as they appear on the **Inventory Summary** page
  - **Column F: Size**
    - Use whole numbers
  - **Column G: Unit**
    - Only use options in dropdown for Column G
  - **Column I: Number of Containers**
    - Use whole numbers
  - **Column J: Container Type**
    - Only use options in dropdown for Column J
  - **Column K: Physical State**
    - Only use options in dropdown for Column K
- The other columns are not required. The data can also be completed manually after the import by searching for an individual chemical in **Search Chemicals**, selecting the three dots to the right of the container, and choosing **Edit**

Uploading the template

- In the **Import & Export** section, select **Import**
- Select **Upload File** and choose your completed
  - o Note: double-check your Building, Room, and Sublocation columns are exactly as shown in Inventory Summary. Any misspelling or extra spaces will cause an error
- The **Exact Matches** screen shows which chemicals match to exactly one chemical in the RSS master chemical library
  - o Check the box next to the CAS number and hit
  - o Select the top checkbox and select **Save selected inventory** to save all listed items
  - o Or select a single item at a time and **Save selected inventory**
  - o *Note: Chemicals will remember your upload status. You can logout and return at any time before the import is completed.*
- Select **Next** to view **Multi Matches**
- **Multi Matches** show Chemicals that match to more than one chemical in the RSS master chemical library. This means there may be different grades or products from a commercial vendor to choose from
  - o Use the **Suggested match** field in the middle to choose a specific grade or product
- Check the box next to the CAS number and hit **Save selected inventory** to add it to your inventory.
- Select **Next** to view **Issues**

Correcting Issues

- The **Issues** page displays any chemicals that were not recognized as well as incorrect data in the template.
- Select **Download** to generate the error report.
- **Column R** displays the reason for the error
  - o Common error issues include a typo in Building or Sublocation, missing sublocations, and missing CAS numbers
- Correct errors, save the report and select **Upload** on the **Issues** page
- Follow the same process as above by reviewing upload information in the **Exact Matches** and **Multi Matches** pages
- When you are complete, select the **Complete Import** button in the top right