



SISOT USER GUIDE

Version 3



2026

CHEMWATCH

Melbourne, Australia

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Glossary

ADG	Australian Dangerous Goods Code
AuthorITe	SDS Authoring application
CAS	Chemical Abstract Substance
CHEMTOURAGE	Chemwatch Entourage for service desk support for Customer Service, Helpdesk, Regulations, Projects, IT
COBRA	Control Banding Risk Assessment
COSHH	Control of Substances Hazardous to Health (Risk Assessment)
CREDO	Create Mixture application module
CW No	Chemwatch Number
DE	Data Extraction
DET	Chemwatch system Data Extraction Tool
DG	Dangerous Goods
LABEL DESIGNER	Document Generator for Labels module
EINECS	European Inventory of Existing Commercial Chemical Substances
GHS	Globally Harmonised System for the Classification of Hazardous Chemicals and Labelling
IFC	International Fire Code, USA
ILO	International Labour Organisation, United Nations
M/C	Maximum/Current Volume/Weight
NFPA	National Fire Protection, USA
OEL	Occupational Exposure Limit
PKG	Packing Group for Dangerous Goods
PTN	Project Tracking Number
RA	Risk Assessment
SI	International System of Units
SISOT	Scan In Scan Out Technology

SMART SUITE	Smart Vendor, Gold, Mini SDS, Labels & Emergency Response, Asset Management Mobile App
SR	Subsidiary Risk for Dangerous Goods
SUSMP	Classification of Medicines and Poisons in Australia
UGD	User Generated Data
UI	User interface
UN	United Nations
VGD	Vendor Generated Data

About the SISOT User Guide

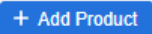
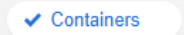
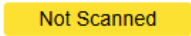
SISOT module is part of the GoldFFX package. The SISOT User Guide is based on the new microservices platform, Chemwatch's latest chemicals management system. The topics covered in this guide are centered on the Management of SISOT Products and Containers.

Modular features, icons and buttons are used across this guide to emphasize a specific activity where stepwise activities are provided in respective topics as a reference to learning how to use the system.

Modules

 Home <i>Core Module</i>	 Risk Assessment
 Label Designer	 Credo <i>AuthorTe is optional</i>
 Settings <i>Administrator Settings</i>	 Request <i>Optional</i>
 Analytics	 SISOT <i>Scope of this User Guide</i>

SISOT Features

	 Stocktake
	 Reconciliation
	
 Transfer	 Report Generator
 Receipts	
Barcode	Stocktake Status   
 Documents	
 Track Container locations	Right Click Attributes  Attachments  Forms  Show History  Send to Waste Module

Information Reference

The information icon  provides more information in any topic or section of this guide.

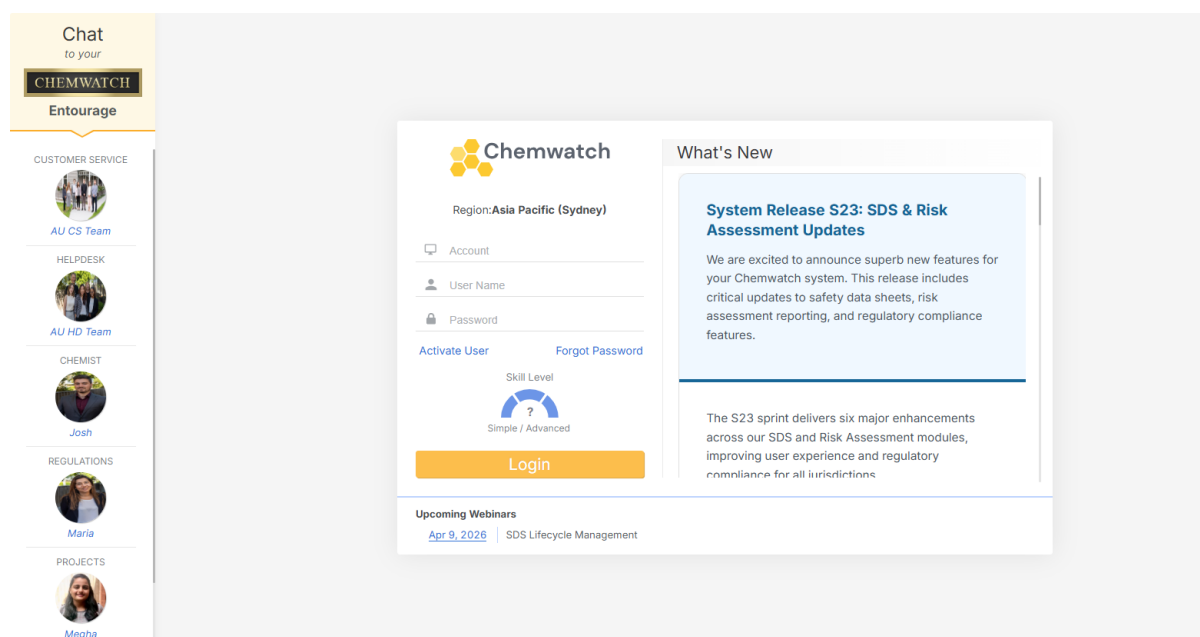
About User Login Page

The Chemwatch system is accessible online through the web address link below.

<https://beehive.chemwatch.net/login>¹

The manual login main page of the system contains elements:

- Chat Entourage
- Login fields: Account, User Name and Password
- What's new



Elements	Function	Description
Remember me ☒ Remember me	Checkbox to remember login data	If the checkbox is selected, the browser will remember your previous login for the account and user login.
Forgot password	Change password	This feature allows Chemwatch to send an automatic email for password change. Users will be required to reassign a new password.
Register	Registration link	This link opens a registration form to register for the next upcoming webinar(s).
	Skill level	The feature meter enables users to select the applicable Beehive skill level to use simple to advanced features of the system.

¹ The URL for the Chemwatch system is regionally based. Contact your administrator form more information.

Elements	Function	Description
Chat	Chat Entourage	The vertical bar on the side lets users chat with their team's Entourage. These teams correspond to the departmental services available online 24/7. Users can use instant messaging to ask questions, raise inquiries, or troubleshoot problems.
Whats New	Release Update Notes	Chemwatch releases any new features and improvement updates for users to be abreast of any changes to the system.
Upcoming	Webinars	Scheduled webinars and dates enable users to register attendance.

Users will generally have read only and/or read-write permissions to several features of the system to protect and control adding materials, SDS, editing content or deletion of important information and the management of products and containers in the SISOT module. The table below summarises the best practice user roles and respective descriptions for the domain administrator, advanced and general user.

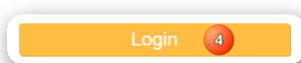
Function	User Profile	Description	Permission
 Domain Administrative Role	Primary Administrator	Entire access to the system	Full access with read-write permission to the entire system and able to set up users and respective privileges, products, and user access management.
 Management Role	Folder and inventory management level (read-write)	Management of folders, inventory/manifest	Ability to edit folders, materials, access to assigned role permissions; to be able to manage data; report generator, dashboards, document filter tools, and many more functions and features.
 SISOT Role	SISOT Folder and inventory management	Management of folders, inventory, manifest, transfers, receipts, stocktake & reconciliation	Ability to edit folders, add products/containers, transfers, receipts, schedule stocktake and perform reconciliation, generate container barcodes, use scanning tools or manual barcodes to transact SISOT activities.
 Basic Role	General use level (read only)	General use may have limited access and read function	Ability to read data, search for materials, view various accessible reports as per the set privileges by the domain administrator.

Manual Login

First time users will receive an email notification “Welcome message” which contains the system web link and login details with a temporary password. When the credentials are entered, the system will prompt users to change the interim password before the expiry timeframe.

Steps: How to Manually Login

1. Enter your Account.
2. Type your Username.
3. Enter your password.
4. Press the Login button.



Account

1

Username

2

Password

3

Upon successful login, the default **Home** module will display on screen with features based on user settings applied by the domain administrator.

Main Screen Elements of the GoldFFX User Interface with SISOT module

The screen below displays user interface elements, modules, and features of the full scale of the feature meter.

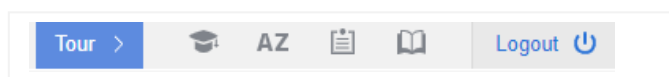
About User Tour and Guidance

SISOT user interface contains guidance tools for information and learning through user tours, elearning guides and users guide. Access to this type of information is located at the top right corner bar of the system's user interface as shown below.

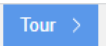
User Tour, Elearning, Manuals and Logout Buttons

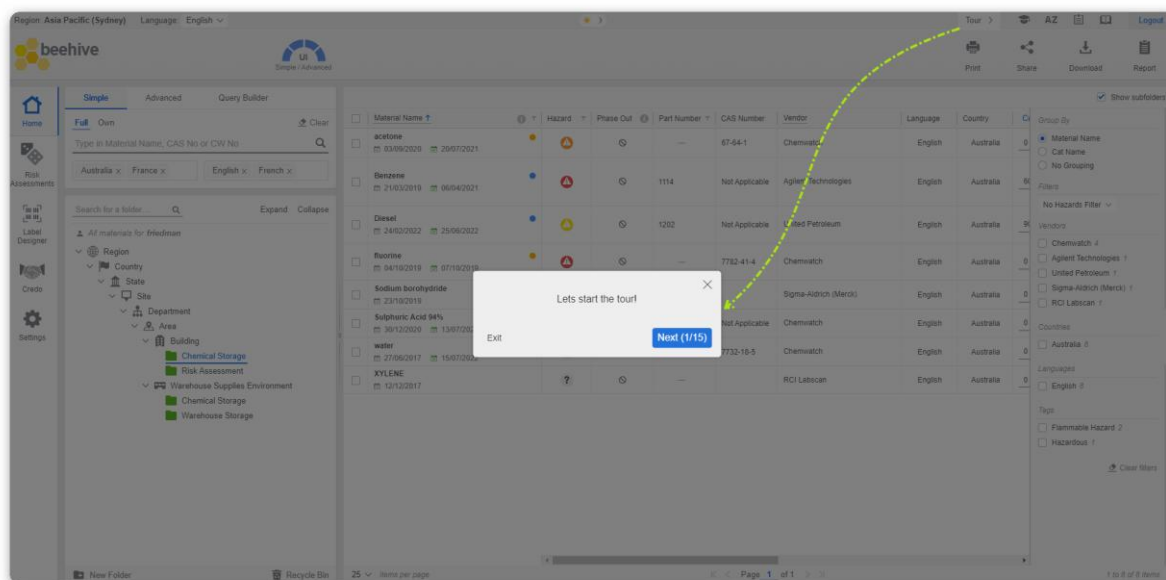
The system contains the following linked buttons:

- Tour
- Elearning
- Glossary
- Bulletin
- Manual
- Logout



The table below provides descriptions of these buttons.

Useful Tools	Informative Tool	Description	Use
	User tour	Step by step knowledge of user interface component	User tour provides users with information about modular elements of the user interface.

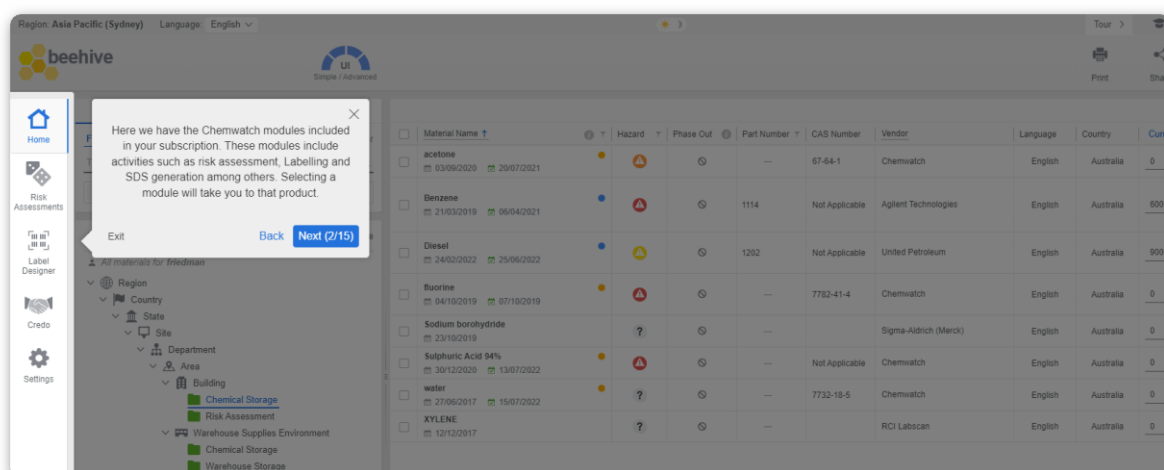


Useful Tools

Informative Tool

Description

Use



Elearning

The elearning button provides access to online learning about the system

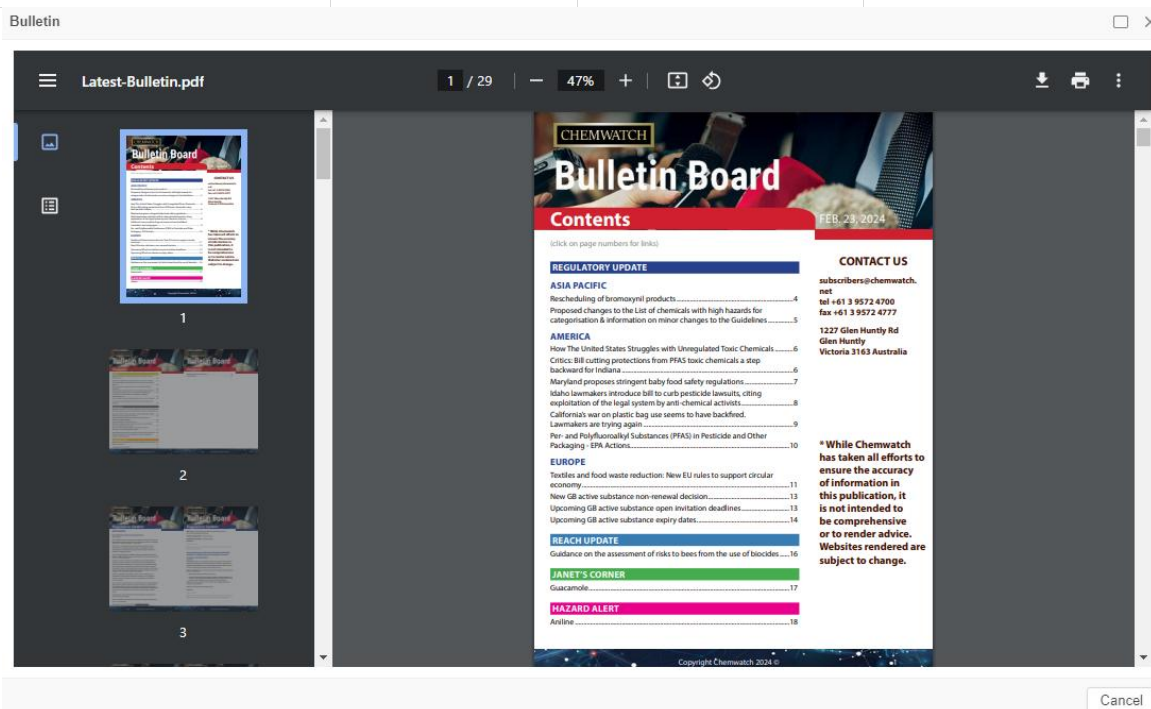
Users can learn about SISOT to gain knowledge on how to use the system.



Bulletin

Chemwatch's bulletin board

Regulatory updates across the regions of the world, hazard alerts, technical notes and many more.



User Guide

Manual for the system

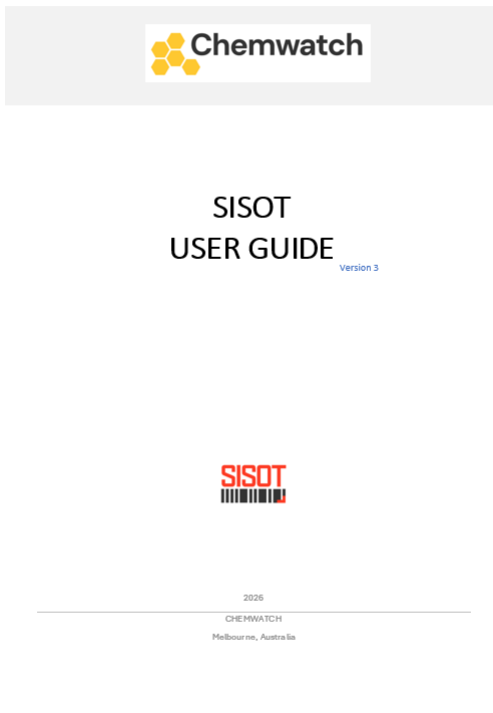
Download the user guide (manual) of the system through this button link.

Useful Tools

Informative Tool

Description

Use

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AZ

Glossary

This is a Chemwatch
Glossary of Terms

Search for term
description to learn
more.

Glossary

CHEMWATCH GLOSSARY OF TERMS

WikiWatch

acetone

An organic solvent of industrial and chemical significance, acetone is capable of dissolving many fats, resins and cellulose esters. It is used extensively in the manufacture of artificial fibres and explosives, as a chemical intermediate in pharmaceuticals, and as a solvent for vinyl and acrylic resins, lacquers, paints, inks, cosmetics (such as nail polish remover), and varnishes. It is used in the preparation of paper coatings, adhesives, and is also employed as a starting material in the synthesis of many compounds.

acetone noun a colourless volatile substance formed in the body after vomiting or during diabetes.

SEARCH

acetone

SEARCH

CLEAR

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G H I J K L

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< Prev

Next >

No of items per page: 20

Logout

Logout

Logout button to sign-
off the system

Logging out of the
Chemwatch application
will go back to the login
screen.

1.0 Introduction

This topic will cover the following objectives.

- Overview of the SISOT module
- Getting started with SISOT module
- SISOT user interface descriptions
- Folder structure



SISOT (Scan In Scan Out Technology) is a specific module in the Chemwatch's chemicals management package for asset/container management. This module is designed to create a virtual representation of onsite chemical products, containers and the management of container inventory through:

- Adding products and containers
- Transferring containers
- Container barcodes
- Receipts
- Stocktake
- Reconciliation
- Generating reports

SISOT

Chemical container management at the workplace involves practices and procedures for handling, storing, labelling and disposal of waste chemical containers by ensuring safety, ensuring compliance with waste management and environmental protection is adhered to in a comprehensive way. Some important components of chemical container management include:

- Labelling with chemical name, clear hazard warnings, manufacturer's details, GHS compliance and if chemicals are transferred to secondary containers there should be labelled with the same information.
- Storage requirements involve checking compatibility with other hazardous chemical containers to prevent reactions. Segregation adherence must be complied to safeguarding health and safety at the work environment is met.
- Chemical container disposal of waste compliance in accordance with local, state and federal regulations must be followed and use of approved containers and disposal methods. Waste containers must be labeled with the appropriate chemical waste information.

SISOT is a convenient tool for the management of an organisational inventory using barcode scanning technology to easily track chemical container transfers, receipts, incompatibility checks and generating labels. Regular stocktake summary reports serve the purpose of gaining insights into inventory management to identify misplaced, missing containers, verifying quantities and statuses of containers held in locations against the virtual representation records or data retrieved in the system to ensure correlation of information.

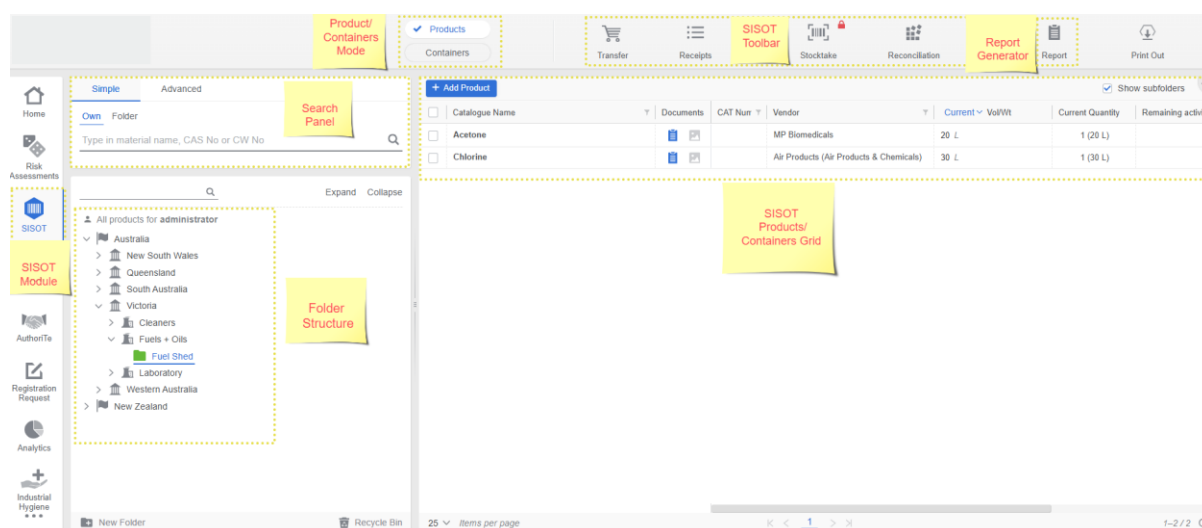
The SISOT module provides users with stocktake and reconciliation features to set up stocktake plans. A stocktake plan enables users to administer and schedule current or future stocktake, view stocktake history, stocktake locations (folders). The reconciliation mode analyses and balances stocktake results and the system records providing users with the ability to review the report before updating the inventory against stocktake results.

1.1 Overview of SISOT Module

The **SISOT module** is amalgamated with the following features and functionalities.

- Products
- Containers
- Barcode management
- Stocktake
- Reconciliation
- Reports
- Print Out

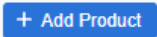
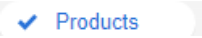
SISOT Module User Interface

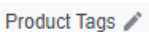
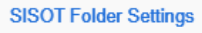


SISOT features are designed to enhance the user experience, simpler and more intuitive to navigate and manage SISOT products and containers. The components of this module constitute the following user interface features and components.

