Chemical Inventory Bulk Upload

Chemical inventory can be loaded through two methods: by individual line-item, or by bulk upload via Excel spreadsheet template. Inventory bulk upload is a convenient method to initially load a chemical inventory that was previously tracked outside the Safety Administrative Management System.

Inventory bulk upload allows for a Principle Investigator’s entire inventory to be loaded into Safety Administrative Management System at once. Click on the Inventory icon to proceed.

Select **Bulk Chemical Inventory Upload** from the menu options.
To perform a bulk upload from a spreadsheet the correct Excel template must be downloaded. The template can be downloaded from the **Bulk Chemical Inventory Upload** screen by clicking **Download Template** here.

Once downloaded, read the **Do's and Don’ts** text box in the template and then delete the text box. Fill out the template manually or copy and paste from an existing spreadsheet into the template ensuring all **Required (Red)** columns are filled in.

Formatting in the template is very specific and small errors can result in the bulk upload not working. Here are some **common bulk upload template errors** to avoid:

- Ensure PI code is the PI’s U number. Please include the U, in the Unid
- Bldg. Code needs to match the code in SAM. Building Codes are always 4 digit codes.
- Ex. HEB is 0085 in SAM. Bulk upload spreadsheet format needs to be changed to allow for appropriate number of leading zeroes.
- Same applies for LAB column: change spreadsheet to allow for leading zeroes to match lab room number in SAM.
- Amount per container column must have only numerical values
- Units are entered in “Unit of Measure” column.

Once the Excel template is correctly filled out and saved to your computer, complete the bulk upload by selecting the PI and Permit then clicking Load Spreadsheet from the Bulk Chemical Inventory Upload screen.

If the template formatting is correct you will be able to click Submit and the inventory will be loaded. If there is currently inventory items loaded under the PI, clicking Replace Existing Inventory will delete the existing inventory items during the bulk upload.