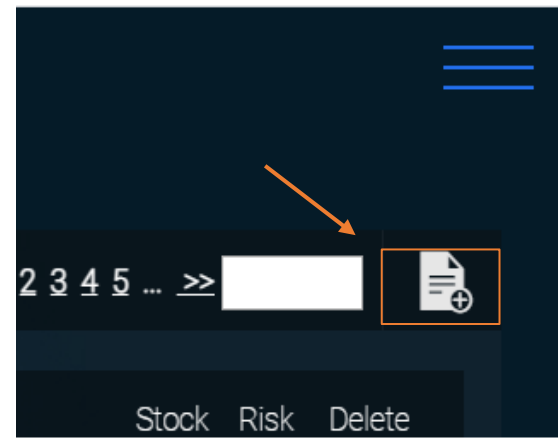


1 Step 1: From the home screen, navigate to the "CUSTOM" tab.

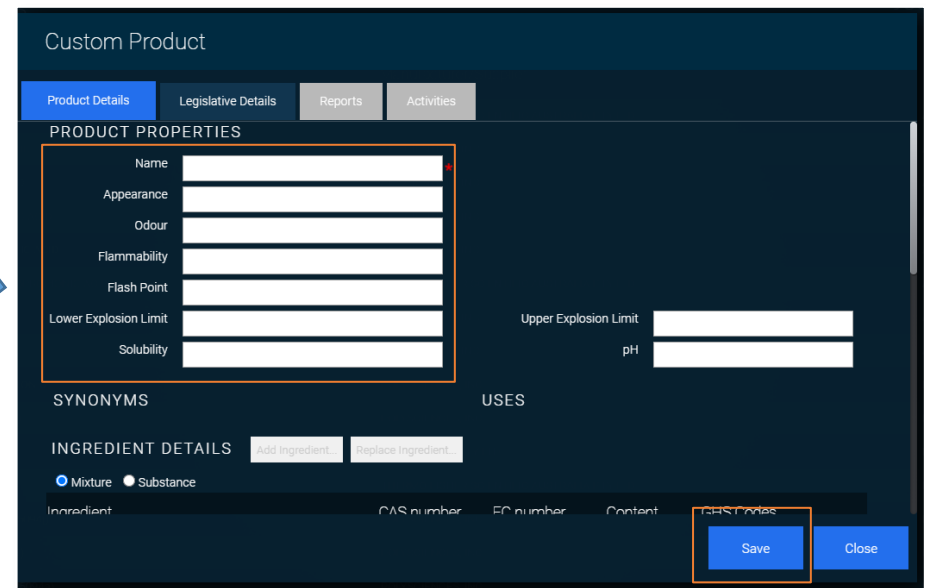


2 Step 2: On the top right, select "Add Custom Product" icon as indicated above



4 Step 4: When the product name is saved, scroll down to add the supplier/manufacturer.

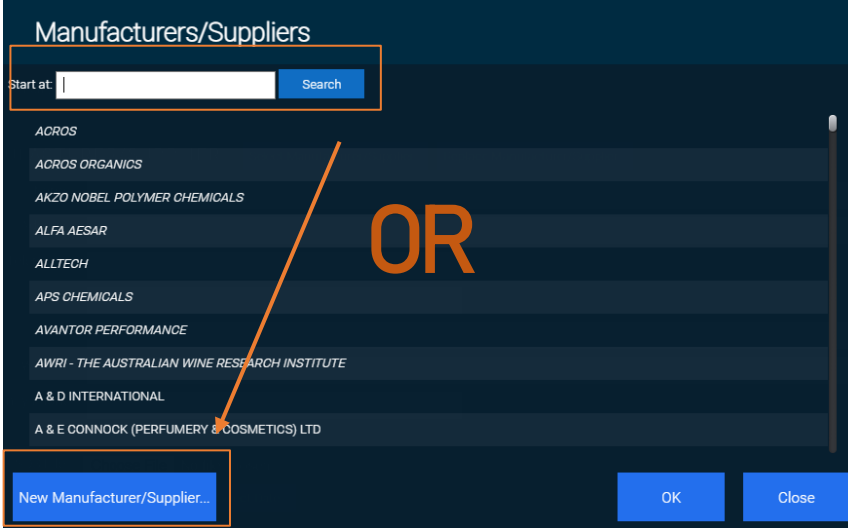
Refer to Page 2 for further instructions



3 Step 3: A custom product window will show up allowing you to fill the product information. In the "Product Details" tab, insert the custom product name, and click "Save" to continue.