- Add Product
- Add Container
- Products mode
- Containers mode
- Transfer
- Receipts
- Stocktake
- Reconciliation
- Grid Right Click Attributes
- Product Tags
- SISOT Folder Settings
- Edit Function

SISOT Feature Components

Add Product 	Add new products by filling in required basic information in the add products wizard window • Product Information • Additional Information • SARA • Destination Folder
Products 	Grid view of product information. • Catalogue Name • Access to Documents (SDS, Image) • Batch Lot Number • CAT Number • Vendor • Current/Maximum Volume/Weight (Vol/Wt) • Product Tags • Current Quantity
Containers 	Grid view of Containers information. • Barcode • Documents (Image) • Batch Lot Number • CAT Number • CAT Name • Vendor • Current/Maximum Volume/Weight (Vol/Wt) • Expiry Date
Transfer 	Transfer mode for single or multiple transfers of containers between folder locations. • Source location folder identification • Destination folder location
Receipts 	Container Requests/Transfer Receipts mode. • Shows all pending receipts by number tagging in folder structure • In Pending tab • Out Pending Tab • In History • Out History • Tracking transfers by Transfer ID, container barcode • Container size, catalogue name • Requested Quantity • Received Quantity • Compatibility

	Tags
Stocktake 	Stocktake mode provides users with stocktake grid to view scanned containers, not scanned and quarantined containers. - Stocktake No. (Number) - Stocktake Date Range - Vendor - Container size - Expiry Date - Scan Status - Manual Barcode Entry
Reconciliation 	Reconciliation mode displays container grid's reconciliation data. - Barcode - CAT Number - CAT Name - Vendor - Container Size - Tags - Action
Right Click Attributes 	Products/Containers grid attributes for containers or products. - Attachments - Forms - Show History for Containers or Volumes - Delete containers - Send to waste module
Product Tags 	Add tags to products in Tag Constructor. - Manual or automatic assignment type - Filter by tags - Associate product tags with Red Flags
SISOT Folder Settings 	Folder properties for SISOT. - Set folder as SISOT Managed Folder - Assign Folder Owner - Owner of containers
Edit 	Edit functions for the following elements. - Add Container/Edit Products Wizard - Container Wizard
Add Container	Add new containers into the current folder. This button will open the container wizard fill in the container details: Barcode

+ Add Container

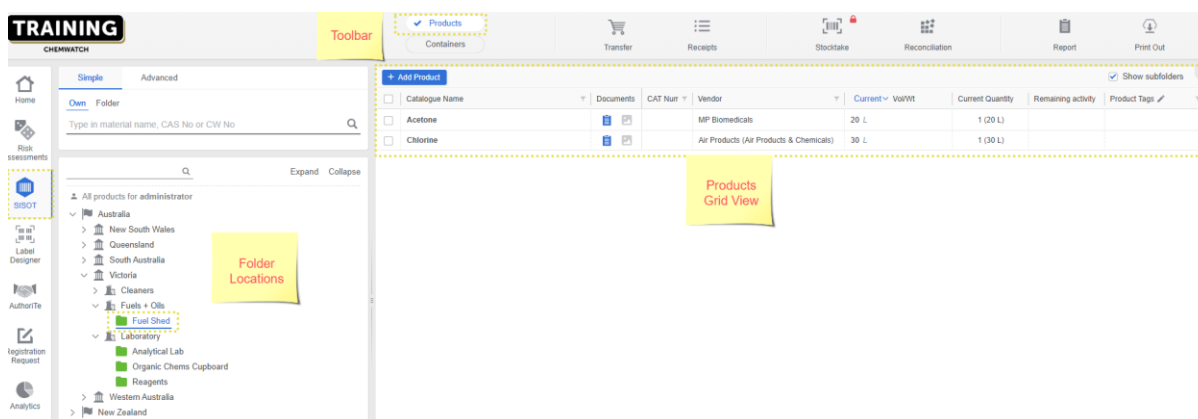
- Cat Name
- Volume/Weight
- Expiry/Acquired Date
- Owner
- Photo upload

1.2 Getting Started with SISOT

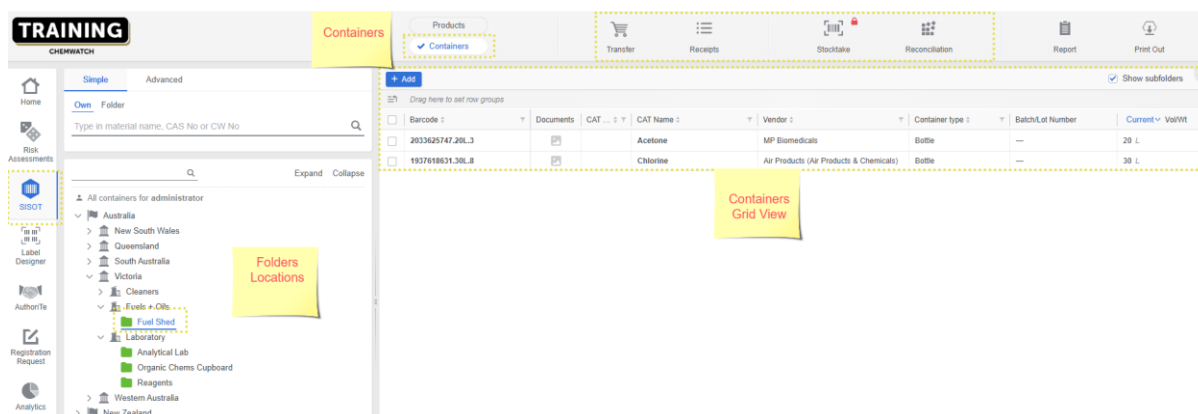
Upon logging into the SISOT module, folders get displayed within the Folders Panel if they have already been created and various features to conduct searches and transact products and containers. Folders that contain inventories will display available product information and users can switch between two types of grid views through the “Products” and “Containers” navigation buttons located in the SISOT toolbar:

- Product view
- Containers view

Products Grid View



Containers Grid View



If there are no folders created users with specific folder permissions and privileges can start adding folders and setting the appropriate folder properties for SISOT folders. Empty folders once created, users can add the relevant products and vendor SDS to create inventories for those folder locations based on the actual site map of the workplace products’ container’s locations. This activity represents the digital site map of workplace storage locations of products and their

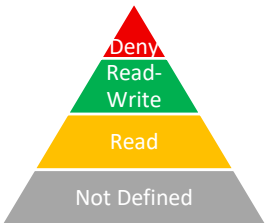
respective containers on those sites. Containers are inherently linked to products and are easily identified by a unique barcode for each container. The products grid displays essential information based on your own folder inventory.

- Container barcode
- Catalogue number
- Catalogue name
- Vendor
- Volume/Weight
- Expiry date

SISOT Settings

Generally, SISOT settings are critical prior to deploying or rolling out the system. The following attributes are relevant to using and managing SISOT activities successfully.

Settings Attributes

 General Settings • Search engine, search type • Date format • Country, language filters • Default type of document • User interface language and theme • Grouping of materials	 User Management • Users' general settings • All core system & modular privileges • Roles • Groups • Folder permissions • Modules enabled
 Sisot Settings • Barcode settings • Approval • Stocktake • Reconciliation • Containers • Container wizard	 Sisot Modular Privileges • Access to SISOT • Add products/containers • Manage saved products/containers • Manage SISOT barcode settings • Manage container settings • Manage container wizard • Manage stocktake & reconciliation settings
Folder Permissions • Deny • Read-Write • Read • Not Defined  The weight of folder permissions impact the access level of security for users or groups.	SISOT Folder Settings Folder properties for SISOT module. • Set folder as SISOT Managed Folder • Assign Folder Owner • Owner of containers

The domain administrator or any other sub administrator assigned the responsibility of managing the SISOT module settings and SISOT folders owners.

1.3 Folder Types and Folder Properties

In general, folder properties and attributes in relation to the system folder structure are fully discussed in the GoldFFX User Guide, which the SISOT module is a part of the overall system package. Folders can be created at global or localized levels to represent a digital manifest site map of chemical locations depending on business operations and/or storage facilities where chemicals are used, stored or transferred to other locations.

Global Folder Property	Localized Folder Property
- Region  - Country  - State  - Site 	- Area  - Building  / Department  - Storage  - Specific storage (e.g.,

Folder properties enhance the visibility and usability of folders to reflect realistic storage and use of chemicals at the workplace environment by setting folder types and user permissions to store materials in specifically designated locations.

Folder Properties	Description
Generally, Folder Types are: - Administrative - Storage - Waste	The primary folder types that can be set up for the use of Sisot are Storage and Waste. However, the administrative folder type can be used to register products (optional) and depends on folder owner business procedural requirements for the storage of product containers.
Administrative Folder 	The administrative folder can describe the top layers of the folder structure where sub-folders that are nested represent the storage of products and containers in storage type of folders. The “Store Materials” attribute setting is used to administer “No storage” of product containers in an administrative type of folder in the folder hierarchy structure of your organisation or business. The administrative folder type is core to the main system folder management structure as it can be set as Regional, Country, State, Area, Building or Occupancy folders.

Folder Properties

Description

Folder Info

Folder Properties

SISOT Folder Settings

* Folder Name: Asia Pacific

* Folder Type: Region

* Countries:

* Languages:

☒ Store materials

☐ Manifest Facility Area

Save Cancel

Storage Folder



This folder type is highly recommended to store materials. When creating a storage (normal) folder, use the “**Store Materials**” attribute in the Folder Properties window to allow adding products as an exact location of products containers provided that the user has Read-Write folder permission. Storage folder types are designated with green colour coding of the folder icons. By default, the latter folder types are allowed to store materials.

Folder Info

Folder Properties

SISOT Folder Settings

* Folder Name: SISOT Folder

* Folder Type: Storage

* Countries:

* Languages:

☒ Store materials

☐ Manifest Facility Area

Save Cancel

Folder Properties

Description

Folder Info

Folder Properties

SISOT Folder Settings

* Folder Name:

* Folder Type:

☒ Store materials
☐ Shared to the World

* Countries:

* Languages:

☒ Apply to this folder
☐ Copy country and language to all subfolders
☐ Replace country and language for all subfolders
☐ Manifest Facility Area

Save Cancel

Sisot Managed Folder

SISOT Folder Settings is an extension to the main folder management story where this checkbox allows the active folder to be set as a SISOT Managed Folder. Users with “Access to SISOT module” tab will be able to view (Read-only mode) this tab information. However, users with “Create product/containers” will be able to edit depending on “Read-write” access to the folder.

Folder Info

Folder Properties

SISOT Folder Settings

☒ SISOT Managed Folder

Folder owner:

Same user is container owner: ☐

Owner of containers:

Save Cancel

Folder Owner

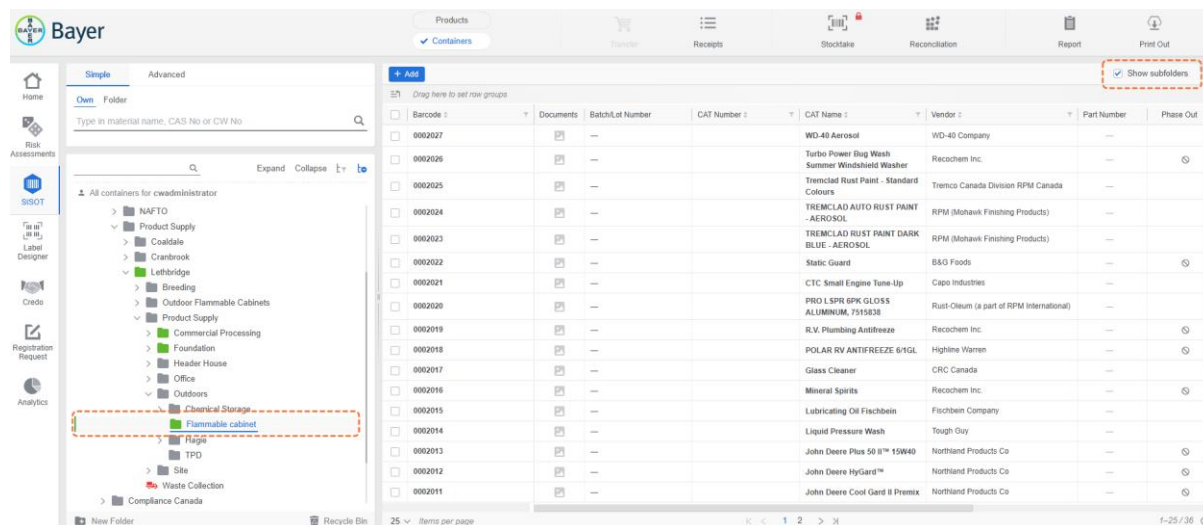


This checkbox attribute automatically sets the owner of all containers in the current folder. A dropdown list of all users in the domain provides the ability to assign a user as the Folder Owner. The selected user is automatically assigned to be the owner of the containers during folder creation, transfer, stocktake and reconciliation processes (except for Radiological and Biological containers).

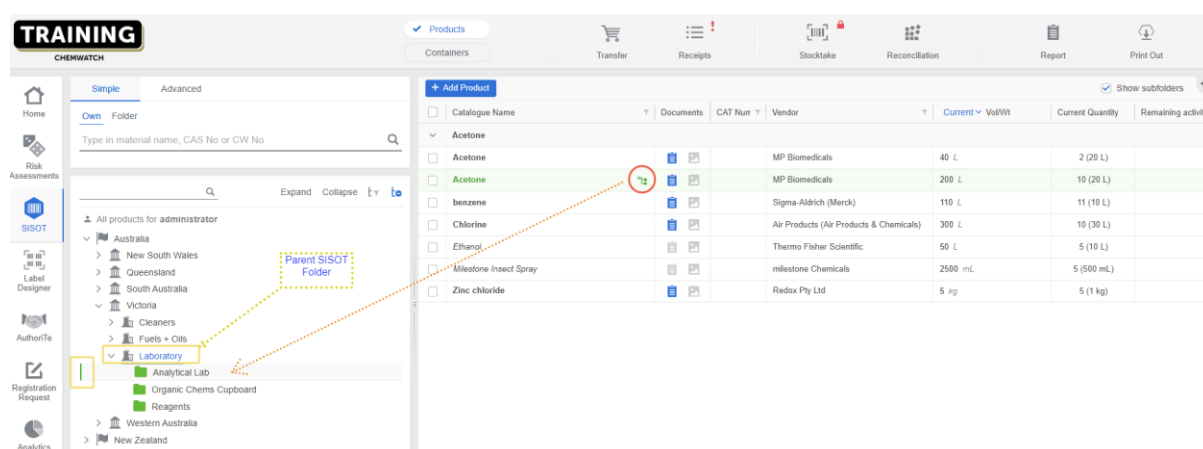
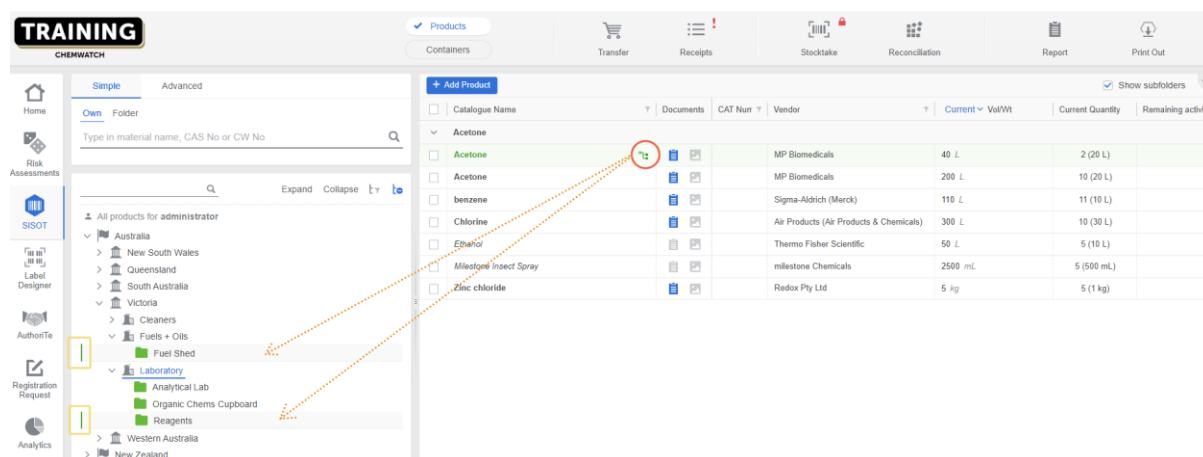
Owner of Containers

Assign the respective owner of containers. This field provides a drop-down list of users to choose from.

In the Products or Containers mode grid, users can select the “Show Folders” setting to display any subfolders under an SISOT parent folder and in turn, will access products and containers within the selected folder inventory.



At the parent level, there may be multiple containers of the same product stored in various subfolders and each one can be tracked to identify the subfolders within the parent SISOT Folder as shown below.

1.3.1 Folder QR Codes



Chemwatch QR codes are a gateway to access key information via QR Code scanning to retrieve the following:

- Safety Data Sheets (SDS)
- Folder Inventory List

Appropriate permissions and privileges are required to allow users to create:

- **QR Codes and external links** for documents
- **Folder QR Code** via the folder context menu

Folder QR Code in the web application can be created based on the folder tree structure and choose the document template to use to generate the QR code for:

- The Full Tree or
- Current Folder

Access to documents via QR codes must be enabled by the domain administrator for mobile app users to scan QR codes to render respective documents. QR codes can be enabled for external use, where a url can be embedded in the QR code to provide public information, especially for emergency purposes. It is also important to allow mobile device settings to access device camera to allow scanning the QR codes using the camera.

Once the Folder QR codes are generated, they can be shared with users via email or embedded on storage sites boards, etc. for ease of access for scanning to retrieve information.

The steps below show how to use the Inventory mode to scan a QR code to generate folder data.

Steps to Generate a Folder QR Code and Inventory List

1. Click the **SISOT Module**.
2. Right-click the **Folder Name** to open the folder context menu.
3. Select the **Inventory QR > Full Tree/Current Folder** to generate QR Code.
4. A **Link** is generated with the **QR Code** imagery for the selected folder.
5. **Copy QR Code, Copy Link** or use **Other Label Templates** to render QR Code.

Note that the QR Code template must contain the folder input data property and hyperlink to the SDS document for each chemical in the folder inventory.

6. Scan the **Folder QR Code** to confirm the data generated based on the folder inventory content.
7. Click on the **Share** icon to share the generated document or add it to your bookmarks.

The screenshot shows the Chemwatch SISOT interface. On the left, the 'SISOT' icon is highlighted with a red circle and the number 1. Below it, the 'Label Designer' icon is highlighted with a red circle and the number 2. The 'Folder Properties' icon is highlighted with a red circle and the number 3. The main area displays a list of materials with columns for Material Name, Hazard, CAS No, Vendor, Hazard Codes, Country, Language, and Material. The list includes items like polyfilla putty, quickbay® spray fly bait, sodium hydroxide 25%, ttataria, apparent rocky 745 herbicide, glycerol, 2-chlorobenzotrifluoride, automotive diesel fuel, nitrous oxide, fluorosulfonic acid, homopolymer, perchloroethylene, 56k-d0094 dulux professional fast f..., zinc chloride, coles antibacterial hand wash sensitive, poly pre paint wash sugar soap (co..., acetone, and milestone insect spray.

Copy QR Code or Copy Link

The screenshot shows the Chemwatch SISOT interface with the 'Analytical Lab' window open. The window displays a QR code and a link: <https://beehive-usa.chemwatch.net/link-viewer?hash=00e3587483bcte803865>. Below the link, there are buttons for 'Other Templates', 'Copy QR Code', 'Copy Link', and 'Close'. The background shows the same material list as the previous screenshot.

2.0 Add New Product (Registered/Unregistered)

This topic will cover the following objectives.

- Adding new product for a chemical
- Add additional information (Radioisotope, Biological)
- Identify and set Destination Folder
- Apply SARA parameters (USA only)



The **Add New Product Wizard** is applicable to the SISOT module, enables users to add new products and respective container types for **Registered**  or **Unregistered**  products containers. The wizard contains the following tabs to define further information regarding products containers.

- Products tab
- Additional Information tab
- SARA tab
- Destination Folder

Registered Product

Add New Product ×

Products Additional information SARA Destination Folder

1 Product Information ☐ Non-Chemical Unregistered

Batch/Lot Number Expiry Date

CAT Number Acquired Date

CAT Name * Owner

2 Barcode Management

Quantity *

☒ Chemwatch Generated Barcodes
☐ Barcodes for small containers
☐ Custom Barcodes

CAT Number	CAT Name	Vendor	Product Size	Non Chemical
	benzene	Sigma-Aldrich (Merck)	10 L	—

Product Size * Metric

Container Type

CAS No. Product State

Document Linked   

Photo Upload  

 Clear * — Required Save Cancel

Unregistered Product

Products

Additional information

SARA

Destination Folder

1 Product Information

☐ Non-Chemical

Unregistered

2 Barcode Management

Quantity *

1

☒ Chemwatch Generated Barcodes
☐ Barcodes for small containers
☐ Custom Barcodes

Batch/Lot Number

Batch/Lot Number

Expiry Date

Select date

CAT Number

CAT Number

Acquired Date

Select date

CAT Name *

Milestone

Owner

CAT Number

CAT Name

Vendor

Product Size

Non Chemical

®

Milestone Insect Spray

milestone Chemicals

500 mL

—

Product Size *

0

Metric

µg

Container Type

Not Defined

CAS No.

CAS No

Product State

Photo Upload

+

Upload

Document Linked

No Document

Q

U

Clear

* — Required

Save

Cancel

Add New - Product Wizard Components Descriptions

Products Tab

Add new products by filling in required basic information in the add products wizard window

- Product Information
- Additional Information
- SARA
- Destination Folder

1. Product Information, Non-Chemical

- ☐ Batch/Lot Number
- ☐ CAT Number Optional
- ☐ CAT Name* Required
- ☐ Vendor* Required
- ☐ Product Size* Required
- ☐ Container Type
- ☐ CAS No
- ☐ Product State
- ☐ Document Linked

A New Product **Unregistered** red button  is displayed by default. An unregistered product is the product that does not have a corresponding SDS registered vendor but can be added into your own inventory. Such products are reflected by the red button by default in the Add New Products

wizard window. Unregistered containers  are assets that are not yet linked to any material or a vendor SDS in the full collection.

Add New Product [X]

Products | Additional information | SARA | Destination Folder

1 Product Information ☐ Non-Chemical Unregistered

Batch/Lot Number Expiry Date

CAT Number Acquired Date

CAT Name * Owner

CAT Number	CAT Name	Vendor	Product Size	Non Chemical
R	benzene	Sigma-Aldrich (Merck)	10 L	—

Product Size * Metric

Container Type

CAS No. Product State

Document Linked

Photo Upload

Clear * — Required

A **Registered** R product will be reflected with a green button Registered. Registered containers  are those products that have corresponding vendor SDS and are registered in the database.

Add New Product [X]

Products | Additional information | SARA | Destination Folder

1 Product Information ☐ Non-Chemical Registered

Batch/Lot Number Expiry Date

CAT Number Acquired Date

CAT Name * Owner

Vendor * Note

Product Size * Metric

Container Type

CAS No. Product State

Document Linked

Photo Upload

Clear * — Required

Products Tab

- Barcode generation

2. Barcode Management

- Container Quantity* *Required*
- Select barcode generation type
 - Chemwatch barcodes/Barcodes for small containers

○ Custom Barcodes

Add New Product

Products

Additional information

SARA

Destination Folder

1 Product Information

☐ Non-Chemical

Registered

Batch/Lot Number

Expiry Date

CAT Number

Acquired Date

CAT Name *

Owner

2 Barcode Management

Quantity *

☒ Chemwatch Generated Barcodes

☐ Barcodes for small containers

☐ Custom Barcodes

Additional Information Tab

Provides two options to input data for these defining product types:

- Radioisotope
- Biological

Radioisotope

Known radio-active isotope, unstable atomic nucleus due to imbalance of neutrons and protons, which emits energy and particles when it changes to a more stable form. The following fields can be used to add information about the container.

