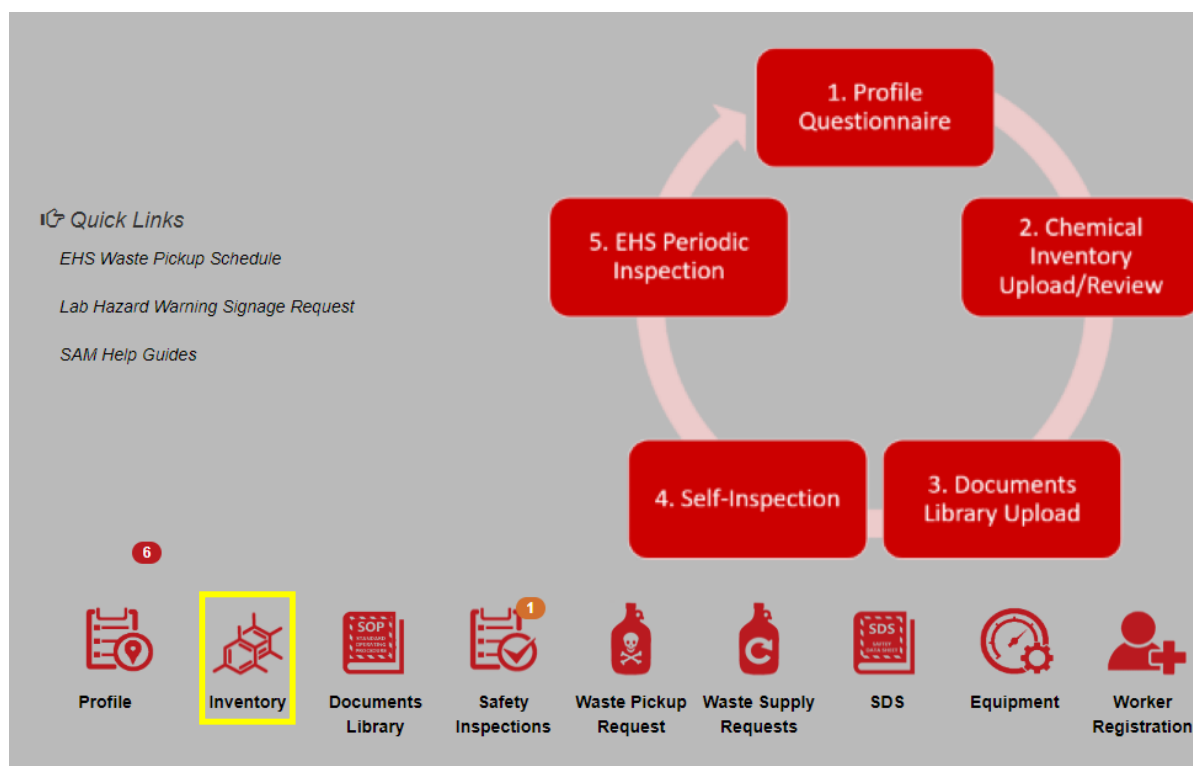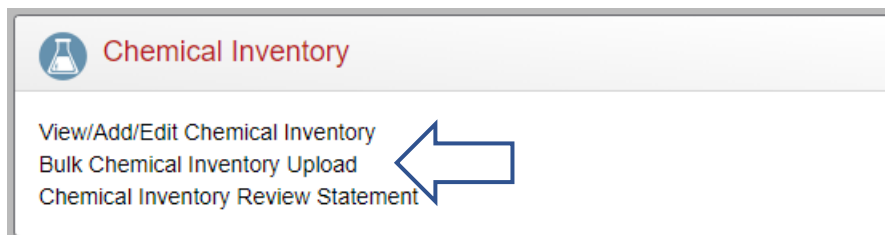# Chemical Inventory Bulk Upload

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 (SAM) System.

Inventory bulk upload allows for a Principal Investigator's or Group's entire inventory to be loaded into Safety Administrative Management System at once.
Click on the **Inventory** icon to get started. To access SAM, click on the following link Safety Administrative Management System

Select **Bulk Chemical Inventory Upload** from the menu options.

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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 Unid.

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If your lab is part of a Program or Group that was assigned by the EHS Compliance team then your PI code will not be your Unid. The first/last name will be the name of your Program or Group and not a person's name. Please contact EHS to obtain this needed information.

- 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 (or Group)** 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 are currently inventory items loaded under the PI/Group, clicking **Replace Existing Inventory** will delete the existing inventory items during the bulk upload.

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