Note: The product name must be saved initially prior to adding its supplier

5



Manufacturers/Suppliers

Start at: Search

ACROS
ACROS ORGANICS
AKZO NOBEL POLYMER CHEMICALS
ALFA AESAR
ALLTECH
APS CHEMICALS
AVANTOR PERFORMANCE
AWRI - THE AUSTRALIAN WINE RESEARCH INSTITUTE
A & D INTERNATIONAL
A & E CONNOCK (PERFUMERY & COSMETICS) LTD

New Manufacturer/Supplier... OK Close

Step 5: A list of suppliers are shown below. Insert the product supplier in the search bar, followed by "OK" and "Saved" to exit.

Note: if the manufacturer does not display in the list, click "New Manufacturer" button on the bottom left to add.

TO ADD AND TRACK CUSTOM PRODUCTS TO EXISTING LOCATION

6

7



Properties

Product Name: AMMONIA CHLORIDE

Supplier:

Location:

Stock Number: 621482

Stock Status: None Enforce Defaults

Number of Containers: 1 Min: Max:

Container Size: 0.00 Bulk

Stock Measurement Unit: None Enforce Defaults

Total Quantity: 0 None

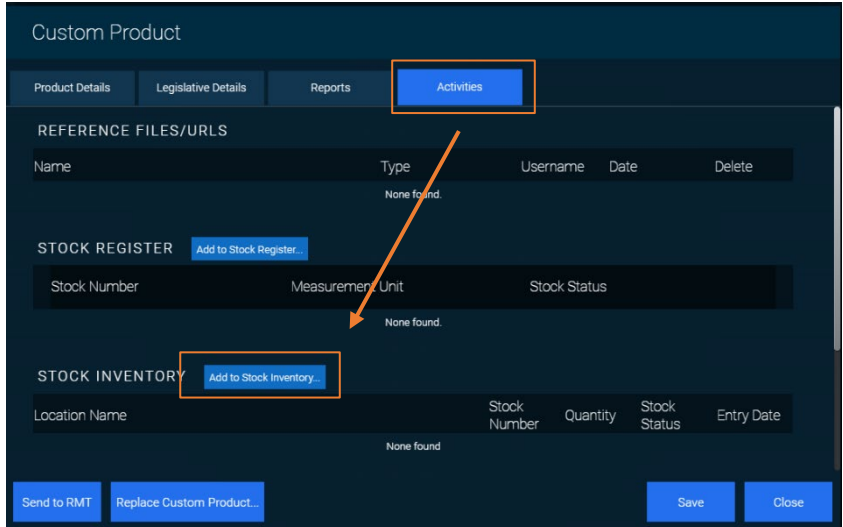
Entry Date: 05-Mar-2021

Last Modified:

Owner: Select an Option

Notes:

Step 7: Insert the location and container size. Before saving refer to [ChemAlert Guide 2A - Enable Barcode Tracking for a Container](#)



Custom Product

Product Details Legislative Details Reports **Activities**

REFERENCE FILES/URLS

Name	Type	Username	Date	Delete
None found.				

STOCK REGISTER

Stock Number	Measurement Unit	Stock Status
None found.		

STOCK INVENTORY

Location Name	Stock Number	Quantity	Stock Status	Entry Date
None found.				

Step 6: On the "Custom Product" window: click on "Activities" tab then "Add to Stock Inventory"

Once you have obtained the SDS for your chemical, follow [Guide 3A](#) for instructions on how to replace your Custom Product.