- Activity & Measure
- Isotopes Known List & Element Code
- Reference Date

Add New Product

Products

Additional information

SARA

Destination Folder

☒ Radioisotope

Activity : Bq

Reference Date :

☒ Biological

☐ Risk Group 2-4 organism

☐ GMO

☐ SSBA

☐ Subject to quarantine

Clear

* — Required

Save

Cancel

Activity Unit Type

Add New Product [X]

Products | **Additional information** | SARA | Destination Folder

☒ Radioisotope

Activity : Bq ^

Reference Date : Select date [calendar icon]

☐ Biological

☐ Risk Group 2-4 organism

☐ GMO

☐ SSBA

☐ Subject to quarantine

Clear [icon]

* — Required [Save] [Cancel]

Known Radioisotopes dropdown list

Add New Product [X]

Products | **Additional information** | SARA | Destination Folder

☒ Radioisotope

Activity : Bq v

Reference Date : ^

Actinium

Americium

Antimony

Argon

Arsenic

Astatine

Barium

Berkelium

Beryllium

Bismuth

☐ Biological

☐ Risk Group 2-4 organism

☐ GMO

☐ SSBA

☐ Subject to quarantine

Clear [icon]

* — Required [Save] [Cancel]

Isotope Element codes

Add New Product [X]

Products | **Additional information** | SARA | Destination Folder

☒ Radioisotope

Activity : Bq v

Reference Date : Select date [calendar icon]

☐ Biological

☐ Risk Group 2-4 organism

☐ GMO

☐ SSBA

☐ Subject to quarantine

Clear [icon]

* — Required [Save] [Cancel]

Biological

Biological information

Provides checkboxes categorising the biological type to assign to the container.

- Risk Group 2-4 organism
- GMO (Genetically Modified Organism)
- SSBA (Security Sensitive Biological Agent)
- Subject to Quarantine

The screenshot shows the 'Add New Product' form with the 'Additional information' tab selected. The form includes fields for 'Radioisotope' (checked), 'Activity' (Bq), 'Reference Date' (Select date), and a list of checkboxes for biological categorization: 'Biological' (checked), 'Risk Group 2-4 organism', 'GMO', 'SSBA', and 'Subject to quarantine' (checked). The 'SARA' and 'Destination Folder' tabs are also visible.

SARA Tab

SARA, United States Superfund Amendments and Reauthorization Act.

A set of fields enable users to select checkbox input for SARA data for a product container as per SARA Inventory reporting requirements.

- Temperature: Ambient, Below, Above, Cryogenic
- Pressure: Ambient, Below, Above
- Solid Form: Molten, In Solution, In Powdered Form
- SARA Container Type

The screenshot shows the 'Add New Product' form with the 'SARA' tab selected. The form includes checkboxes for 'Temperature' (Ambient checked, Below, Above, Cryogenic), 'Pressure' (Ambient checked, Below, Above), 'Solid Form' (Molten checked, In Solution, In Powdered Form), and a dropdown for 'Sara Container Type' (Undefined). The 'Additional information' and 'Destination Folder' tabs are also visible.

SARA Container Types dropdown List

Add New Product [X]

Products Additional information **SARA** Destination Folder

Temperature: ☒ Ambient ☐ Below ☐ Above ☐ Cryogenic

Pressure: ☒ Ambient ☐ Below ☐ Above

Solid Form: ☒ Molten ☐ In Solution ☐ In Powdered Form

Sara Container Type: Undefined ^

- Undefined
- Above ground tank
- Below ground tank
- Tank inside building
- Steel Drum
- Plastic or non-metallic drum
- Can
- Carboy
- Silo
- Fiber Drum

[Clear] [Save] [Cancel] * — Required

Destination Folder Tab

A destination folder is the location folder in which the container is going to be transferred once the transfer process is completed.

- This tab provides users the ability to choose the respective destination folder for container transfers.

Add New Product [X]

Products Additional information SARA **Destination Folder**

[Expand] [Collapse]

- South Australia
 - Laboratory
- Victoria
 - Cleaners
 - Carril de Limpieza
 - Cleaning Cupboard
 - Fuels + Oils
 - Fuel Shed**
 - Laboratory
 - Analytical Lab
 - Organic Chems Cupboard
 - Reagents
- Western Australia
 - Defence
 - Dangerous Goods Store

[Clear] [Save] [Cancel] * — Required

The Cat Name* (required field) in the “Add wizard” window may result in an exact or associated matches found in your own inventory. When a material name is found, which is what a user has saved into the own inventory, the Cat Name field autofills the already registered details of the container.

Add New Product

Products | Additional information | SARA | Destination Folder

1 Product Information ☐ Non-Chemical Registered

Batch/Lot Number Expiry Date

CAT Number Acquired Date

CAT Name* Owner

2 Barcode Management

Quantity*

☒ Chemwatch Generated Barcodes
☐ Barcodes for small containers
☐ Custom Barcodes

Product Size* Metric

Container Type

CAS No. Product State Photo Upload

Document Linked

2.1 Add New Product (Registered)

The Add Products and Edit Container Wizards allow users to provide as much information as possible, noting that there are specific required fields before adding new products/containers into a SISOT folder.

The exercise below illustrates how to add a new registered Registered product into a SISOT folder.

Steps to Add New Registered Product to a SISOT Folder

TRAINING

CHEMWATCH

3 Products Containers

4 + Add Product

1 SISOT

2 Fuel Shed

Home | Own | Folder

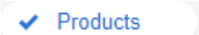
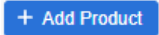
Type in material name, CAS No or CW No

All products for administrator

- Australia
 - New South Wales
 - Queensland
 - South Australia
 - Victoria
 - Cleaners
 - Fuels + Oils
 - Fuel Shed
 - Laboratory
 - Analytical Lab
 - Organic Chems Cupboard

Expand Collapse

Catalogue Name	Documents	CAT Num	Vendor	Current	Vol/Wt
Acetone			MP Biomedicals	20 L	
Chlorine			Air Products (Air Products & Chemicals)	30 L	

1. Open **SISOT module**.
 2. Click on a **SISOT Folder**.
 3. Select the **Products** button
 in the SISOT toolbar area of the user interface.
 4. Click on the **Add Products** button
 to open the Add Products Wizard window.
 5. The Add Products Wizard window defaults to the **Products** tab form.
- In Section 1 Product Information, click on **CAT Name** field and type the name of the product, e.g., Benzene.
- An **autocomplete search** word wheel will pop-up product information and display  icon depicting a **Registered** product. Select the CAT Name to populate the respective information into the product's form. Note that the registered product information display tag  :

- CAT Name
 - Vendor
 - Product Size
8. **Product Size** (required field) will be populated from the registered product information.
 9. **SI Unit** of the product container populates automatically, e.g., Metric.
 10. **Unit measure** of the product container populates automatically, e.g., 10L.
 11. Click the drop-down arrow to select the **Container Type** from the list of known containers, e.g., Bottle.
 12. Enter a **CAS Number** (optional) in the CAS No. field.
 13. Click the **Product State** drop-down arrow to select the physical state (Solid, Liquid, Gas) of the product, e.g., Liquid.
 14. Click on the **Magnifying Glass** to link the **Vendor Document** (SDS) to the registered product from the full collection or own inventory.

Add New Product

Products **5** Additional information SARA Destination Folder

1 Product Information ☐ Non-Chemical **Unregistered**

Batch/Lot Number

CAT Number

CAT Name * **6**

Expiry Date **15**

Acquired Date **16**

Owner **17**

2 Barcode Management

Quantity * **20**

☒ Chemwatch Generated Barcodes
☐ Barcodes for small containers
☐ Custom Barcodes **21**

CAT Number	CAT Name	Vendor	Product Size	Non Chemical
	benzene 7	Sigma-Aldrich (Merck)	10 L	—

Product Size * **8** **9** **10**

Container Type **11**

CAS No. **12** Product State **13**

Document Linked **14**  

Photo Upload  **18**

 **19**

22

 Clear * — Required

15. Click on the Calendar field to set the product's **Expiry Date**.
 16. Set the product's **Acquired Date**.
 17. Select the **Owner** of the product container from the drop-down users.
 18. **Add Notes** about the product container (optional).
 19. Click the **Add icon**  to upload an **image/photo** of the product container.
 20. Go to section 2 Barcode Management to enter the Product Container **Quantity** (required field), e.g., 5 (number of product containers).
 21. Select the appropriate checkbox for **Chemwatch Generated Barcode** or **Custom Barcodes** (refer to appendix for details on barcodes and barcode types).
 22. Click the **Save** button .
 23. Click on the newly added product **Catalogue Name** from the products grid view to pop-up barcode information.
- Note that the number of barcodes displayed are dependent on the number of containers (Quantity field value).

Product Information Provided

Add New Product ✕

Products	Additional information	SARA	Destination Folder
1 Product Information ☐ Non-Chemical Batch/Lot Number Batch/Lot Number CAT Number CAT Number CAT Name * benzene Vendor * Sigma-Aldrich (Merck) Product Size * 10 Metric L Container Type Bottle CAS No. CAS No Product State Liquid Document Linked  benzene ✕	2 Barcode Management Quantity * 5 ☒ Chemwatch Generated Barcodes ☐ Barcodes for small containers ☐ Custom Barcodes	Registered Expiry Date 19/11/2027 Acquired Date 03/11/2025 Owner administrator Note Product container is labelled in accordance with GHS requirements. Photo Upload   + Upload	

 Clear * — Required  

Upon saving the product information, the product's grid will display the newly added product record into the inventory within the current SISOT folder as shown below. The documents column icons are automatically linked to the provided vendor SDS and the image(s) added to the product's form.

TRAINING
CHEMWATCH

Simple Advanced

Own Folder

Type in material name, CAS No or CW No

Expand Collapse

All products for administrator

- Australia
 - New South Wales
 - Queensland
 - South Australia
 - Victoria
 - Cleaners
 - Fuels + Oils
 - Fuel Shed
 - Laboratory
 - Western Australia
 - New Zealand

Products

Containers

Transfer Receipts Stocktake Reconciliation Report Print Out

+ Add Product

Catalogue Name	Documents	CAT Num	Vendor	Current Vol/Wt	Current Quantity	Remaining activity	Product Tags
Acetone			MP Biomedicals	20 L	1 (20 L)		
benzene			Sigma-Aldrich (Merck)	50 L	5 (10 L)		
Chlorine			Air Products (Air Products & Chemicals)	30 L	1 (30 L)		

Hover mouse over the Catalogue Name in the product's grid to view product's Chemwatch generated barcodes.

+ Add Product

Show subfolders

Catalogue Name	Documents	CAT Num	Vendor	Current Vol/Wt	Current Quantity	Remaining activity	Product Tags
Acetone			MP Biomedicals	20 L	1 (20 L)		
benzene			Sigma-Aldrich (Merck)	50 L	5 (10 L)		
Chlorine			Air Products (Air Products & Chemicals)	30 L	1 (30 L)		

Search...

Track	Barcode	Current Vol/Wt	Expiry Date	Owner	History	Notes	Action
☐	1897713224.10L.9	10 L	2027/11/19	administrator			
☐	1897713224.10L.13	10 L	2027/11/19	administrator			
☐	1897713224.10L.12	10 L	2027/11/19	administrator			
☐	1897713224.10L.11	10 L	2027/11/19	administrator			
☐	1897713224.10L.10	10 L	2027/11/19	administrator			

1 15 / page

2.2 Add New Product (Unregistered)

The system allows users to add product containers into a folder even if they are not linked to materials, documents will be shown in the SISOT grid, grouped by product as unregistered **Unregistered**. The following exercise shows how to add a new unregistered product in the system into a SISOT folder.

Steps to Add New Unregistered Product to a SISOT Folder

TRAINING
CHEMWATCH

Simple Advanced

Own Folder

Type in material name, CAS No or CW No

Expand Collapse

All products for administrator

- Australia
 - New South Wales
 - Queensland
 - South Australia
 - Victoria
 - Cleaners
 - Fuels + Oils
 - Fuel Shed
 - Laboratory
 - Western Australia
 - New Zealand

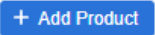
Products

Containers

Transfer Receipts Stocktake Reconciliation

+ Add Product

Catalogue Name	Documents	CAT Num	Vendor	Current Vol/Wt
Acetone			MP Biomedicals	20 L
Chlorine			Air Products (Air Products & Chemicals)	30 L

1. Open **SISOT module**.
2. Click on a **SISOT Folder**.
3. Select the **Products** button  in the SISOT toolbar area of the user interface.
4. Click on the **Add Products** button  to open the Add Products Wizard window.
5. The Add Products Wizard window defaults to the **Products tab** form.
6. In Section 1 Product Information, click on **CAT Name** field and type the name of the product, e.g., Zinc Chloride. Note that the unregistered product displays a tag **Unregistered**.
7. Enter **Vendor Name** in the vendor field, e.g., Redox.
8. **Add the Product Size** (required field).
9. Select the **SI Unit** of the product container, e.g., Metric.
10. Select the **Unit measure** of the product container, e.g., kg.
11. Click the drop-down arrow to select the **Container Type** from the list of known containers, e.g., Bottle.
12. Enter a **CAS Number** (optional) in the CAS No. field.
13. Click the **Product State** drop-down arrow to select the physical state (Solid, Liquid, Gas) of the product, e.g., Solid.
14. Click on the **Magnifying Glass** to search for the product and select vendor SDS Document to upload the **Vendor Document** (SDS) to the unregistered product.

Add New Product ×

Products 5 Additional information SARA Destination Folder

1 Product Information ☐ Non-Chemical Unregistered

Batch/Lot Number

CAT Number

CAT Name * 6

Vendor * 7

Product Size * 8 9 10

Container Type 11

CAS No. 12 Product State 13

Document Linked 14  

No Document

Expiry Date 15

Acquired Date 16

Owner 17

Note 18

Quantity * 20

☒ Chemwatch Generated Barcodes 21
☐ Barcodes for small containers
☐ Custom Barcodes

Photo Upload 19 

22

 Clear * — Required Save Cancel

Add New Product

Products Additional information SARA Destination Folder

Document Search

Full Own Doc Name X Q ☒ Select SDS ☐ View SDS

Name	Vendor	Country	Language	Issue Date
zinc chloride	Scientific	GBR	EN	03/01/2021
zinc chloride	Fisher Scientific (Thermo Fisher Scientific)	GBR	EN	04/05/2016
zinc chloride	Browning Chemical	USA	EN	29/09/2002
Zinc chloride	Redox Pty Ltd	AUS	EN	23/10/2019
zinc chloride	Old Bridge Chemicals (Madison Industries)	USA	EN	01/07/2010
zinc chloride	Science Stuff	USA	EN	20/03/2013
zinc chloride	Honeywell	USA	EN	05/04/2013
zinc chloride	VWR (Part of Avantor)	NOR	NO	17/10/2005
Zinc chloride	Sigma-Aldrich (as MilliporeSigma Merck)	USA	EN	13/02/2018

1-25 of 602 items < 1 2 3 4 5 ... 25 > 25 / page

No Document

Clear

* — Required Save Cancel

15. Click on the Calendar field to set the product's **Expiry Date**.
16. Set the product's **Acquired Date**.
17. Select the **Owner** of the product container from the drop-down users.
18. **Add Notes** about the product container (optional).
19. Click the **Add icon**  to upload an **image/photo** of the product container.
20. Go to section 2 Barcode Management to enter the Product Container **Quantity** (required field), e.g., 3 (number of product containers).

21. Select the appropriate checkbox for **Chemwatch Generated Barcode** or **Custom Barcodes** (refer to appendix for details on barcodes and barcode types).
22. Click the **Save** button .
23. Click on the newly added product **Catalogue Name** from the products grid view to pop-up barcode information.

Note that the number of barcodes displayed are dependent on the number of containers (Quantity field value).

Information Provided for Unregistered Product (No Document Linked)

Note that the Unregistered Product status will change to Registered once the Product Vendor SDS is uploaded from the full search collection into the product form's Document Linked.

Add New Product

Products
Additional information
SARA
Destination Folder

1 Product Information ☐ Non-Chemical

Batch/Lot Number

Batch/Lot Number

CAT Number

CAT Number

CAT Name *

Zinc Chloride

Vendor *

Redox

Product Size *

1

Metric

kg

Container Type

Bottle

CAS No.

7646-85-7

Product State

Solid

Document Linked ⓘ

No Document

Expiry Date

03/02/2027

Acquired Date

04/11/2025

Owner

administrator

Note

Stored in a cool environment.

Photo Upload ⓘ



+ Upload

2 Barcode Management

Quantity *

3

☒ Chemwatch Generated Barcodes

☐ Barcodes for small containers
☐ Custom Barcodes

Unregistered

Clear

* — Required

Save

Cancel

Product Information Provided for Registered Product (Document Linked)

Add New Product

Products
Additional information
SARA
Destination Folder

1 Product Information ☐ Non-Chemical

Batch/Lot Number

Batch/Lot Number

CAT Number

CAT Number

CAT Name *

Zinc chloride

Vendor *

Redox Pty Ltd

Product Size *

1

Metric

kg

Container Type

Bottle

CAS No.

7646-85-7

Product State

Solid

Document Linked ⓘ

Zinc chloride ✕

Expiry Date

03/02/2027

Acquired Date

04/11/2025

Owner

administrator

Note

Stored in a cool environment.

Photo Upload ⓘ



+ Upload

2 Barcode Management

Quantity *

3

☒ Chemwatch Generated Barcodes

☐ Barcodes for small containers
☐ Custom Barcodes

Registered

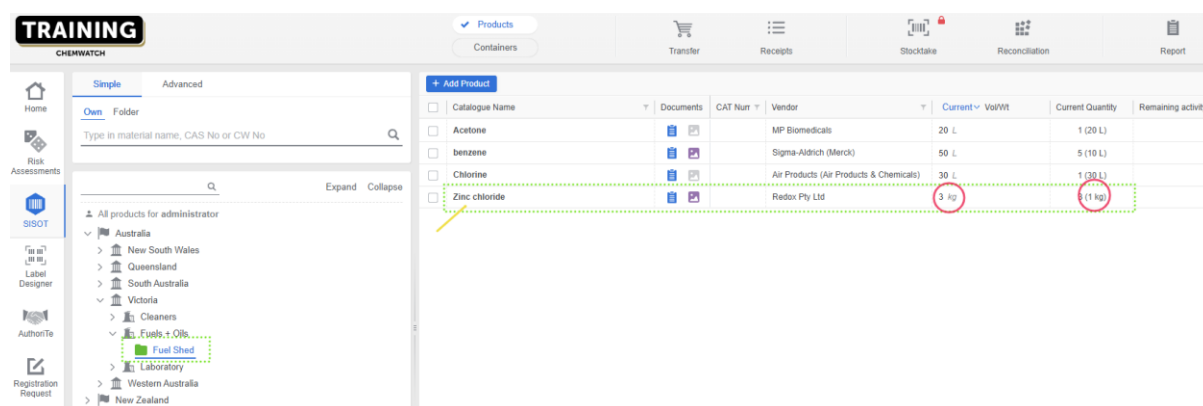
Clear

* — Required

Save

Cancel

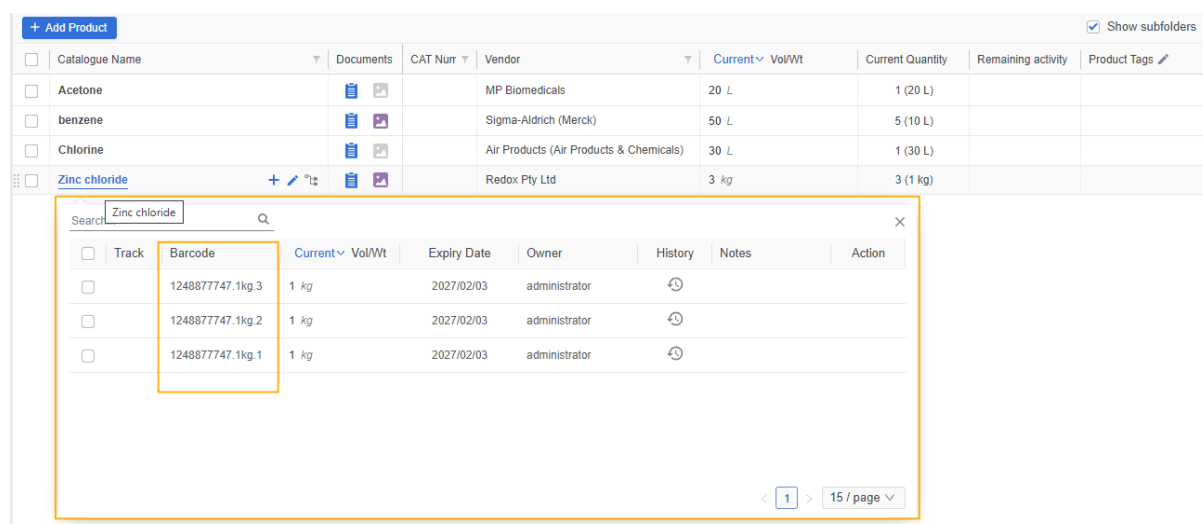
Upon saving the product information, the product's grid will display the newly added product record into the inventory within the current SISOT folder as shown below. The documents column icons are automatically linked to the provided vendor SDS and the image(s) added to the product's form.



The screenshot shows the Chemwatch SISOT interface. On the left is a sidebar with navigation options like Home, Risk Assessments, SISOT, Label Designer, AuthorTe, and Registration Request. The main area has a 'Simple' tab selected. Below it is a search bar and a tree view of folders. The 'Zinc chloride' folder is selected. The main table displays a list of products. The 'Zinc chloride' row is highlighted with a green dashed box. A yellow arrow points to the 'Catalogue Name' column header. The 'Documents' column for 'Zinc chloride' shows two icons: a document and a picture.

Catalogue Name	Documents	CAT Num	Vendor	Current Vol/Wt	Current Quantity	Remaining activity
Acetone	 		MP Biomedicals	20 L	1 (20 L)	
benzene	 		Sigma-Aldrich (Merck)	50 L	5 (10 L)	
Chlorine	 		Air Products (Air Products & Chemicals)	30 L	1 (30 L)	
Zinc chloride	 		Redox Pty Ltd	3 kg	1 (1 kg)	

Hover mouse over the Catalogue Name in the product's grid to view product's Chemwatch generated barcodes.



The screenshot shows the Chemwatch SISOT interface. The 'Zinc chloride' row is selected, and a dropdown menu is open. The dropdown menu displays a list of barcodes and quantities for 'Zinc chloride'.

Track	Barcode	Current Vol/Wt	Expiry Date	Owner	History	Notes	Action
☐	1248877747.1kg.3	1 kg	2027/02/03	administrator			
☐	1248877747.1kg.2	1 kg	2027/02/03	administrator			
☐	1248877747.1kg.1	1 kg	2027/02/03	administrator			

2.3 Add New Product (Non-Chemical)

The system allows users to add new products that are non-chemicals. Containers for non-chemicals will be Items and treated as Unregistered containers. The “Add New Product” wizard will change specific fields when “Non-Chemical” checkbox is enabled. The following fields are removed from the wizard for a non-chemical.

