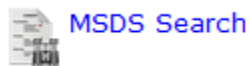


Submit New Revision of a (M)SDS

If you have a new revision of an existing (M)SDS in your system, it is best to replace it using the Submit New Revision Of This MSDS tool rather than making a second copy. This tool will:

- Upload the new (M)SDS,
- Transfer location information from the old record to the new record,
- Capture data from the new document,
- Automatically archive the old (M)SDS when the other steps are completed, leaving the new document as the active document in the system.

- On the Admin Main Menu, click **MSDS Search**.



- Search for the product that needs to have a new document.

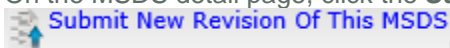
Product Name

Manufacturer

- Click on the product that needs the new (M)SDS document.


MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
	Acetone	Thermo Fisher Scientific	10/8/2004	MSDS-000583

- On the MSDS detail page, click the **Submit New Revision Of This MSDS** button.



- The product name and manufacturer will be automatically filled in. If there are any changes to the *Product Name* or *Existing Manufacturer*, they can be changed here. It is also optional to fill in the revision date.

Product Name *

Existing Manufacturer 

- or -

New Manufacturer






NOTE: To add a new manufacturer, be sure to clear out the information in the Existing Manufacturer field and enter the new information in New Manufacturer field.


Revision Date 


MSDS Document *

-  [Submit and Goto Main Menu](#)
-  [Submit and Goto MSDS Detail](#)


6. Upload the (M)SDS document by clicking the **Browse** button. A window will open allowing you to navigate to and select a document from your computer.
 - a. SafeTec accepts .pdf, .tif, .doc, .docs, .jpg, .txt, .rtf, .htm and .html files, though .pdf is the preferred file type.
 - b. Files need to be less than 4MB in size in order to be uploaded. Suggestions to make a file smaller:
 - i. Go to the manufacturer's website and download a new file. These documents are typically smaller.
 - ii. If that is not an option, contact CUSTOMERSERVICE@SAFETEC.NET with your document and they will assist you at reducing the file size.


Product Name *	Acetone
Existing Manufacturer	Sigma-Aldrich Corp. 
- or -	
New Manufacturer	<input type="text"/>
NOTE: To add a new manufacturer, be sure to clear out the information in the Existing Manufacturer field and enter the new information in New Manufacturer field.	
Revision Date	<input type="text"/> 
MSDS Document *	<input type="text"/> Browse... 
 Submit and Goto Main Menu  Submit and Goto MSDS Detail	


7. Click **Submit and Go to MSDS Detail** to update the (M)SDS document.
 -  [Submit and Goto MSDS Detail](#)
8. On the (M)SDS detail page, you can see your newly submitted chemical. Please note the messages at the top of the screen indicating that this submission has not had any data captured, so it will not be available in a product search, will not be included in reports, and will not allow you to submit another new revision at this time. These restrictions will all be removed once we have completed capturing data from the document. For more information, please review our help document on **My Submission**.

 **NEW REVISION:** The page you are currently viewing is a newer version of another SDS and is currently being processed.

Click the link below to view the older revision of this SDS. Please note, indexing has not been completed for the new revision at this time.


 [Go To Original SDS Detail](#)

 The MSDS was successfully added to your collection.

 Message: This SDS record is being processed and is pending data capture.


9. Click **Go To Original SDS Detail** button to view the current document.
 -  [Go To Original SDS Detail](#)

10. On the (M)SDS detail page, you can see the original and Older Revision. This (M)SDS will continue to be the active document that will appear in product searches and in reports. It has at the top a note indicating there is a newer document still undergoing data capture. Once the new document has completed data capture, this document will automatically be archived, leaving your new document as the only representation of this chemical.

 **OLDER REVISION:** The page you are currently viewing is an older version of another SDS. A newer revision of this SDS has been submitted and is currently being processed.

Click the link below to view the new revision of this SDS. Please note, indexing has not been completed for the new revision at this time.

 [View New SDS Document](#)

 [Go To New SDS Detail](#)