- Document Linked
- Expiry Date

Add New Product

Products SARA Destination Folder

1 Product Information ☒ Non-Chemical **Unregistered**

Batch/Lot Number Acquired Date

CAT Number Owner

CAT Name * Note

Vendor *

Product Size * Metric µg

Container Type

CAS No. Product State

Photo Upload

2 Barcode Management

Quantity *

☒ Chemwatch Generated Barcodes

☐ Barcodes for small containers

☐ Custom Barcodes

Clear * — Required Save Cancel

The following exercise shows how to add a new product (non-chemical) into a folder.

Steps to Add New Unregistered Product to a SISOT Folder

TRAINING

CHEMWATCH

3 ☒ Products Containers

Transfer Receipts Stocktake Reconciliation

4 + Add Product

1 SISOT

2 Fuel Shed

3. Select the **Products** button

4. Click on the **Add Products** button

1. Open **SISOT module**

2. Click on a **SISOT Folder**

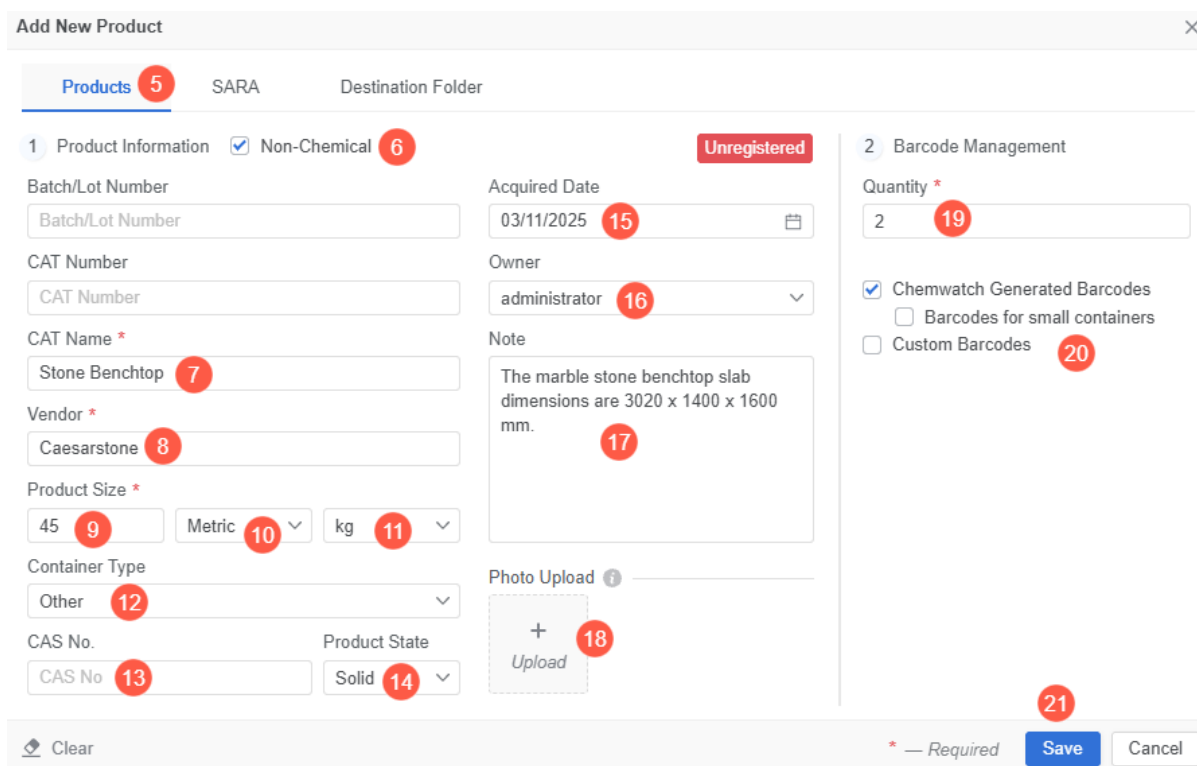
Catalogue Name	Documents	CAT Nurr	Vendor	Current	Vol/Vol
Acetone			MP Biomedicals	20 L	
Chlorine			Air Products (Air Products & Chemicals)	30 L	

1. Open **SISOT module**
2. Click on a **SISOT Folder**
3. Select the **Products** button
4. Click on the **Add Products** button

Note that the unregistered non-chemical product displays a tag **Unregistered**.

8. Enter **Vendor Name** in the vendor field, e.g., Caesarstone.
9. **Add the Product Size** (required field), e.g., 45.
10. Select the **SI Unit** of the product container, e.g., Metric.

5. The Add Products Wizard window defaults to the **Products tab** form.
6. In Section 1 of the Product form, select the “**Non-Chemical**” checkbox. Notice that enabling the non-chemical checkbox in the wizard will remove two fields; Document Linked and Expiry Date.
7. In the Product Information, click on **CAT Name** field and type the name of the non-chemical product, e.g., Stone Benchtop.
11. Select the **Unit measure** of the non-chemical product container, e.g., kg.
12. Click the drop-down arrow to select the **Container Type** from the list of known containers, e.g., Other.
13. Enter a **CAS Number** in the CAS No. field if applicable.
14. Click the **Product State** drop-down arrow to select the physical state (Solid, Liquid, Gas) of the product, e.g., Solid.



The screenshot shows the 'Add New Product' window. It has a 'Products' tab (5) and a 'SARA' tab. The 'Products' tab is active, showing 'Section 1: Product Information'. A 'Non-Chemical' checkbox (6) is checked. The 'Unregistered' status is shown in a red box. The form fields include: 'Batch/Lot Number' (text input), 'Acquired Date' (calendar icon, 15), 'CAT Number' (text input), 'Owner' (dropdown, 16), 'CAT Name' (text input, 7), 'Vendor' (text input, 8), 'Product Size' (text input, 9), 'Metric' (dropdown, 10), 'kg' (dropdown, 11), 'Container Type' (dropdown, 12), 'CAS No.' (text input, 13), 'Product State' (dropdown, 14), 'Note' (text area, 17), 'Quantity' (text input, 19), 'Chemwatch Generated Barcodes' (checkbox, 20), 'Barcode Management' (checkbox), and 'Custom Barcodes' (checkbox, 20). A 'Photo Upload' button (18) is also present. At the bottom, there is a 'Clear' button, a 'Save' button (21), and a 'Cancel' button. A red asterisk indicates required fields.

15. Set the product's **Acquired Date**.
16. Select the **Owner** of the product container from the drop-down users.
17. **Add Notes** about the product container (optional).
18. Click the **Add icon** + to upload an **image/photo** of the product.
19. Go to section 2 Barcode Management to enter the Product Container
20. Select the appropriate checkbox for **Chemwatch Generated Barcode** or **Custom Barcodes**.
21. Click the **Save** button .
22. Click on the newly added product **Catalogue Name** from the products grid view to pop-up barcode information.

Quantity (required field), e.g., 2
(number of product containers).

Note that the number of barcodes displayed are dependent on the number of containers (Quantity field value).

Information Provided for Unregistered Product (Non-Chemical)

Add New Product

Products SARA Destination Folder

1 Product Information: ☒ Non-Chemical Unregistered

Batch/Lot Number

CAT Number

CAT Name *

Vendor *

Product Size *
 Metric

Container Type

CAS No.

Product State

Acquired Date

Owner

Note
The marble stone benchtop slab dimensions are 3020 x 1400 x 1600 mm.

Photo Upload:

2 Barcode Management
Quantity *

☒ Chemwatch Generated Barcodes
☐ Barcodes for small containers
☐ Custom Barcodes

* — Required

Upon saving the product container information, the product's grid will display the newly added product container record into the inventory within the current SISOT folder. Hover mouse over the Catalogue Name in the product's grid to view product's Chemwatch generated barcodes for the non-chemical.

+ Add Product ☒ Show subfolders

☐ Catalogue Name	Documents	CAT Nurr	Vendor	Current Vol/Wt	Current Quantity	Remaining activity	Product Tags
☐ Acetone			MP Biomedicals	20 L	1 (20 L)		
☐ benzene			Sigma-Aldrich (Merck)	50 L	5 (10 L)		
☐ Chlorine			Air Products (Air Products & Chemicals)	30 L	1 (30 L)		
☐ Stone Benchtop			Caesarstone	90 kg	2 (45 kg)		

Search... Stone Benchtop

☐ Track	Barcode	Current Vol/Wt	Expiry Date	Owner	History	Notes	Action
☐	U1762064712.45kg.2	45 kg		administrator			
☐	U1762064712.45kg.1	45 kg		administrator			

< 1 > 15 / page

The documents column icon is automatically linked to the container image added to the product's wizard.

The screenshot shows the Chemwatch interface with the 'Products' tab selected. A modal window is open for adding a new container. The modal has a search bar and a table with columns: Track, Barcode, Current Vol/Wt, Expiry Date, Owner, History, Notes, and Action. The table contains two entries for 'Stone Benchtop' with barcodes U1762064712.45kg.2 and U1762064712.45kg.1, both with a current volume/weight of 45 kg and owned by administrator.

2.4 Add New Container (Registered) to Existing Product in a Folder

The Add Products Wizard allows users to add a container to an existing product in a SISOT Folder to enable updating your inventory with new containers. The exercise below illustrates how to add a new container to a registered **Registered** product in a SISOT folder inventory.

Steps to Add New Container to a Registered Product in a SISOT Folder

The screenshot shows the Chemwatch interface with the 'SISOT' module selected. The 'Products' tab is active, and a list of products is displayed. The products are: Acetone, benzene, Chlorine, Stone Benchtop, and Zinc chloride. The 'benzene' product is highlighted, and the 'Add' icon (+) is visible next to it.

1. Open **SISOT module**.
2. Click on a **SISOT Folder**.
3. Select the **Products** button in the SISOT toolbar area of the user interface.

- The selected folder's product list is displayed in the products grid with catalogue name(s), vendor(s) and current quantity information.
4. Hover mouse over the catalogue name and click the **"Add"** icon + to add a new container to the existing product.

5. Check the **Cat Name**.
 6. Check **Vendor Name**.
 7. Check the **Product Size** (Volume/Weight and Unit Measure).
 8. Check the **Container Type**.
 9. Check the **Product State** (Solid or Liquid or Gas).
 10. Click on the Calendar field to set the product's **Expiry Date**.
 11. Set the product's **Acquired Date**.
 12. Select the **Owner** of the product container from the drop-down users.
 13. **Add Notes** about the product container (optional).
 14. Click the **Add icon**  to upload an **image/photo** of the product container.
 15. Go to section 2 Barcode Management to enter the Product Container **Quantity** (required field), e.g., 1 (number of product containers).
 16. Select the appropriate checkbox for **Chemwatch Generated Barcode** or **Custom Barcodes** (refer to appendix for details on barcodes and barcode types).
 17. Click the **Save** button .
 18. Click on the newly added product **Catalogue Name** from the products grid view to pop-up barcode information.
- Note that the number of barcodes displayed are dependent on the number of containers (Quantity field value).

Product Information Provided

Add New Product

Products

Additional information

SARA

Destination Folder

1 Product Information ☐ Non-Chemical

Batch/Lot Number

Batch/Lot Number

CAT Number

CAT Number

CAT Name *

benzene

Vendor *

Sigma-Aldrich (Merck)

Product Size *

10

Metric

L

Container Type

Bottle

CAS No.

CAS No

Product State

Liquid

Document Linked

benzene

Expiry Date

19/11/2027

Acquired Date

03/11/2025

Owner

administrator

Note

Product container is labelled in accordance with GHS requirements.

Photo Upload

+

Upload

2 Barcode Management

Quantity *

1

☒ Chemwatch Generated Barcodes

☐ Barcodes for small containers

☐ Custom Barcodes

Registered

Save

Cancel

Upon saving the product container information, the product's grid will display the newly added container record for the product. Verify the volume/weight increase for the line item as per the newly added container of the product.

Hover mouse over the Catalogue Name of the product in grid to view product's generated barcodes.

2.5 Track Product to Identify Folder Location(s)

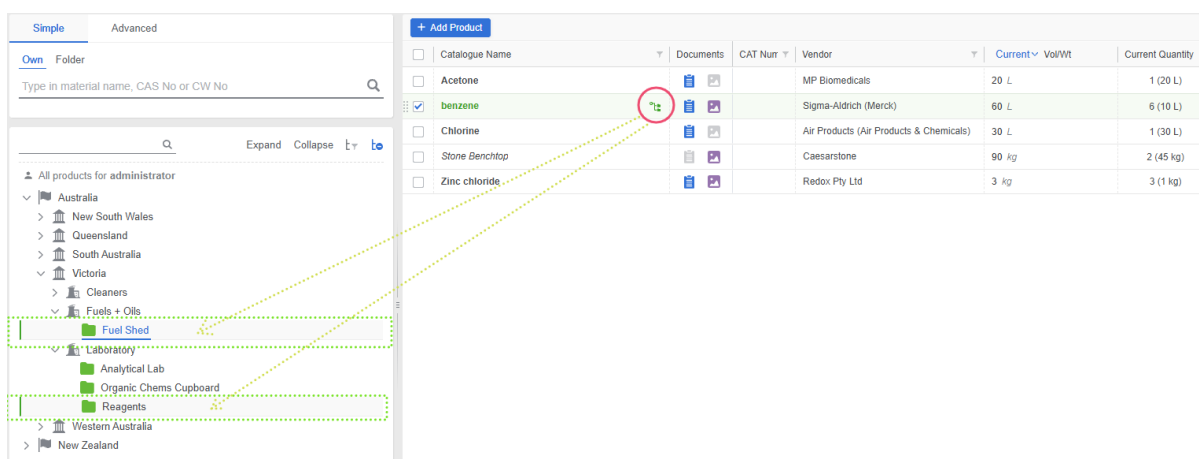
Steps to Track Products Folder Location(s)

Sisot User Guide, v3

1. Open **SISOT module** .
2. Click on a **SISOT Folder**.
3. Select the **Products** button  in the SISOT toolbar area of the user interface.
4. Hover mouse over the product's Catalogue Name and click on the "Track" icon .

5. The folder locations will be highlighted where the product locations are identified.

Note that if the product is located in multiple folder location within the tree structure, all those folders will be highlighted including the current folder.

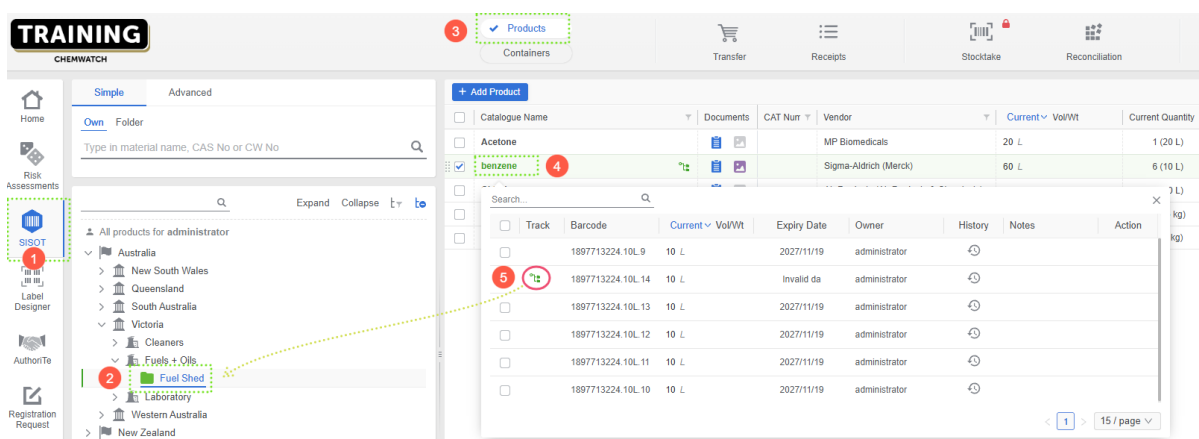


The screenshot shows the SISOT interface with the 'Simple' tab selected. On the left, a folder tree is expanded to show 'Australia' > 'New South Wales' > 'Queensland' > 'South Australia' > 'Victoria' > 'Cleaners' > 'Fuels + Oils' > 'Fuel Shed'. The 'benzene' product is highlighted in the main table, and its 'Track' icon is circled in red. Dotted lines indicate the path from the 'Track' icon to the 'benzene' product and then to the 'Fuel Shed' folder in the tree structure.

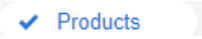
2.6 Track Container(s) to Identify Folder Location(s)

The **Track** function  provides users with the ability to track containers in the inventory. Tracking product container barcodes is essential for identifying the folder location(s) where the containers are stored.

Steps to Track Container in Folder Location(s)

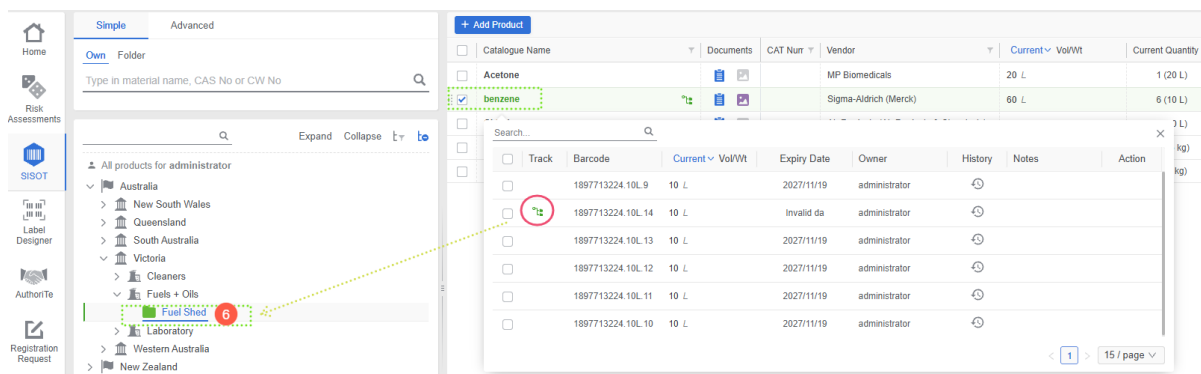


The screenshot shows the SISOT interface with the 'Simple' tab selected. On the left, a folder tree is expanded to show 'Australia' > 'New South Wales' > 'Queensland' > 'South Australia' > 'Victoria' > 'Cleaners' > 'Fuels + Oils' > 'Fuel Shed'. The 'benzene' product is highlighted in the main table, and its 'Track' icon is circled in red. A 'Track' dialog box is open, showing a list of containers with barcodes and their locations. The 'benzene' product is highlighted in the dialog box, and its 'Track' icon is circled in red.

1. Open **SISOT module**.
2. Click on a **SISOT Folder**.
3. Select the **Products** button
 in the SISOT toolbar area of the user interface.
4. Click on the **Catalogue Name** to open the container barcode pop-up window

5. Hover mouse over the product's barcode and click on the **"Track"** icon .
6. The folder location will be highlighted where the container location is identified.

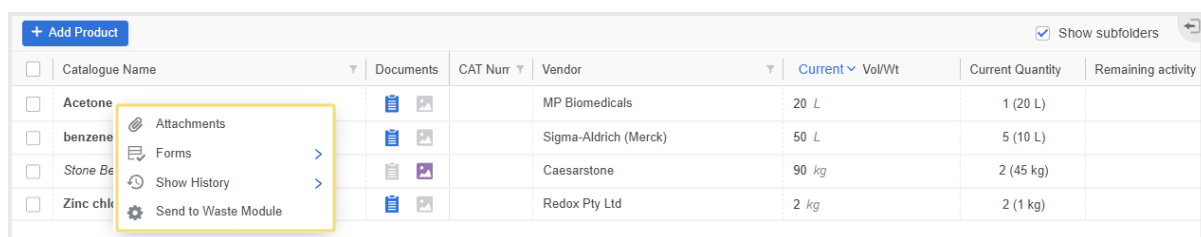
Use the X icon to close the barcode window.



The screenshot shows the SISOT interface with the 'Products' button highlighted in the toolbar. A 'Track' pop-up window is open for 'Benzene', displaying a table of container data.

Track	Barcode	Current Vol/Wt	Expiry Date	Owner	History	Notes	Action
☐	1897713224.10L.9	10 L	2027/11/19	administrator			
☒	1897713224.10L.14	10 L	Invalid da	administrator			
☐	1897713224.10L.13	10 L	2027/11/19	administrator			
☐	1897713224.10L.12	10 L	2027/11/19	administrator			
☐	1897713224.10L.11	10 L	2027/11/19	administrator			
☐	1897713224.10L.10	10 L	2027/11/19	administrator			

2.7 Products and Containers Mode Right Click Menu



The screenshot shows the right-click menu for 'benzene' in the SISOT interface. The menu options are:

- Attachments
- Forms
- Show History
- Send to Waste Module

The right-click menu offers users some features to carry out the following activities.

- **Attachments**
Users can attach documents for a container.
- **Forms**
Any form(s) associated with SISOT Products will be displayed here to fill in respective required information about the product/containers.
- **Show History**
Displays container and volume/weight history information.
- **Send to Waste**
This setting enables users to send waste containers to the Waste module.

3.0 Transferring Containers

In this topic, you will gain knowledge about transferring containers in SISOT module:

- [Container transfer requirements](#)
- [Transfer process flow](#)
- [Drag and drop function](#)
- [Printing and scanning action barcodes](#)



Generally, all chemical and non-chemical inventory data will be digitally represented in a folder structure where it may reflect a manifest site map of the entire business or organisation where products and containers are located or stored, used or moved around the workplace for a variety of purposes.

In short, SISOT folders within the folder tree are designated as locations where product containers can be requested for transfer from a source folder and approved in the destination folder. The transfer process requires these types of container transfer users.

- Requester
- Approver

A requester is a user that has been granted the privilege to make a transfer from a folder, however, cannot approve the same transfer. An approver is a user that has been given permission to approve transfers to destination folders. Users can also be granted both privileges to request container transfers and approve those transfers and in specific cases can transfer containers without any approval. Folder permissions play a critical role for users to be able to transact container transfers.

In a work environment, there are rules and best practices for chemical container transfers based on global safety standards such as ISO45001 principles. Moreover, each country engages their own jurisdictional standards and requirements for chemical containers, such as Safework Australia, OSHA (US), CLP (EU) and REACH (EU), etc. However, in the SISOT module, we employ digital rules of engagement to move containers from one folder to another.

Folder permissions define user role or functionality that permits users to add or transfer containers. The following table provides information on the requirements on user folder permissions that impact container transfers.

- Deny
- Read-Write
- Read
- Not Defined

Container transfers are also dependent on Container Owner folder permissions. Container owner is set in Container Owner Settings for users who have:

- Read access or Read-Write access to the folder
- Read-Write access to the folder

Module Settings Barcode Approval Stocktake Reconciliation **Containers** Container Wizard

Container Owner is selected from

☒ Users who have Read access OR Read+Write access to the folder

☐ Users who have Read+Write access to the folder

The transfer story uses specific a logic to transfer containers from the source folder to the destination folder where one/many to one/many transfers are catered. The system provides two ways to conduct transfers in the container Transfer mode .

- Scan In and Scan Out containers
- Drag and drop function

Transfer Mode Button in Sisot Toolbar

Products Containers **Transfer** Receipts Stocktake Reconciliation Report Print Out

+ Add Product Show subfolders

☐	Catalogue Name	Documents	CAT Num	Vendor	Current Vol/Wt	Current Quantity	Remaining activity	Product Tags
☐	Acetone			MP Biomedicals	20 L	1 (20 L)		
☐	benzene			Sigma-Aldrich (Merck)	60 L	6 (10 L)		
☐	Chlorine			Air Products (Air Products & Chemicals)	30 L	1 (30 L)		
☐	Stone Benchtop			Caesarstone	90 kg	2 (45 kg)		
☐	Zinc chloride			Redox Pty Ltd	3 kg	3 (1 kg)		

Transfer Mode Window: Source and Destination Components

Transfer

Source ☐ Multiple Transfer

Expand Collapse ☐ Barcode Batch/Lot Number CAT Number CAT Name Vendor Vol/WT Expiry Date

Australia

New South Wales

Queensland

South Australia

Victoria

Cleaners

Fuels + Oils

Fuel Shed

Laboratory

Western Australia

New Zealand

U1762064712.45kg.2

U1762064712.45kg.1

2033625747.20L.3

1937618631.30L.6

1897713224.10L.9

1897713224.10L.14

1897713224.10L.13

Stone Benchtop

Stone Benchtop

Acetone

Chlorine

benzene

benzene

benzene

Caesarstone

MP Biomedicals

Air Products (Air Products & Chemicals)

Sigma-Aldrich (Merck)

Sigma-Aldrich (Merck)

Sigma-Aldrich (Merck)

45 kg

45 kg

20 L

30 L

10 L

10 L

10 L

2025/10/06

2025/10/31

Invalid date

2027/11/19

2027/11/19

2027/11/19

25 Items per page

Transfer

Destination

Expand Collapse ☐ Barcode Batch/Lot Number CAT Number CAT Name Vendor Vol/WT Expiry Date

All Transfer Containers

Victoria

Cleaners

Fuels + Oils

Laboratory

Analytical Lab

Organic Chems Cupboard

Reagents

Western Australia

New Zealand

No Data

Submit Close

The manual transfer in the Transfer mode window enables users to select the product container barcode(s) from the source folder location to the destination folder.

Transfer Mode Window

The screenshot shows the Transfer Mode Window with two main sections: Source and Destination. The Source section on the left has a folder tree with 'Fuel Shed' selected. The Destination section on the left has a folder tree with 'Analytical Lab' selected. Both sections have a corresponding grid of containers. The Source grid lists various containers with their barcodes, batch/lot numbers, CAT numbers, CAT names, vendors, volumes, and expiry dates. The Destination grid shows a single container selected for transfer. A 'Transfer' button is located between the two grids, and a 'Submit' button is at the bottom right.

Barcode	Batch/Lot Number	CAT Number	CAT Name	Vendor	Vol/WT	Expiry Date
U1762064712.45kg.2	—		Stone Benchtop	Caesarstone	45 kg	
U1762064712.45kg.1	—		Stone Benchtop	Caesarstone	45 kg	
2033625747.20L.3	—		Acetone	MP Biomedicals	20 L	2025/10/06
1937818631.30L.8	—		Chlorine	Air Products (Air Products & Chemicals)	30 L	2025/10/31
1897713224.10L.9	—		benzene	Sigma-Aldrich (Merck)	10 L	2027/11/19
1897713224.10L.14	—		benzene	Sigma-Aldrich (Merck)	10 L	Invalid date
1897713224.10L.13	—		benzene	Sigma-Aldrich (Merck)	10 L	2027/11/19

Barcode	Batch/Lot Number	CAT Number	CAT Name	Vendor	Vol/WT	Expiry Date
1897713224.10L.9	—		benzene	Sigma-Aldrich (Merck)	10 L	2027/11/19

Item	Transfer Mode Components	Description
1	Source Folder Tree	This is where users will select the source folder in which the transfer is transacted “From.”
2	Folder Location	This is the Folder Tree specific location(s) of the folder(s)
3	Transfer “From” Containers Grid	Identifies the source folder name
4	Destination Folder Tree	This is where users will select the destination folder in which the transfer is transacted “To.”
5	Transfer “To” Container Grid	Identifies the destination folder name
6	Transfer Button	To action the transfer once the source folder and the destination folder containers have been selected
7	Submit Button	To finalise the transfer and submit for actioning the transfer

Scan In and Scan Out Containers

The transfer using scanning feature will open the transfer window split into two segments as shown above in the Transfer mode window:

- Source Folder for the transfer
- Destination Folder for the transfer

Drag and Drop Transfer Function

To conduct a **Drag and Drop transfer**, users must have Read-Write permission to the source destination folders. This activity must be carried out in the Sisot Containers mode.

Container Grid View

Note that the transfer process must be completed in Receipts mode unless the Sisot Settings for Transfers & Receipting are set to bypass the Receipts mode.

3.1 Container Transfer Process Flow

The transfer process prerequisites begin with identifying the following aspects.

- Container transfer settings
- Product with all its containers & associated barcodes
- Single or multiple container(s) with associated barcode(s)
- Source folder and the destination folder

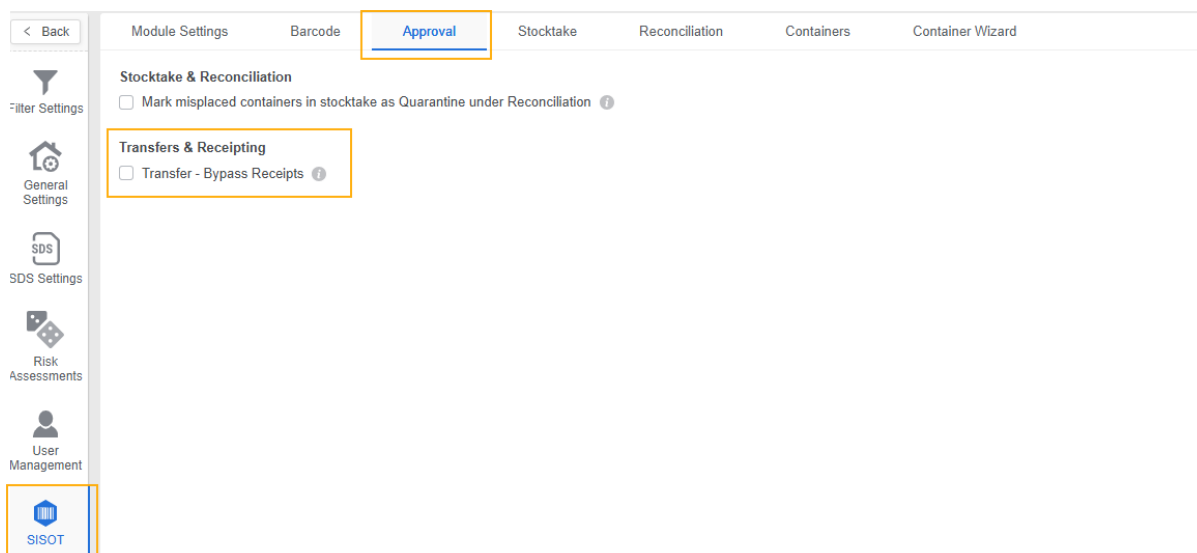
Container Transfer Settings

Users of the SISOT module can conduct transfers (one-to-one OR many-to-one) without having to head to receipts to approve or reject transfers. Users will need have the bypassing setting enabled under SISOT Settings > Approval Tab > Transfers & Receipting as shown below.

Steps to Enable SISOT Setting for Auto-Approval of Transfers & Receipting

1. Click on Settings .
2. Open **SISOT Settings** .
3. Click the **Approval** tab.
4. Select the **Transfer – Bypass Receipts** checkbox under the Transfers & Receipting option.
5. Click the **Save** button .

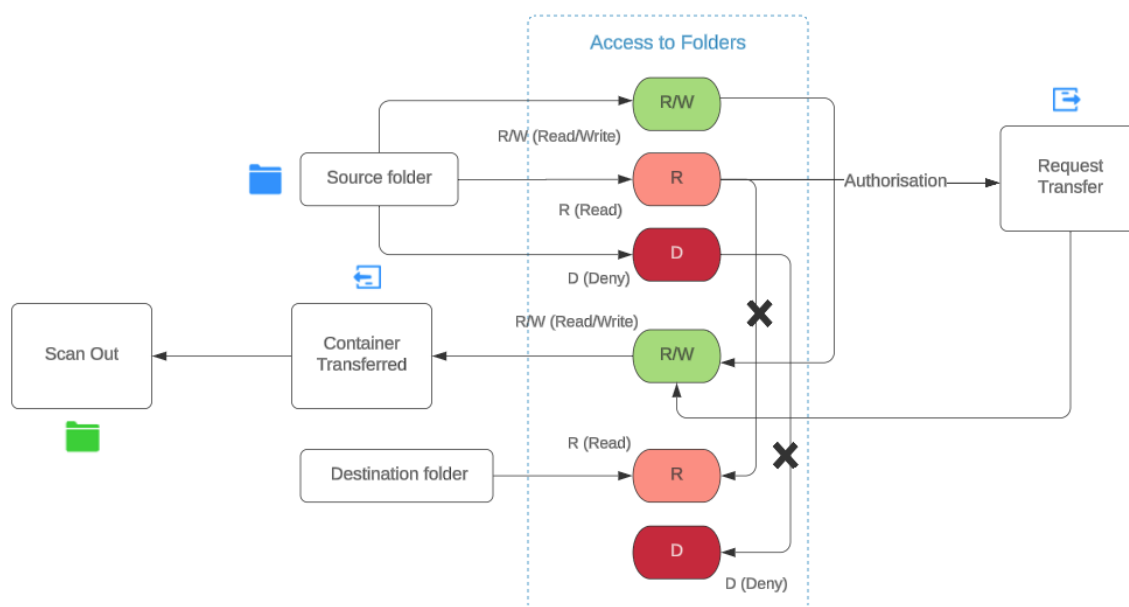
This action will enable automatic approval of transfers in the SISOT module without having to go to the receipts mode to approve any transfers.



A **Source Folder** is the original folder from which the transfer of the container stems from (this is the folder location where the product container is stored or originates from).

A **Destination Folder** is the in which the product container will be transferred to once the transfer process is complete.

There are folders permission that allow users to transfer product containers seamlessly without any approval as well as those that cannot permit container transfers. The flow below illustrates the folder permissions (access) attributed to the logic for container transfers.



Summary of Logical Sequence to User Types

Roles/Privileges		Source to Destination Folder Permission Attributes			
		Read to Read	Read to Read-Write	Read-Write to Read	Read-Write to Read-Write
Requester		It is not possible to request transfer	It is not possible to request transfer	It is possible to request transfer	It is possible to request transfer
Approver		It is not possible to approve transfer	It is possible to approve transfer	It is not possible to approve transfer	It is possible to approve transfer
Requester + Approver	Request	Cannot request transfer	Cannot request transfer	Can transfer	Not applicable
	Approve	Cannot approve transfer	Can approve transfer	Cannot approve transfer	Can approve transfer
	Transfer	Cannot conduct transfer	Cannot conduct transfer	Cannot conduct transfer	Can transfer without approval

Transfer Process Dependencies

Stocktake	Container Grid	Receipt
- Container transfers cannot be submitted from or to a folder with an active stocktake - Active stocktake is designated with red key lock icon on the stocktake button in the Sisot toolbar	- Transfer cannot be submitted if a user has read access to the source folder - Containers that are in transfer stage will not be shown in the destination folder until they are approved. The transfer source folder container grid will display a "Transfer" status tag alongside the product's container barcode in the active transfer process	- If transfers have a bypass approval, receipts mode will not display any active receipts - If transfers have to go through approval in destination folder, receipts will display in In/Pending, Out/Pending, In History and Out History tabs

All transfers will be captured in the Receipt mode's In/Pending and Out/Pending, In History and Out History tabs where approval of transfer is required.

i Note that the all transfers are assigned a Transfer Identity Number (Transfer ID – T-XXXX and (TA-XXXX for transfer accepted). The tracking ID is viewable in SISOT's Receipts mode. For more details, go to the Receipts Mode section of this guide.

Products	Containers	Transfer	Receipts	Stocktake	Reconciliation	Report	Print Out
+ Add Product Show subfolders							
☐ Catalogue Name	☐ Documents	CAT Num	Vendor	Current Vol/Wt	Current Quantity	Remaining activit	
☐ Acetone	 		MP Biomedicals	20 L	1 (20 L)		
☐ benzene	 		Sigma-Aldrich (Merck)	60 L	6 (10 L)		
☐ Chlorine	 		Air Products (Air Products & Chemicals)	30 L	1 (30 L)		
☐ Stone Benchtop	 		Caesarstone	90 kg	2 (45 kg)		
☐ Zinc chloride	 		Redox Pty Ltd	2 kg	2 (1 kg)		

In/Pending and Out/Pending

Receipts									
Expand Collapse In / Pending Out / Pending In History Out History									
Show All Pending Receipts									
From	Barcodes	Cat No.	Catalogue Name	Vendor	Container Size	Requested Quantity	Received Quantity	Compatibility	T
T-9002 2025-11-18 08:52:44 administrator Scan In Incompatibility Report									
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×	

More on transfer In/Pending, Out/Pending, transfer History in Receipts Mode is covered in detail in the Receipts section of this guide.

3.1.1 Transfer Product (with Container Barcodes)

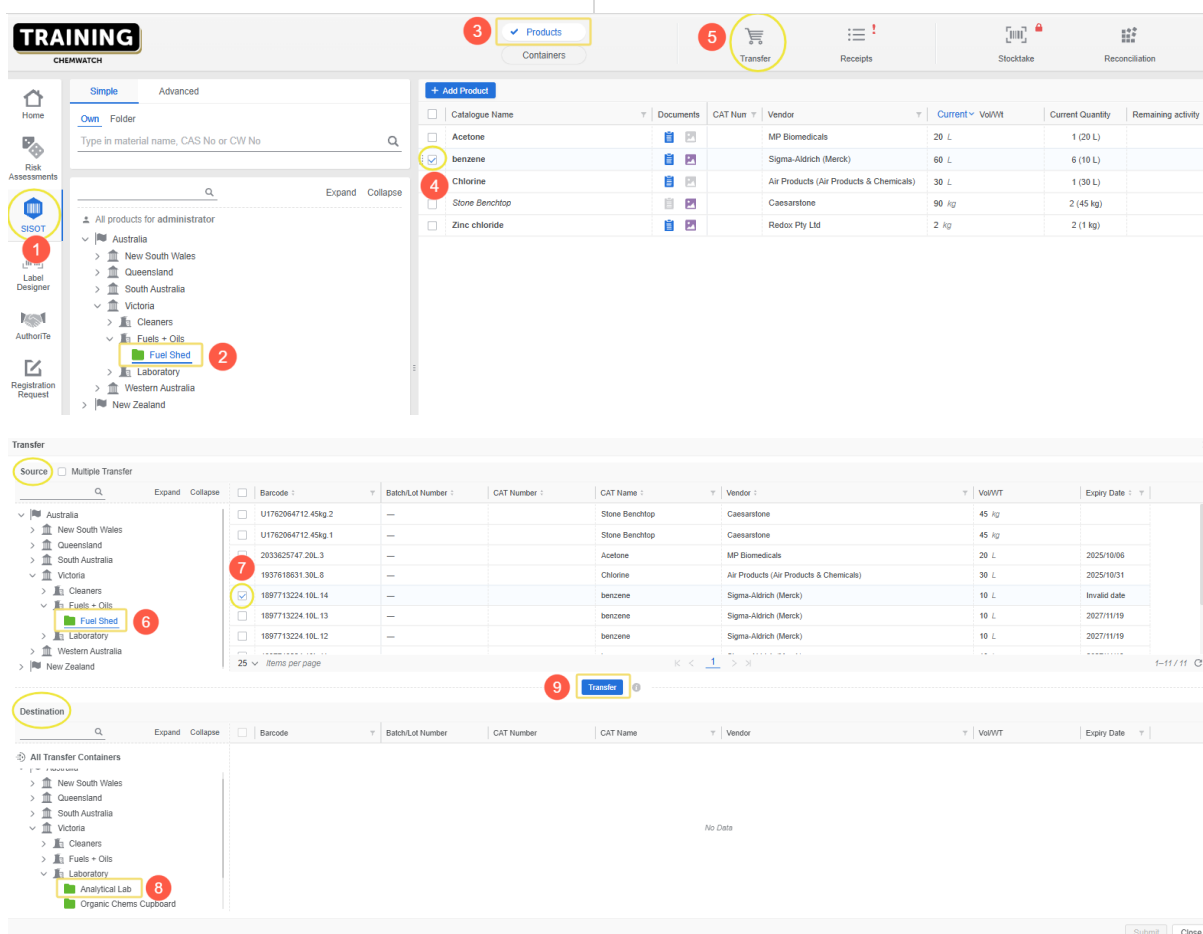
Products in SISOT module means a material or chemical or non-chemical in the products grid which displays the following columns.

- Catalogue Name
- Vendor
- Current Volume/Weight
- CAT (Catalogue) Number
- Batch/Lot Number
- Document Links SDS and Images
- Product Tags

Products	Containers	Transfer	Receipts	Stocktake	Reconciliation	Report	Print Out
+ Add Product Show subfolders							
☐ Catalogue Name	☐ Documents	Batch/Lot Number	CAT Number	Vendor	Current Vol/Wt	Product Tags	
☐ 1,3-Propanesultone	 	291250		Sigma-Aldrich	6 L		
☐ Ammonia	 	56789		Air Products (Air Products & Chemicals)	0 L		
☐ Benzene	 	291255		Merck Life Science (Sigma-Aldrich)	25 L		
☐ CHLORINE	 	32567		Matheson Tri-Gas	100 L		
☐ MEK	 	45682		Acros Organics	200 oz		

Steps: Transfer Product (with Containers)

1. Open **SISOT module** .
2. Click on a **SISOT Folder** .
3. Select the **Products** button  in the SISOT toolbar area of the user interface.
4. (Optional) Select **Checkbox**  alongside the **Product** (Containers – Current Quantity) if you want to drag and drop item into another location (folder destination). However, in this case, the next step will show how to use the Transfer mode window to choose the source folder, the container barcode and the destination folder to submit the transfer.
5. Click on the **Transfer** button  located on the SISOT Toolbar to activate the Transfer Mode.
6. In the Transfer Window's Source segment, click the Expand arrow and **select the Source Folder** and display container barcode list.
7. In the folder **Container Barcode list**, select the **Checkbox** alongside the desired container barcode to transfer.
8. In the Destination segment of the transfer window, use the expand arrow to **select the destination folder** of the transfer.
9. Click the **Transfer** button  located in the center of the Transfer window to complete the transfer process.



Transfer

Source ☐ Multiple Transfer

Barcode	Batch/Lot Number	CAT Number	CAT Name	Vendor	Vol/WT	Expiry Date
☐ U1762064712.45kg.2	---	---	Stone Benchtop	Caesarstone	45 kg	---
☐ U1762064712.45kg.1	---	---	Stone Benchtop	Caesarstone	45 kg	---
☐ 2033625747.20L.3	---	---	Acetone	MP Biomedicals	20 L	2025/10/06
☐ 1937619631.30L.8	---	---	Chlorine	Air Products (Air Products & Chemicals)	30 L	2025/10/31
☒ 1897713224.10L.14	---	---	benzene	Sigma-Aldrich (Merck)	10 L	Invalid date
☐ 1897713224.10L.13	---	---	benzene	Sigma-Aldrich (Merck)	10 L	2027/11/19
☐ 1897713224.10L.12	---	---	benzene	Sigma-Aldrich (Merck)	10 L	2027/11/19

Destination

All Transfer Containers

- Australia
 - New South Wales
 - Queensland
 - South Australia
 - Victoria
 - Cleaners
 - Fuels + Oils
 - Laboratory** (Selected)
 - Western Australia
 - New Zealand

25 Items per page

Transfer

i Note that in the transfer process, the Source folder cannot be the same as the Destination folder. Ensure to select a different folder from the Source folder as the Destination folder to complete the transfer process successfully.

Transfer

Source ☐ Multiple Transfer

Expand Collapse ☐ Barcode Batch/Lot Number CAT Number CAT Name Vendor Vol/WT Expiry Date

Australia

New South Wales

Queensland

South Australia

Victoria

Cleaners

Fuels + Oils

Fuel Shed

Laboratory

Western Australia

New Zealand

25 Items per page

Transfer

Destination

Expand Collapse ☐ Barcode Batch/Lot Number CAT Number CAT Name Vendor Vol/WT Expiry Date

All Transfer Containers

Source Location: Australia/Victoria/Fuels + Oils/Fuel Shed

1997713224 10L 14

benzene

Sigma-Aldrich (Merck)

10 L

Invalid date

Transferred Container into the Destination Folder

Press the Submit button to complete (finalise) the transfer process

10 Submit Close

10. Press the **Submit** button  at the bottom right corner of the transfer window to complete the transfer process.

Note that the **Receipts** button displays a red Exclamation Mark next to it  when there's pending transfer receipts.

Products Containers Transfer Receipts Stocktake Reconciliation Report

+ Add Product

☐	Catalogue Name	Documents	CAT Num	Vendor	Current Vol/WT	Current Quantity	Remaining activity	Product Tags
☐	Acetone	 		MP Biomedicals	20 L	1 (20 L)		
☐	benzene	 		Sigma-Aldrich (Merck)	60 L	6 (10 L)		
☐	Chlorine	 		Air Products (Air Products & Chemicals)	30 L	1 (30 L)		
☐	Stone Benchtop	 		Caesarstone	90 kg	2 (45 kg)		
☐	Zinc chloride	 		Redox Pty Ltd	2 kg	2 (1 kg)		

3.1.2 Transfer Container (with Barcode)

Containers in SISOT module means a material or chemical or non-chemical in the containers grid which displays the following columns.

- Barcode
- Document Links Container Images
- CAT (Catalogue) Number
- CAT Name
- Vendor
- Container Type
- Batch/Lot Number
- Current Volume/Weight
- Owner
- Acquired Date
- Status
- Note

Products									
Containers									
Transfer Receipts Stocktake Reconciliation Report Print Out									
+ Add Show subfolders									
Drag here to set row groups									
Barcode	Documents	CAT	CAT Name	Vendor	Container type	Batch/Lot Number	Current Vol/WT	Owner	
U1762064712.45kg.2			Stone Benchtop	Caesarstone	Other	—	45 kg	administrator	
U1762064712.45kg.1			Stone Benchtop	Caesarstone	Other	—	45 kg	administrator	
2033625747.20L.3			Acetone	MP Biomedicals	Bottle	—	20 L	administrator	
1937618631.30L.8			Chlorine	Air Products (Air Products & Chemicals)	Bottle	—	30 L	administrator	
1897713224.10... In Transfer			benzene	Sigma-Aldrich (Merck)	Bottle	—	10 L	administrator	
1897713224.10... In Transfer			benzene	Sigma-Aldrich (Merck)	Bottle	—	10 L	administrator	
1897713224.10L.13			benzene	Sigma-Aldrich (Merck)	Bottle	—	10 L	administrator	
1897713224.10L.12			benzene	Sigma-Aldrich (Merck)	Bottle	—	10 L	administrator	
1897713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle	—	10 L	administrator	
1897713224.10L.10			benzene	Sigma-Aldrich (Merck)	Bottle	—	10 L	administrator	
1248877747.1kg.2			Zinc chloride	Redox Pty Ltd	Bottle	—	1 kg	administrator	
1248877747.1kg.1			Zinc chloride	Redox Pty Ltd	Bottle	—	1 kg	administrator	

The column header right click menu shows an option for users to hide specific columns that may not be temporarily needed by deselecting the respective checkbox alongside the column datapoint name.

+ Add Show subfolders									
Drag here to set row groups									
Barcode	Documents	CAT	CAT Name	Vendor	Container type	Batch/Lot Number	Current Vol/WT	Owner	
U1762064712.45kg.2			Stone Benchtop	Caesarstone	Other	—	45 kg	administrator	
U1762064712.45kg.1			Stone Benchtop	Caesarstone	Other	—	45 kg	administrator	
2033625747.20L.3			Acetone	MP Biomedicals	Bottle	—	20 L	administrator	
1937618631.30L.8			Chlorine	Air Products (Air Products & Chemicals)	Bottle	—	30 L	administrator	
1897713224.10... In Transfer			benzene	(Merck)	Bottle	—	10 L	administrator	
1897713224.10... In Transfer			benzene	(Merck)	Bottle	—	10 L	administrator	
1897713224.10L.13			benzene	(Merck)	Bottle	—	10 L	administrator	
1897713224.10L.12			benzene	(Merck)	Bottle	—	10 L	administrator	
1897713224.10L.11			benzene	(Merck)	Bottle	—	10 L	administrator	
1897713224.10L.10			benzene	(Merck)	Bottle	—	10 L	administrator	
1248877747.1kg.2			Zinc chloride	Redox Pty Ltd	Bottle	—	1 kg	administrator	
1248877747.1kg.1			Zinc chloride	Redox Pty Ltd	Bottle	—	1 kg	administrator	

Reduced columns in Container Grid

+ Add Show subfolders									
Drag here to set row groups									
Barcode	Documents	CAT Name	Container type	Current Vol/WT	Acquired Date	Expiry Date	Status		
U1762064712.45kg.2		Stone Benchtop	Other	45 kg	03/11/2025		Normal		
U1762064712.45kg.1		Stone Benchtop	Other	45 kg	03/11/2025		Normal		
2033625747.20L.3		Acetone	Bottle	20 L	30/10/2026	06/10/2025	Normal		
1937618631.30L.8		Chlorine	Bottle	30 L	02/10/2028	31/10/2025	Normal		
1897713224.10... In Transfer		benzene	Bottle	10 L	03/11/2025	19/11/2027	Normal		
1897713224.10... In Transfer		benzene	Bottle	10 L			Normal		
1897713224.10L.13		benzene	Bottle	10 L	03/11/2025	19/11/2027	Normal		
1897713224.10L.12		benzene	Bottle	10 L	03/11/2025	19/11/2027	Normal		
1897713224.10L.11		benzene	Bottle	10 L	03/11/2025	19/11/2027	Normal		
1897713224.10L.10		benzene	Bottle	10 L	03/11/2025	19/11/2027	Normal		
1248877747.1kg.2		Zinc chloride	Bottle	1 kg	04/11/2025	03/02/2027	Normal		
1248877747.1kg.1		Zinc chloride	Bottle	1 kg	04/11/2025	03/02/2027	Normal		

The container grid will also flag out those containers that are in the transfer stage as shown below.

TRAINING									
CHEMWATCH									
Products									
Containers									
Transfer									
Receipts									
Stocktake									
Reconciliation									
Report									
Print Out									
Show subtt									
+ Add									
Drag here to set row groups									
Barcode	Documents	CAT	CAT Name	Vendor	Container type	Batch/Lot Number	Current	Vol/WT	Owner
U1762064712.45kg.2			Stone Benchtop	Caesarsone	Other	---	45 kg		administrator
U1762064712.45kg.1			Stone Benchtop	Caesarsone	Other	---	45 kg		administrator
2033625747.20L.3			Acetone	MP Biomedicals	Bottle	---	20 L		administrator
1937619631.30L.8			Chlorine	Air Products (Air Products & Chemicals)	Bottle	---	30 L		administrator
1897713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.13			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.12			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.10			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1248877747.1kg.2			Zinc chloride	Redox Pty Ltd	Bottle	---	1 kg		administrator
1248877747.1kg.1			Zinc chloride	Redox Pty Ltd	Bottle	---	1 kg		administrator

Steps: Transfer Container with Barcode

TRAINING									
CHEMWATCH									
Products									
Containers									
Transfer									
Receipts									
Stocktake									
Reconciliation									
Report									
Show subtt									
+ Add									
Drag here to set row groups									
Barcode	Documents	CAT	CAT Name	Vendor	Container type	Batch/Lot Number	Current	Vol/WT	Owner
U1762064712.45kg.2			Stone Benchtop	Caesarsone	Other	---	45 kg		administrator
U1762064712.45kg.1			Stone Benchtop	Caesarsone	Other	---	45 kg		administrator
2033625747.20L.3			Acetone	MP Biomedicals	Bottle	---	20 L		administrator
1937619631.30L.8			Chlorine	Air Products (Air Products & Chemicals)	Bottle	---	30 L		administrator
1897713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.13			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.12			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1897713224.10L.10			benzene	Sigma-Aldrich (Merck)	Bottle	---	10 L		administrator
1248877747.1kg.2			Zinc chloride	Redox Pty Ltd	Bottle	---	1 kg		administrator
1248877747.1kg.1			Zinc chloride	Redox Pty Ltd	Bottle	---	1 kg		administrator

1. Open **SISOT module**
2. Click on a **SISOT Folder**.
3. Select the **Products** button in the SISOT toolbar area of the user interface.
4. Click on the **Transfer** button located on the SISOT Toolbar to activate the Transfer Mode.
5. In the Transfer Window's Source segment, click the Expand arrow and **select the Source Folder** and display container barcode list.

6. In the Destination segment of the transfer window, use the expand arrow to **select the destination folder** of the transfer.
7. In the folder **Container Barcode list**, select the **Checkbox** alongside the desired container barcode to transfer.
8. Click the **Transfer** button located in the center of the Transfer window to complete the transfer process.
9. Press the transfer **Submit** button at the bottom right corner of the transfer window to complete the transfer process.

Transfer

Source ☐ Multiple Transfer

Expand Collapse

Barcode Batch/Lot Number CAT Number CAT Name Vendor Vol/Wt Expiry Date

Australia

New South Wales

Queensland

South Australia

Victoria

Cleaners

Fuels + Oils

Fuel Shed

Laboratory

Western Australia

New Zealand

197618631.30L.8

197713224.10L.13

197713224.10L.12

197713224.10L.11

25 Items per page

Transfer

Destination

Expand Collapse

Barcode Batch/Lot Number CAT Number CAT Name Vendor Vol/Wt Expiry Date

All Transfer Containers

Source Location: Australia/Victoria/Fuels + Oils/Fuel Shed

197713224.10L.13

benzene

Sigma-Aldrich (Merck)

10 L

2027/11/19

10

Submit Close

Message confirms successful transfer at the top right corner of the user interface.

English Settings

Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Success

Transfer successful

Logout

+ Add

Drag here to set row groups

Barcode Documents CAT CAT Name Vendor Container type Batch/Lot Number Current Vol/Wt Owner

U1762064712.45kg.2

Stone Benchtop

Caesarstone

Other

45 kg

administrator

U1762064712.45kg.1

Stone Benchtop

Caesarstone

Other

45 kg

administrator

2033625747.20L.3

Acetone

MP Biomedicals

Bottle

20 L

administrator

1937618631.30L.8

Chlorine

Air Products (Air Products & Chemicals)

Bottle

30 L

administrator

The next step of the transfer process is to determine the destination folder to check receipts to finalise the required action points in Receipt Mode.

- Destination In/Pending item(s) which will pin the number transfer In/Pending item(s)
- Confirm transfer ID number
- Check for Incompatibility status
- Generate the Incompatibility Report

Receipts

Expand Collapse

In / Pending Out / Pending In History Out History

From Barcodes Cat No. Catalogue Name Vendor Container Size Requested Quantity Received Quantity Compatibility Tags

Australia

New South Wales

Queensland

South Australia

Victoria

Cleaners

Fuels + Oils

Laboratory

Analytical Lab

Organic Chems Cupboard

Reagents

Western Australia

New Zealand

2025-11-20 06:49:24

administrator

Scan In

Fuel Shed

197713224.1...

benzene

Sigma-Aldrich (Merck)

10 L

1

0

Incompatibility Report

For more details on the management of receipts, go to the Receipts section of this guide.

3.1.3 Drag and Drop Function to Transfer Containers

Recap User's Folder Permissions

To conduct a **Drag and Drop** transfer, users must have Read-Write access to the source and destination folders.

The screenshot shows the SISOT interface with a folder tree on the left and a product list on the right. A context menu is open over the 'Fuels + Oils' folder, showing options like 'Add folder', 'Copy', 'Move', 'Delete', 'Rename', 'Print Tree', 'Folder History', and 'Folder Properties'. A yellow box highlights the 'Read-Write Folder Permission' option. The product list on the right includes items like Acetone, benzene, Chlorine, Stone Benchtop, and Zinc chloride.

Users can drag and drop products in SISOT Products mode or containers in Containers mode.

Products Mode Drag and Drop Function in Products Grid

The screenshot shows the SISOT interface in Products mode. The 'Products' tab is selected, and a list of products is shown. A yellow circle highlights the drag handle icon (three vertical dots) next to the 'benzene' product row. The product list includes items like Acetone, benzene, Chlorine, Stone Benchtop, and Zinc chloride.

Containers Mode Drag and Drop Function in Containers Grid

The screenshot shows the SISOT interface in Containers mode. The 'Containers' tab is selected, and a list of containers is shown. A yellow circle highlights the drag handle icon (three vertical dots) next to the container row with barcode U1762064712.45kg.1. The container list includes items like U1762064712.45kg.2, U1762064712.45kg.1, 2033625747.20L.3, and 1937618631.30L.8.

Drag and Drop Item in Products Grid

Steps: Transfer Product with Container by Drag and Drop Function

The screenshot shows the Chemwatch SISOT interface. The 'Products' button is highlighted in the toolbar. The 'benzene' item is highlighted in the grid. The 'Organic Chems Cupboard' folder is highlighted in the left sidebar. The 'Receipts' button is highlighted in the toolbar. The 'Organic Chems Cupboard' folder is highlighted in the left sidebar. The 'Organic Chems Cupboard' folder is highlighted in the left sidebar. The 'Organic Chems Cupboard' folder is highlighted in the left sidebar.

1. Open **SISOT module**.
2. Click on a **SISOT Folder**.
3. Select the **Products** button in the SISOT toolbar area of the user interface.
4. Hover mouse pointer on the product's Catalogue name and click and hold the **Drag and Drop** icon to transfer product into the destination folder.

After dragging and dropping the item into the destination folder, it will be highlighted to show that an action has been undertaken in the folder and receipts button will display an exclamation mark for pending receipts.

5. Click on Receipts mode button in the SISOT toolbar, which displays Exclamation mark for pending items.

The screenshot shows the Chemwatch SISOT interface in 'Receipts' mode. The 'Receipts' button is highlighted in the toolbar. The 'Organic Chems Cupboard' folder is highlighted in the left sidebar. The 'Organic Chems Cupboard' folder is highlighted in the left sidebar. The 'Organic Chems Cupboard' folder is highlighted in the left sidebar. The 'Organic Chems Cupboard' folder is highlighted in the left sidebar.

Receipts Mode – In/Pending and Out/Pending Tabs

Receipts

Expand Collapse

In / Pending Out / Pending In History Out History

Show All Pending Receipts

3

From	Barcodes	Cat No.	Catalogue Name	Vendor	Container Size	Requested Quantity	Received Quantity	Compatibility	T
T-9002 2025-11-18 08:52:44 administrator Scan In Incompatibility Report									
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×	
T-9003 2025-11-20 09:15:35 administrator Scan In Incompatibility Report									
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×	
T-9004 2025-11-20 06:49:24 administrator Scan In Incompatibility Report									
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×	

Drag and Drop Item in Containers Grid

Steps: Drag and Drop Container Barcode into Destination Folder

TRAINING CHEMWATCH

Products Containers Transfer Receipts Stocktake Reconciliation Report

Simple Advanced

Own Folder

Type in material name, CAS No or CW No

Expand Collapse

All containers for administrator

1

2

3

4

5

Barcode	Documents	CAT ...	CAT Name	Vendor	Container type
U1762064712.45kg.2			Stone Benchtop	Caesarstone	Other
U1762064712.45kg.1			Stone Benchtop	Caesarstone	Other
2033625747.20L.3			Acetone	MP Biomedicals	Bottle
1937618631.30L.8			Chlorine	Air Products (Air Products & Chemicals)	Bottle
1897713224.10...	⚠ In Transfer		benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10...	⚠ In Transfer		benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10...	⚠ In Transfer		benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10L.12			benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10L.10			benzene	Sigma-Aldrich (Merck)	Bottle
1248877747.1kg.2			Zinc chloride	Redox Pty Ltd	Bottle
1248877747.1kg.1			Zinc chloride	Redox Pty Ltd	Bottle

1. Open **SISOT** module.
2. Click on a **SISOT Folder**.
3. Select the **Products** button
 **Products** in the SISOT toolbar area of the user interface.
4. Hover mouse pointer on the Barcode ID to display the Drag and Drop function icon next to the checkbox.
5. Click and hold the **Drag and Drop** icon
 to transfer container into the destination folder.

The container barcode ID will be shown in the drag and drop process. After dragging and dropping the item into the destination folder, it will be highlighted to show that an action has been undertaken in the folder and receipts button will display an exclamation mark for pending receipts.

6. Click on Receipts mode button in the SISOT toolbar, which displays
Exclamation mark  for pending items.

Container Barcode ID in Drag and Drop process

Barcode	Documents	CAT	CAT Name	Vendor	Container type
U1762064712.45kg.2			Stone Benchtop	Caesarstone	Other
U1762064712.45kg.1			Stone Benchtop	Caesarstone	Other
2033625747.20L.3			Acetone	MP Biomedicals	Bottle
1937618631.30L.8			Chlorine	Air Products (Air Products & Chemicals)	Bottle
1897713224.10...	In Transfer		benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10...	In Transfer		benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10...	In Transfer		benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10L.12			benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle
1897713224.10L.10			benzene	Sigma-Aldrich (Merck)	Bottle
1248877747.1kg.2			Zinc chloride	Redox Pty Ltd	Bottle
1248877747.1kg.1			Zinc chloride	Redox Pty Ltd	Bottle

The container barcode item (if 1 container was initially available in the source folder) will be moved to the destination folder. The Receipts mode will show the Out History records.

To	Barcodes	Cat No.	Catalogue Name	Vendor	Container Size	Requested Quantity	Received Quantity	Tags
TA.0001								
TA.0002								
2025-11-20 00:04:02 administrator								
Organic Chems Cupboard	1937618631.30L.8		Chlorine	Air Products (Air Products & Chemicals)	30 L	1	1	

The destination folder displays the barcode record of the transferred container.

Barcode	Documents	CAT	CAT Name	Vendor	Container type
1937618631.30L.8			Chlorine	Air Products (Air Products & Chemicals)	Bottle

Expanded View of the Container Grid for the Transferred Container

Barcode	Vendor	Container type	Batch/Lot Number	Current Val/Wt	Owner	Acquired Date	Expiry Date	Note
1937618631.30L.8	Air Products (Air Products & Chemicals)	Bottle	---	30 L	administrator	02/10/2028	31/10/2025	

4.0 Receipts Mode

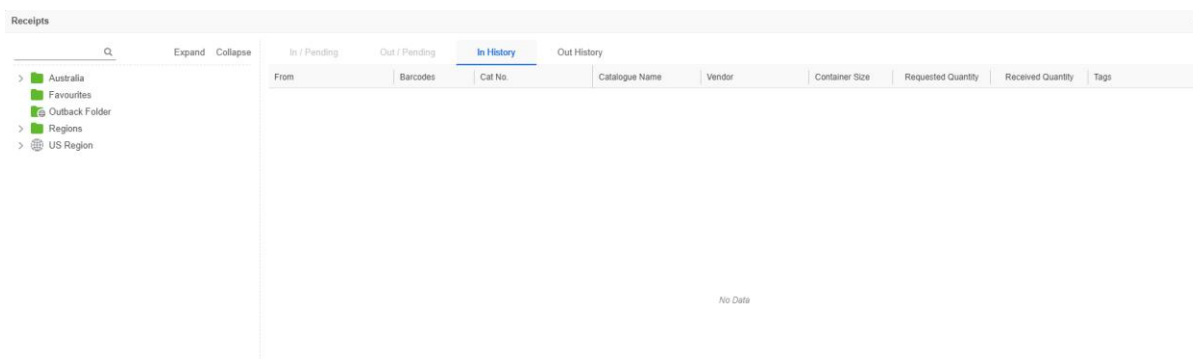
This chapter will cover the following Receipts Mode objectives:

- Receipts mode overview
- Requester access to Receipts mode
- All pending receipts in Folder Locations
- In/Pending and Out/Pending Receipts
- In History and Out History logs



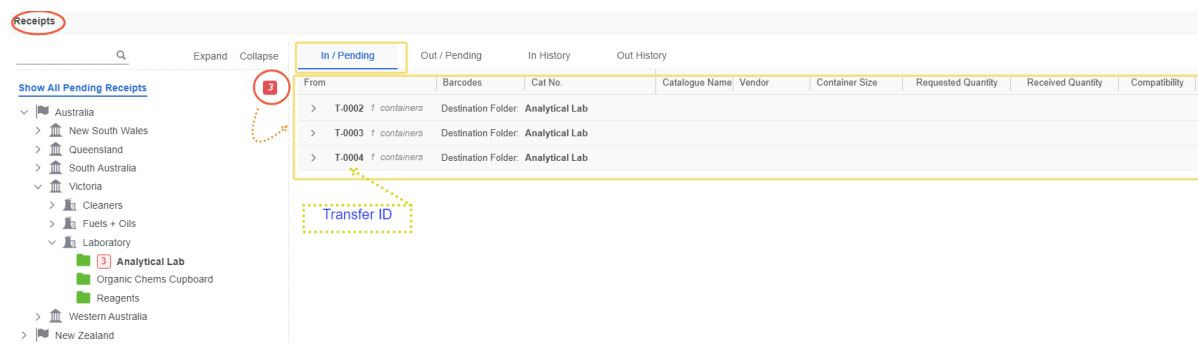
 The Receipts mode feature provides all transfer requests information and is used for tracking receipts with a transfer tracking identity number, T-XXX) in the Receipts tabs. The folder tree is displayed on the left pane with any pending transfers tagged on the specific folder location.

 If there are no receipts in the Receipts mode , the grid will display “No Data” as shown below.



 If there are pending receipts in the Receipts mode (with exclamation mark) , the grid will display the following pieces of information in the various tabs as shown below.

Collapsed View of In/Pending Receipts Grid



Receipts Mode User Interface Components

Item	Receipts Mode Components	Description
①	Source & Destination Folder Tree	Displays the entire folder structure
②	In/Pending Tab	Shows any pending receipts incoming
③	Out/Pending Tab	Displays all pending receipts outgoing
④	In History	Displays the history of incoming receipts
⑤	Out History	Shows the history of outgoing receipts
⑥	Transfer ID	Transfer identity number to track any transfers
⑦	From (Source Folder)	Where the transfer stems from (folder location)
⑧	To (Destination Folder)	Where the transfer is going to (folder location)
⑨	Transfer Date & Time	Date and time stamp of the transfer (as per transfer ID)
⑩	Transfer Barcode Grid	Transfer grids for all receipts

Expanded View of In/Pending Receipts Grid

Receipts

Expand Collapse

In / Pending Out / Pending In History Out History

Show All Pending Receipts

From	Barcodes	Cat No	Catalogue Name	Vendor	Container Size	Requested Quantity	Received Quantity	Compatibility
T.0002 1 containers 2025-11-18 08:52:44 administrator Scan In Incompatibility Report								
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×
T.0003 1 containers 2025-11-20 05:15:35 administrator Scan In Incompatibility Report								
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×
T.0004 1 containers 2025-11-20 06:49:24 administrator Scan In Incompatibility Report								
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×

i Note that containers transferred from different folders are grouped by source folder. This information is shown in the transfer ID's expanded view.

i Note that the all transfers are assigned a Transfer Identity Number (Transfer ID – T-XXXX). The tracking ID is viewable in SISOT's Receipts mode. The receipts mode enables users to track transfer's destination folder location within the folder tree structure.

In/Pending Receipts Grid Showing Transfers Grouped by Source Folder

Receipts

Expand Collapse

In / Pending Out / Pending In History Out History

Show All Pending Receipts

Australia

- New South Wales
- Queensland
- South Australia
- Victoria
- Cleaners
- Fuels + Oils
- Laboratory
 - 3 Analytical Lab**
 - Organic Chems Cupboard
 - Reagents
- Western Australia
- New Zealand

From	Barcodes	Cat No.	Catalogue Name	Vendor	Container Size	Requested Quantity	Received Quantity	Compatibility	T
T-0002 containers 2025-11-18 08:52:44 administrator	Scan In							Incompatibility Report	
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×	
T-0003 containers 2025-11-20 09:15:35 administrator	Scan In							Incompatibility Report	
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×	
T-0004 containers 2025-11-20 06:49:24 administrator	Scan In							Incompatibility Report	
Fuel Shed	1897713224.1...		benzene	Sigma-Aldrich (Merck)	10 L	1	0	×	

The table below provides descriptions of these tabs.

Receipts Tab

Description

In/Pending

(quick receivable mode for incoming transfers)

The **In/Pending tab** captures all transfers in folder locations and pending receipts and provides users with details about the transfer record by a transfer identity number. All pending receipts are subject to **Scan In** through the respective container barcodes. All transfers can be tracked to identify destination folders by using the track icon  when hovering mouse over the Transfer ID record.

Out/Pending

(transactional mode to accept or decline a transfer)

The **Out/Pending tab** shows all transfers that are out or pending from the respective source folder location(s). No scanning is required in this tab for the containers transferred from source folders. All transfers can be tracked to identify destination folders by using the track icon  when hovering mouse over the Transfer ID record.

In History

The In History tab displays records of incoming transacted items for all transfers and their respective destination folder locations.

Out History

The Out History tab displays all containers history transferred out to specific destination folder locations.

Tracking Destination Folder Location for any Transfer ID

Receipts

Expand Collapse

In / Pending Out / Pending In History Out History

Show All Pending Receipts

Australia

- New South Wales
- Queensland
- South Australia
- Victoria
- Cleaners
- Fuels + Oils
- Laboratory
 - 3 Analytical Lab**
 - Organic Chems Cupboard
 - Reagents
- Western Australia
- New Zealand

From	Barcodes	Cat No.	Catalogue Name	Vendor	Container Size	Requested Quantity
T-0002 1 containers	Destination Folder: Analytical Lab					
T-0003 1 containers	Destination Folder: Analytical Lab					
T-0004 1 containers	Destination Folder: Analytical Lab					

Track the Destination Folder for container transfer

Receipts Tab

Data Points

In History	• From (Source Folder) • Transfer ID Transfer ID & number of containers • Transfer Date & Time stamp • Barcode ID Barcode ID & Requester • Destination Folder • Cat No. • Catalogue Name • Vendor • Container Size • Requested Quantity • Received Quantity • Incompatibility Report • Tags
Out History	• To (Destination Folder) • Transfer ID & number of containers • Transfer Date & Time Stamp • Barcode ID Barcode ID & Requester • Destination Folder • Cat No. • Catalogue Name • Vendor • Container Size • Requested Quantity • Received Quantity • Tags

Receipts Mode Grid Data Points Descriptions

Data Point	Description
From	Identifies the source folder of the container transfer (where it came from).
Transfer ID	The unique ID of a transfer identifies the tracking number (T/TA-XXXX) of the container transfer from a source folder to a destination folder.
Transfer Date	The date when the transfer was initiated. It also includes the time stamp.
Barcodes	The barcodes that correspond to the containers being transferred.
Requester	This is the user who performed the transfer of containers.
CAT No.	This is the Catalogue of the product.
Catalogue Name	This is the Name of the Product/Container.
Vendor	This is the manufacturer's name of the product.
Container Size	This is the size of the container (volume/weight).
Requested Quantity	This is the quantity of the barcode container requested in transfer.

Data Point

Description

Received Quantity

This is the received quantity of the barcode container in transfer.

Compatibility

Indicator when the containers being transferred are compatible/incompatible with each other/containers in the destination folder.

✓ Compatible containers

✗ Incompatible containers

Tags

System tags per product get displayed if they are added.

4.1 Process Pending Receipts

Pending receipts in the Receipts Mode can either be In/Out for the respective Source/Destination folders. First, check for the Transfer ID details about the container transfer log in the **In/Pending** tab that's intended for **Scan In** or manually **Enter Barcode** for the container.

- Transfer ID
- From (source folder)
- Barcode ID
- Requested Quantity
- Check Incompatibility Report

Receipts

<

Steps: Transact Transfer ID for the Container Barcode

TRAINING

Products Containers Transfer Receipts Stocktake Reconciliation Report Print Out

Simple Advanced

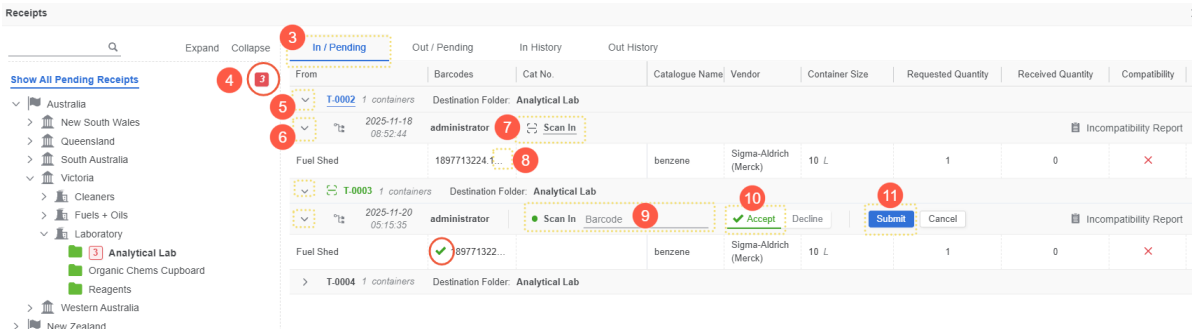
Own Folder

Type in material name, CAS No or CW No

All products for administrator

Catalogue Name	Documents	CAT Num	Vendor	Current Vol/WT	Current Quantity	Remaining activity
Acetone			MP Biomedicals	20 L	1 (20 L)	
benzene			Sigma-Aldrich (Merck)	60 L	6 (10 L)	
Stone Benchtop			Caesarstone	90 kg	2 (45 kg)	
Zinc chloride			Redox Pty Ltd	2 kg	2 (1 kg)	

1. Open **SISOT module** .
2. Press the **Receipts** button on the SISOT toolbar. Note that it shows an exclamation mark  depicting pending receipts.
3. Click on the **In/Pending** tab to display incoming transfer(s).
4. Press the incoming transfer number tag at the top of the folder tree, e.g.,  transfers are selected in example.
5. Click on the “**From**” forward arrow to expand the container transfer details.
6. Click on the **Scan In** forward arrow to expand the row to display source folder, barcode, catalogue name, vendor, container size, requested quantity and compatibility status.
7. Check **Incompability Report** designated with the icon  by clicking on the report icon/link  Incompatibility Report for container storage requirements. Click on the **Scan In** button  Scan In to activate scanning mode.
8. Hover mouse over barcode number and click the **Copy Barcode** icon  for manual barcode entry. In this example, the manual barcode entry is used to scan in the container barcode. Message displays confirmation of copied barcode to clipboard.
9. **Paste Barcode ID#** into the barcode text field. Notice the barcode number gets accepted in the destination folder with a tick icon .
10. Click the **Accept** button .
11. Click the **Submit** button alongside the scan in row. Success message displays.



The screenshot shows the 'Receipts' window with the 'In / Pending' tab selected. The interface includes a folder tree on the left, a search bar, and a table of pending transfers. Red numbered callouts (1-11) highlight specific UI elements and actions: 1. SISOT icon, 2. Receipts button, 3. In/Pending tab, 4. Incoming transfer number tag, 5. 'From' arrow, 6. 'Scan In' arrow, 7. Incompatibility Report icon, 8. Copy Barcode icon, 9. Barcode text field, 10. Accept button, 11. Submit button.

4.1.1 Verify Container Transfer & Incompatibility

Verification of Container Transfer in Receipts Mode

1. After submitting a container transfer to the destination folder, the number of transfers will be reduced. Check if the tagged counter on the folder location matches the same number at the top of the tree.

Receipts

Expand Collapse

In / Pending Out / Pending In History Out History

From Barcodes Cat No. Catalogue Name Vendor Container Size Requested Quantity Received Quantity Compatibility T

Show All Pending Receipts

- ✓ Australia
 - > New South Wales
 - > Queensland
 - > South Australia
 - ✓ Victoria
 - > Cleaners
 - > Fuels + Oils
 - ✓ Laboratory
 - ✓ Analytical Lab
 - Organic Chems Cupboard
 - Reagents
 - > Western Australia
 - > New Zealand

No Data

2. Check the **Out History** tab for the transfer ID# and expand the forward arrows to display the container barcode transfer details from the **Source Folder**.

Receipts

Expand Collapse

In / Pending Out / Pending In History Out History

To Barcodes Cat No. Catalogue Name Vendor Container Size Requested Quantity Received Quantity Tags

T.0003 2025-11-20 05:15:35 administrator

Analytical Lab 1897713224.10L.14 benzene Sigma-Aldrich (Merck) 10 L 1 1

TA.0001

TA.0002

3. Check the **In History** tab for the transfer ID# and expand the forward arrows to display the container barcode transfer details from the **Destination Folder**.

Receipts

Expand Collapse

In / Pending Out / Pending In History Out History

From Barcodes Cat No. Catalogue Name Vendor Container Size Requested Quantity Received Quantity Tags

T.0003 2025-11-20 05:15:35 administrator

Fuel Shed 1897713224.10L.14 benzene Sigma-Aldrich (Merck) 10 L 1 1

Incompatibility Report

4. Check **Incompatibility Report** for storage requirements. See more on Incompatibility section of this guide.

Store name: Australia/Victoria/Laboratory/Analytical Lab

Segregation Required DGC 4.3 vs DGC 5.1



DGC 4.3

tantalum pentakis(dimethylamide)



SEGREGATION
DETACHED
BUILDING
REQUIRED



DGC 5.1

Nitrous oxide

Segregation Required DGC 4.3 vs DGC 2.2SR5.1



DGC 4.3

tantalum pentakis(dimethylamide)



SEGREGATION
DETACHED
BUILDING
REQUIRED



DGC 2.2SR5.1

Nitrous oxide

Verification of Container Transfer in Containers Mode

- Check the destination folder if the container barcode has been transferred by closing the Receipts mode window and go to the containers mode and click on the destination folder to view the container details in container grid view.

TRAINING CHEMWATCH

Products: Containers (selected)

Transfer Receipts Stocktake Reconciliation Report

Simple Advanced

Own Folder

Type in material name, CAS No or CW No

Expand Collapse

All containers for administrator

- Australia
 - New South Wales
 - Queensland
 - South Australia
 - Victoria
 - Cleaners
 - Fuels + Oils
 - Laboratory
 - Analytical Lab (selected)
 - Organic Chems Cupboard
 - Reagents
 - Western Australia
 - New Zealand

Transfer Destination Folder

Barcode	Documents	CAT ...	CAT Name	Vendor	Container type
☐ U1452951580.10L.1			Ethanol	Thermo Fisher Scientific	Bottle
☐ 479430026.1kg.4			Zinc chloride	Redox Pty Ltd	Bottle
☐ 479430026.1kg.3			Zinc chloride	Redox Pty Ltd	Bottle
☐ 479430026.1kg.2			Zinc chloride	Redox Pty Ltd	Bottle
☐ 479430026.1kg.1			Zinc chloride	Redox Pty Ltd	Bottle
☐ 1897713224.10L.16			benzene	Sigma-Aldrich (Merck)	Bottle
☐ 1897713224.10L.15			benzene	Sigma-Aldrich (Merck)	Bottle
☐ 1897713224.10L.14			benzene	Sigma-Aldrich (Merck)	Bottle
☐ 1604587037.20L.9			Acetone	MP Biomedicals	Bottle
☐ 1604587037.20L.8			Acetone	MP Biomedicals	Bottle
☐ 1604587037.20L.7			Acetone	MP Biomedicals	Bottle
☐ 1604587037.20L.6			Acetone	MP Biomedicals	Bottle
☐ 1604587037.20L.5			Acetone	MP Biomedicals	Bottle
☐ 1604587037.20L.4			Acetone	MP Biomedicals	Bottle

4.2 Incompatibility Guidance

The Incompatibility Report provides a summary of storage compatibility of containers based on the dangerous goods classification of the catalogue name. It is important to verify compatibility of transferred containers as hazardous chemicals can still pose a risk or contribute to the incidences that may occur, especially if containers are unsafely stored. The transferred containers are checked for compatibility with other existing containers in the destination folder. There are three primary categories used for the incompatibility criteria.

- Compatible
- Incompatible
- Segregation

Category	Description
Compatible	Generally, most materials of the same dangerous goods class will be compatible.
Incompatibility may exist	Most materials of the same dangerous goods class will be compatible. However, not all materials with different UN Numbers will always be compatible. It is highly recommended to check the SDS for more details for storage and handling, stability and reactivity and disposal requirements.
Segregation (S)	Chemicals must be separated by a specific distance due to incompatibilities. There are five segregation categories (S1, S2, S3, S4, S5) used to identify those dangerous that require segregation.

Segregation Classes

Segregation Class	Segregation Guidance Notes
S1	Segregate these goods by 3m or more in a well-ventilated area. For liquid dangerous goods, the distance is measured from the edge of the spill catchment area.
S2	Segregate by 5 m or more. If one of the dangerous goods is a liquid, measure the distance from the edge of the spill catchment area. Liquid dangerous goods should be located within a separate spill catchment area.
S3	Segregate by 3 m or more for PG III goods and 5m or more for PG II, PG I goods or where the goods may react dangerously. If both are solids, then a minimum of 1m separation may be used. Where one of the goods is a liquid, the distance is measured from the edge of the spill catchment area.
S4	Segregation preferred using fire-rated partitioned areas. Consider use of separate detached buildings for organic peroxides and for highly pyrophoric class 4.2 goods.
S5	Segregation of class 4.3 preferred by use of a separate, detached building without water-based fire suppression system.

Separating incompatible materials is one of the most important controls when storing hazardous chemicals. Separating chemicals may include separation techniques including distance, barriers, sperate rooms, building and *storage of external tanks*. Refer to the SDS for further guidance and details *about storage requirements of containers*.

The following steps show how to generate the Incompability Report for containers in the transfer process.

Steps: Generate Incompatibility Report for Container Transfer

1. Open **SISOT module**.
2. Press the **Receipts** button on the SISOT toolbar. Note that it shows an exclamation mark depicting pending receipts.
3. Click on the **In/Pending tab** to display incoming transfer(s).
4. Press the **Incoming Transfer Number** tag at the top of the folder tree, e.g., **2** transfers are selected in this example.
5. folder, barcode, catalogue name, vendor, container size, requested quantity and compatibility status.
6. Click on the “**From**” forward arrow to expand the container transfer details.
7. Check **Incompatibility Report** designated with the icon by clicking on the report icon/link **Incompatibility Report** for container storage requirements.

The Incompatibility Report renders any dangerous goods classification compatibility status of containers for the catalogue names.

Segregation Required DGC 3 vs DGC 4.3

70% ethanol
acetone
Acetone
ACETONE
benzene
Caterpillar Diesel Fuel No.2
Chevron Diesel Fuel No.2
ethanol
ETHANOL 70%
Ethanol absolute EMPLURA®
ethyl acetate
Ethyl acetate EMPROVE® ESSENTIAL Ph Eur, BPNF
MACROPOXY® 646 (Part B) Hardener
Woodcare Interior Varnish Gloss

tantalum pentakis(dimethylamide)

SEGREGATION DETACHED BUILDING REQUIRED

- i** Note that each chemical container is compared with those on the right; row by row and the incompatibility segregation level is flagged out with the information icon **i**. In most cases, containers of the same dangerous goods class will be compatible, however, the SDS should be referenced for more details pertaining to storage requirements.

Store name: Global Sites/Area/Building/Storage Folder

Incompatibilities may exist DGC 3 vs DGC 3 **i**

In most cases materials of the same class will be compatible. However, not all materials with different UN Numbers will always be compatible. The SDS should be checked.

DGC 3		
		
Benzene - puriss. p.a., Reag. Ph. Eur., 99.7%		Acetone
Damar Acetone		Benzene - puriss. p.a., Reag. Ph. Eur., 99.7%
Formaldehyde dimethyl acetal		Damar Acetone
Soft Care Instant Hand Sanitiser		Formaldehyde dimethyl acetal
Acetone		Soft Care Instant Hand Sanitiser

COMPATIBLE
A

5.0 Stocktake & Reconciliation

This chapter delves into how to create or schedule a stocktake for specific SISOT Folder(s) in SISOT Settings.

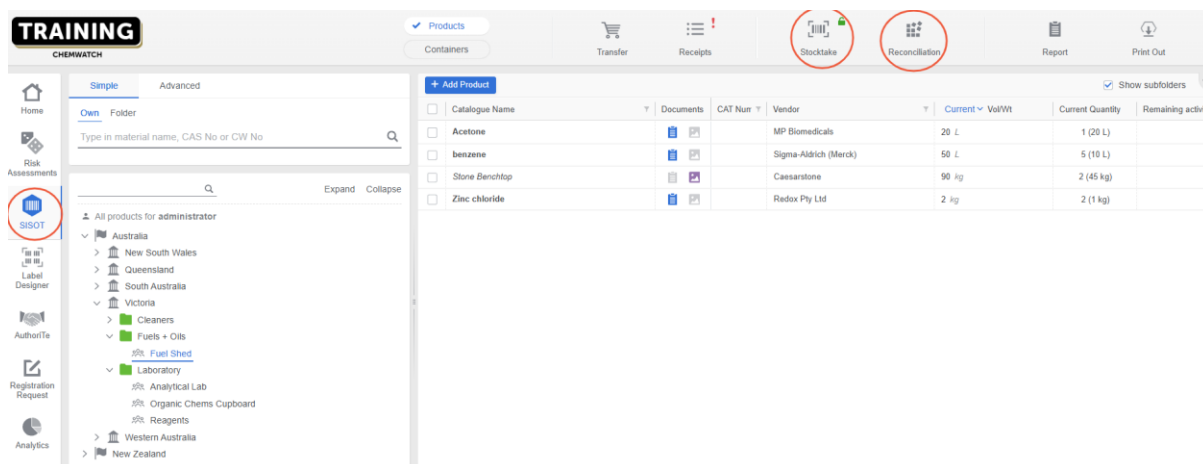
- [Stocktake & Reconciliation overview](#)
- [Stocktake Settings](#)
- [Schedule a Stocktake for specific folder](#)
- [Reconciliation Settings](#)
- [Conduct a Stocktake](#)
- [Perform Reconciliation](#)
- [Stocktake History](#)



Stocktake and Reconciliation Overview

SISOT module provides the following modes in the SISOT toolbar:

- Stocktake
- Reconciliation



The screenshot shows the SISOT interface. The top toolbar contains several icons: Home, Products, Containers, Transfer, Receipts, Stocktake (highlighted with a red circle), Reconciliation (highlighted with a red circle), Report, and Print Out. The left sidebar shows a tree view of folders, with the 'SISOT' folder highlighted. The main content area displays a table of products with columns for Catalogue Name, Documents, CAT Num, Vendor, Current Vol/Wt, Current Quantity, and Remaining activity. The table lists four products: Acetone, benzene, Stone Benchmark, and Zinc chloride, each with its respective vendor and quantities.

Stocktake and Reconciliation in SISOT refers to a systematic process of verifying the physical chemical inventory against recorded containers quantities to ensure that the data is up to date and accurate.

Stocktake is one of central processes of good inventory management of stock and produce stocktake reports as per business cycle or based on specific business reporting requirements. Reporting requirements may also require obtaining approval from supervisors, inventory control and compliance personnel within the work environment.

In SISOT module, when stocktake is inactive or has not been scheduled for a particular folder location(s), the stocktake button (with a red key lock icon) will display the respective “Warning” message.

Default View of Inactive Stocktake

Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

+ Add

Drag here to set row groups

☐	Barcode ▾	Documents	CAT ... ▾	CAT Name ▾	Vendor ▾	Container type ▾	Batch/Lot Number
☐	U1762064712.45kg.2			Stone Benchtop	Caesarstone	Other	—
☐	U1762064712.45kg.1			Stone Benchtop	Caesarstone	Other	—
☐	2033625747.20L.3			Acetone	MP Biomedicals	Bottle	—

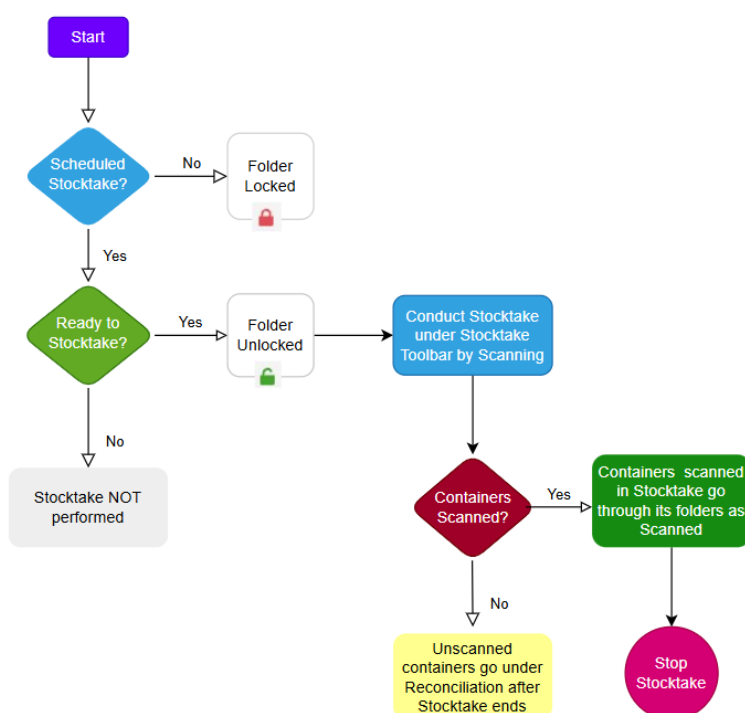
Warning

No stocktake is scheduled for the folder currently.
Please contact system administrator for scheduling a stocktake

The Stocktake Process Flow

The process flow in conducting a stocktake involves the following action points.

Stocktake Process Flow



One of the ways in which stocktake activities within a business or organisation can be carried out, is to have a **Stocktake Checklist**, encompassing some of the following items.

Stocktake Checklist

- ☐ Set a date and time for the stocktake
- ☐ Maintenance of stocktake records
- ☐ Freeze inventory movements (transfers)
- ☐ Physical count of items of stock versus the system inventory
- ☐ Review records for any discrepancies
- ☐ Check the condition of scanners to be in proper working order
- ☐ Ensure storage areas are well organised and labelled
- ☐ Check if all inventory items are barcoded for scanning purposes

- ☐ Verify if there are any storage incompatibilities
- ☐ Check SDS availability and currency
- ☐ Check container quantities
- ☐ Identify any corrective actions or improvements
- ☐ Prepare a stocktake summary report

To manage the stocktake process, first let's delve into the SISOT Settings as a starting point to start planning for a stocktake.

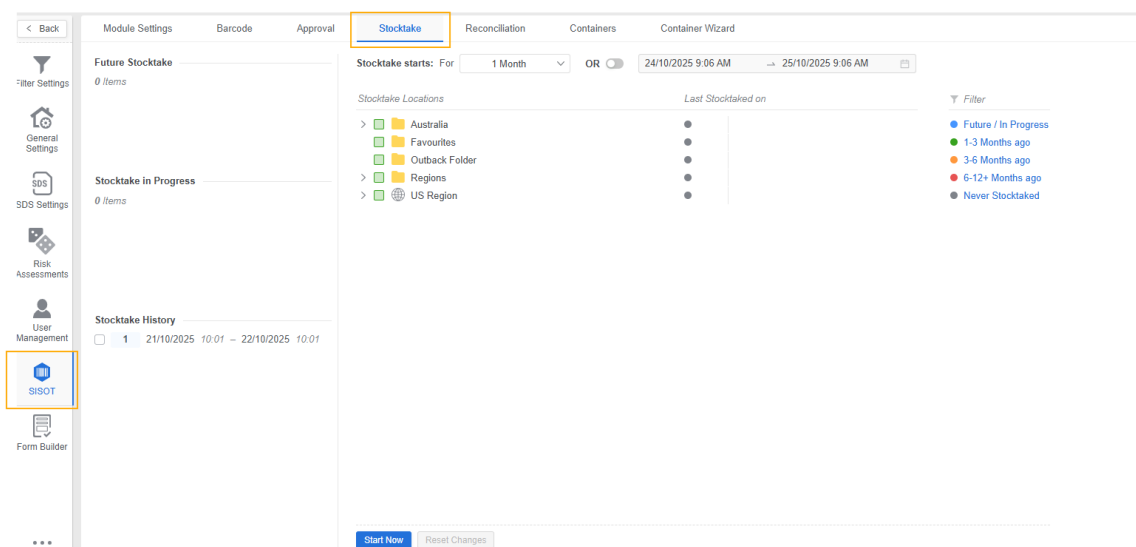
SISOT Settings

SISOT Settings are important prior to deploying or rolling out SISOT module. The domain administrator has full access to managing the module settings and assigning SISOT Settings, setting up SISOT Folder owners unless specified or delegated.

These settings enable administrators, folder owners or store persons to conduct pre-stocktake preparation such as locking transfers and issuance of stocktake window period for the respective folder location(s) to affected users. A specific privilege to manage SISOT Stocktake Settings is required to schedule any stocktake for a particular timeframe for SISOT folder locations.

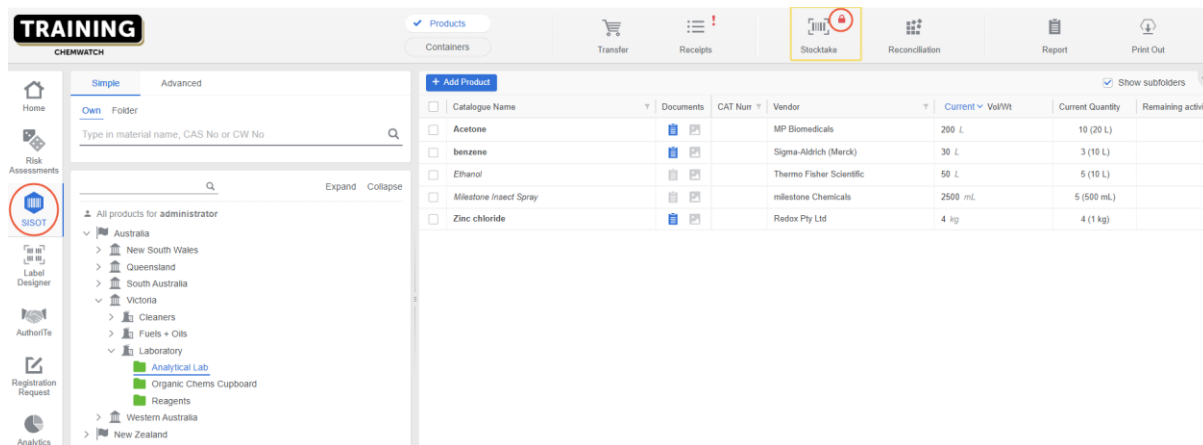
Stocktake settings contain a scheduling function to set up a new stocktake as current or future stocktake, view any stocktake history and be able to download  a **Stocktake Summary Report**.

-  SISOT settings and attributes range from general settings, folder permissions, SISOT folder settings to modular privileges to ensure it works as required for SISOT users. More information is covered in the administrator user guide.



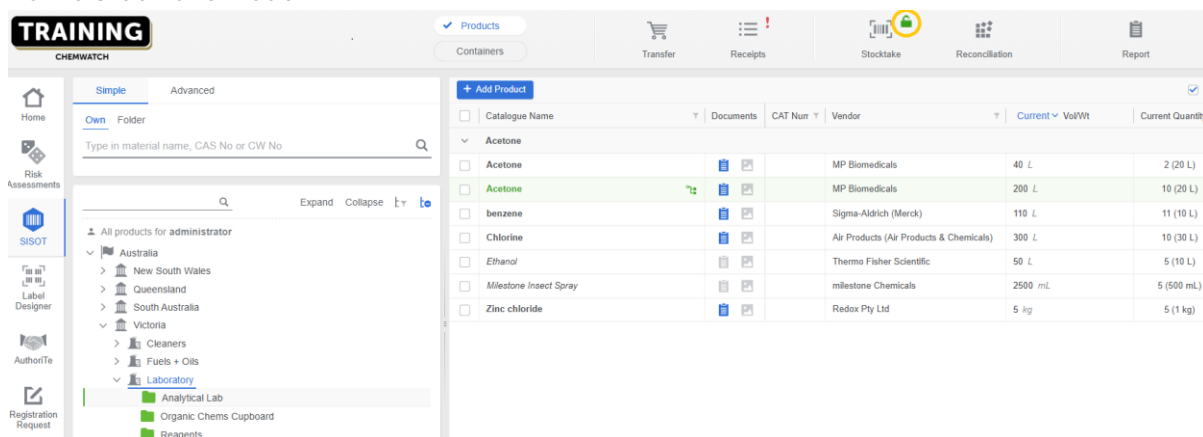
In the SISOT module, if there is no scheduled stocktake in a folder, the Stocktake button will display a red key lock icon  on the top right corner of the stocktake mode by default as shown below.

Inactive Stocktake Mode



An active (scheduled) stocktake for a specific folder will display a green key lock icon  on the top right corner of the stocktake mode button as shown below.

Active Stocktake Mode



The next topic discusses stocktake planning in detail.

5.1 Stocktake Planning

Setting up a stocktake plan for folder location(s) must be scheduled in SISOT Settings' Stocktake tab. Generally, a future stocktake must be scheduled for specific folder(s) and set the respective timeframe(s). Stocktake settings mode contain these components:

- Start and End Time or Duration
- Future Stocktake
- Stocktake in Progress
- Stocktake History
- Stocktake folder location

- Stocktake Filters

The folder tree will show any current or future stocktake, if any. However, by default any folder location(s) that have never had any stocktake scheduled, a grey circle will show next to that as never stocktaked. The stocktake mode provides users with the ability to filter the folder structure for locations that are either scheduled for future stocktake or those that are in progress.

- Future
- 1-3 months
- 3-4 months
- 6-12+ months
- Never Stocktaked

Any scheduled stocktake must have a Start and End Date and that information must be communicated to all users of that folder.

i A Stocktake cannot be conducted outside a scheduled start and end date timeline. A message will be displayed to ensure users are reminded that the folder location is under a scheduled active stocktake.

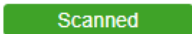
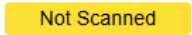
Stocktake Timeframes Filter Types

Filter Type	Colour Code	Filter Icon	Description
Future/In Progress	Blue		Filters stocktakes in the future or currently in progress.
1-3 months	Green		Filters stocktakes within 1 to 3 months period.
3-6 months	Orange		Filters stocktake within 3 to 6 months period.
6-12+ months	Red		Filters stocktake from 6 to 12+ months period.

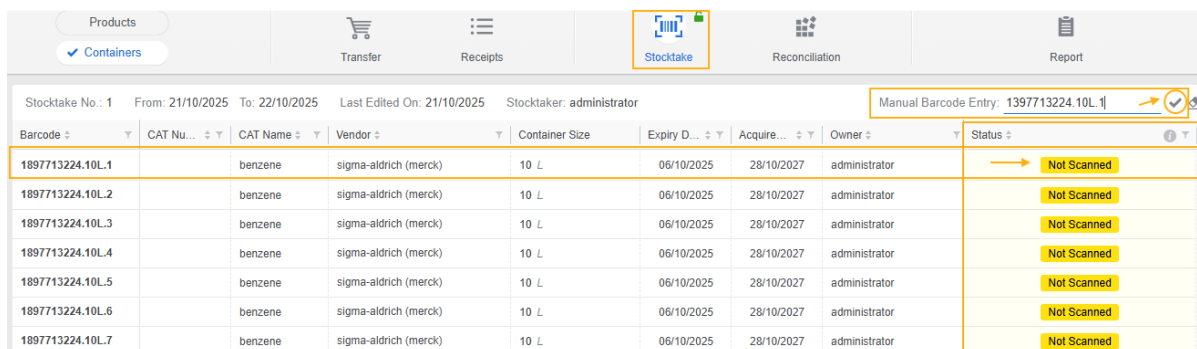
Never Stocktaked	Grey		Filters folders that have no stocktake ever taken.
------------------	------	---	--

Stocktake Scan Status

Scanned container barcodes under a stocktake will display the respective colour coded container status in the status column within the stocktake grid. This enhances the divide between scanned and unscanned barcodes and makes it visually easier to manage any active stocktake process.

Scan Status	Description	Button Display
Scanned	When a container barcode is scanned during a stocktake and found in folder location. The respective button displays at the top of the list for the scanned product barcode.	
Not Scanned	When a container barcode is not scanned in a stocktake. The respective button will be retained below the top list of scanned items.	
Quarantined	When a container does not belong in the stocktake and gets scanned in the stocktake.	

By default, all container barcodes will show the status “**Not Scanned**” prior to stocktake. For any active stocktake, the stocktake grid provides a manual barcode entry field that can be used in absence of a scanner or as manual option to transact.



The screenshot shows the 'Stocktake' tab selected in the top navigation bar. Below the navigation bar, there is a header section with 'Stocktake No.: 1', 'From: 21/10/2025', 'To: 22/10/2025', 'Last Edited On: 21/10/2025', and 'Stocktaker: administrator'. A 'Manual Barcode Entry' field contains the value '1397713224.10L.1'. The main table lists container barcodes with columns: Barcode, CAT Nu..., CAT Name, Vendor, Container Size, Expiry D..., Acquire..., Owner, and Status. The first seven rows are highlighted in yellow, and each has a 'Not Scanned' button in the Status column.

Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire...	Owner	Status
1897713224.10L.1		benzene	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.2		benzene	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.3		benzene	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.4		benzene	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.5		benzene	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.6		benzene	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.7		benzene	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	administrator	Not Scanned

All scanned barcodes will be assigned the barcode status “**Scanned**” and will show at the top of the list and a message confirmation every time a barcode is successfully scanned.



Unscanned containers will be shown under the Reconciliation mode after stocktake duration ends.

 Transfer
  Receipts
  **Stocktake**
 Reconcile

✓

Success

Barcode scanned successfully. Barcode 1897713224.10L.1 is in current stocktake

✕

Stocktake No.: 1 From: 21/10/2025 To: 22/10/2025 Last Edited On: 21/10/2025

Stocktaker: administrator Manual Barcode Entry: Barcode

Barcode	Container Size	Expiry D...	Acquire...	Owner	Status
1897713224.10L.1	10 L	06/10/2025	28/10/2027	administrator	Scanned
1897713224.10L.2	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.3	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.4	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.5	10 L	06/10/2025	28/10/2027	administrator	Not Scanned
1897713224.10L.6	10 L	06/10/2025	28/10/2027	administrator	Not Scanned

Stocktake History

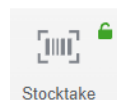
Stocktake settings provide a **Download**  feature to save a Stocktake Summary Report (Stocktake History).

Stocktake History 

☒ 1 21/10/2025 10:01 – 22/10/2025 10:01

Steps: Schedule a Stocktake

1. Click on **Settings** link .
2. Click on **SISOT Settings** mode button.
3. Select the **Stocktake** tab to display stocktake settings.
4. Select the **Stocktake Schedule** period from the **drop-down arrow**, (e.g., 1 week) **OR** click the **Start and End Date Switch** to set a specific timeframe from the calendar start and end date fields.
5. Select the **Folder** location to stocktake.
6. Click the **Start Now** button. Message displays confirmation of the successful scheduled stocktake.
7. Click the **Back** button to go to the Home module page.
8. Select the **SISOT module** button.
9. Click on the **Stocktake Folder** location to view the status of the stocktake.
10. Note that the scheduled stocktake is currently active for the selected folder with **key lock icon set to green**  next to the stocktake button reflecting that the selected folder is in stocktake schedule.



v 1.21.b076b6743 Region: US West (N. California) Account: elearning Language: English Settings

TRAINING

Products Containers Transfer Receipts Stocktake Reconciliation Report Print Out

Simple Advanced

Home Own Folder

Type in material name, CAS No or CW No

All products for administrator

- Australia
 - New South Wales
 - Queensland
 - South Australia
 - Victoria
 - Cleaners
 - Fuels + Oils
 - Laboratory
 - Analytical Lab
 - Organic Chems Cupboard
 - Reagents
 - Western Australia
 - New Zealand

Catalogue Name	Documents	CAT Number	Vendor	Current Vol/Vol	Current Quantity	Remaining activity
benzene			Sigma-Aldrich (Merck)	160 L	16 (10 L)	
Chlorine			Air Products (Air Products & Chemicals)	300 L	10 (30 L)	
Ethanol			Thermo Fisher Scientific	50 L	5 (10 L)	
Milestone Insect Spray			milestone Chemicals	2500 mL	5 (500 mL)	
Stone Benchtop			Caesarstone	90 kg	2 (45 kg)	
Zinc chloride			Redox Pty Ltd	7 kg	7 (1 kg)	

< Back Module Settings Barcode Approval Stocktake Reconciliation Containers Container Wizard Container Bulk Import

Future Stocktake 0 Items

Stocktake in Progress 2 24/11/2025 06:54 - 25/11/2025 06:54

Stocktake History 1 21/10/2025 10:16 - 22/10/2025 10:26

Stocktake starts: For 1 Week OR 24/11/2025 6:54 AM → 25/11/2025 6:54 AM

Stocktake Locations

- Australia
 - New South Wales
 - Queensland
 - South Australia
 - Victoria
 - Cleaners
 - Fuels + Oils
 - Laboratory
 - Analytical Lab
 - Organic Chems Cupboard
 - Reagents
 - Western Australia
 - New Zealand

Last Stocktaked on

Location	Last Stocktaked on
Victoria > Fuels + Oils > Fuel Shed	2 24/11/2025 06:54 - 25/11/2025 06:54
Laboratory > Reagents	1 21/10/2025 10:16 - 22/10/2025 10:26

Filter

- Future / In Progress
- 1-3 Months ago
- 3-6 Months ago
- 6-12+ Months ago
- Never Stocktaked

Start Now Reset Changes

Stocktake Scheduled for the Selected Folder

< Back 7 Module Settings Barcode Approval Stocktake Reconciliation Containers Container Wizard Container Bulk Import

Future Stocktake 0 Items

Stocktake in Progress 3 24/11/2025 07:01 - 01/12/2025 07:01

Stocktake History 1 21/10/2025 10:16 - 22/10/2025 10:26

Stocktake starts: For 1 Week OR 24/11/2025 6:54 AM → 25/11/2025 6:54 AM

Stocktake Locations

- Australia
 - New South Wales
 - Queensland
 - South Australia
 - Victoria
 - Cleaners
 - Fuels + Oils
 - Laboratory
 - Analytical Lab
 - Organic Chems Cupboard
 - Reagents
 - Western Australia
 - New Zealand

Last Stocktaked on

Location	Last Stocktaked on
Victoria > Fuels + Oils > Fuel Shed	3 24/11/2025 07:01 - 01/12/2025 07:01
Laboratory > Reagents	2 24/11/2025 06:54 - 25/11/2025 06:54
Laboratory > Organic Chems Cupboard	1 21/10/2025 10:16 - 22/10/2025 10:26

Filter

- Future / In Progress
- 1-3 Months ago
- 3-6 Months ago
- 6-12+ Months ago
- Never Stocktaked

Start Now Reset Changes

The screenshot shows the Chemwatch SISOT interface. The top navigation bar includes 'Products', 'Containers', 'Transfer', 'Receipts', 'Stocktake' (highlighted with a yellow box and a callout 'Current Folder in Stocktake'), 'Reconciliation', and 'Report'. The left sidebar shows a tree view of folders, with 'Fuel Shed' highlighted (callout 'Current Folder in Stocktake'). The main area displays a table of products with columns: Catalogue Name, Documents, CAT Num, Vendor, Current Vol/Wt, and Current Quantity. The table lists products like Acetone, benzene, Stone Benchtop, and Zinc chloride.

The next topic covers how to conduct a stocktake that is already scheduled for a specific folder location.

5.2 Barcode Symbiology, Barcode Generation Rules and Printing Barcodes

The barcode settings enable barcode generation rules to be applied based on the information saved for containers. This information involves the following:

- Random barcode generated by the system (10-digit characters)
- Container volume
- Container volume unit
- The number of barcodes created per product
- Customised datapoint that are domain specific (2D barcode), which allows the user to customize the barcode based on the product information, usually by integration.

The barcode uniqueness for products with unique containers are not intended to identify a single item. Instead, they might represent a category of items, a batch, or be used for internal tracking within a closed system where uniqueness across different systems is not required.

When the “Random” barcode generation rule is used, the system generates a 10 digits barcode, so the barcode will start from 0000000001 to 9999999999.

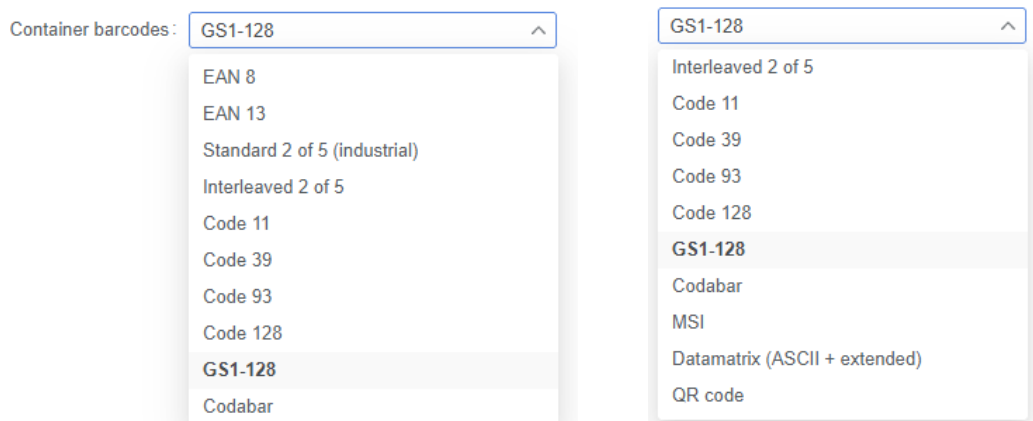


Sisot accepts Unique Barcodes. Every container is assigned to a unique barcode number in the system.

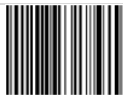
Users can pre-print barcodes from the system and these can be used offline or when physical storage location does not have the appropriate print hardware available.

SISOT allows users to operate the system by using **Action Barcodes** which can be scanned to start a specific action. In barcode settings, the barcode printing has been enabled for 600dpi or above.

Barcode Symbology



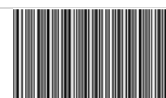
Barcodes are formatted based on barcode length, barcode height, symbol, start character, data, check digit, stop character, quiet zone. The system-supported container barcode types (symbiology) are listed below.

Barcode Format	Description	Barcode
GS1-128	Barcode symbiology standard that utilizes Code 128 linear barcode symbiology as its base, which adds special GS1 rules, including application identifiers and inherits Code 128 characteristics. This type of barcode is widely used in supply chain.	
EAN 8	European Article Number (EAN) is a thirteen-digit standard symbiology numbering system used in global trade for the identification of a product type, packaging, and manufacturer.	
EAN 13	European Article Number (EAN) is an eight-digit standard symbiology numbering system used in Europe as a retail product identifier for smaller sized packages.	
Standard 2 of 5 (Industrial)	Encodings 0-9 digits and have low encoding density.	
Code 11	Encodes any length string consisting of 0-9 digits and the dash (-) character).	
Code 39	This code consists of a symbiology character set of numbers 0-9, upper case letters A-Z, space character and symbols -. \$ / + %. It is a common barcode type used for labels such as name badges, inventory, and industrial applications.	
Code 93	Higher density and security enhancement, variable length barcode that can code up to 43 alphanumeric characters and universally used in military and automotive industry.	
Code 128	This is a denser type of barcode that encodes all 128 ASCII characters, which includes letters and numbers,	

punctuation, symbols. It is widely used in logistics, shipping, and purchasing.

Codabar

This is a self-checking barcode designed to be read on printed forms. It consists of up to 16 different numeric characters and an optional 4 more letter characters, A, B, C, D, used in the beginning and the end of the barcode. It is commonly used in packaging and blood bank forms.



MSI

This is a numeric barcode used on shelves in supermarkets, warehouses, and other storage facilities for inventory purposes. The information on the barcode includes the product information, the number of units and other pertinent information. It can be of any length and is represented in binary format, and its advantage is that it can encode substantial amounts of information.



Datamatrix (ASCII) + extended)

2-D barcode in a square or rectangle pattern and encoded as text or numeric data from a few bytes to 1556 bytes.



QR Code

This is a Quick Response Code, a 2-D matrix barcode which is machine readable or can be read by an imaging device such as a camera. It is used as an identifier, tracker to pinpoint a website or application or any extension. This type of barcode is commonly used in consumer advertising, where usually a smartphone is used as a QR code scanner.



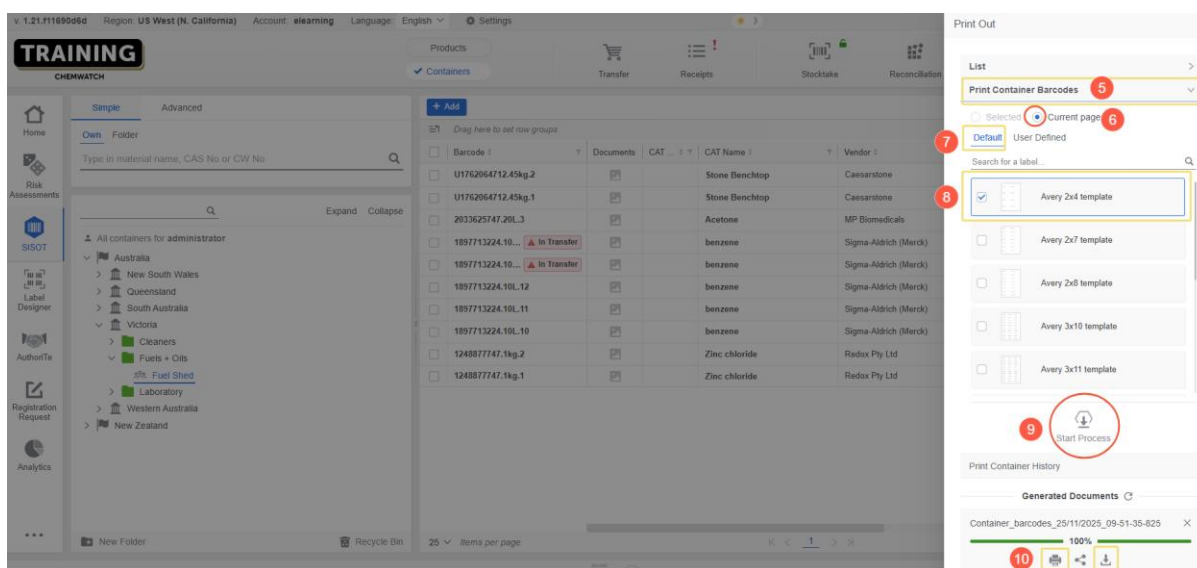
Barcode input rules can also be enabled in Barcode Settings tab to validate the count of symbols [1 (minimum) – 999 (maximum)]. The steps below show how to print action barcodes and container barcodes to use for scanning purposes when transferring containers, stocktake and reconciliation.

Steps: Print Barcodes

The screenshot shows the Chemwatch SISOT interface. The top navigation bar includes 'Products', 'Containers' (selected), 'Transfer', 'Receipts', 'Stocktake', 'Reconciliation', 'Report', and 'Print Out'. The left sidebar shows a tree view of containers, with 'Fuels + Oils' and 'Fuel Shed' highlighted. The main area displays a table of containers with columns for Barcode, Documents, CAT, CAT Name, Vendor, Container type, and Batch/Lot Number. The table lists various containers, including those for Stone Benchtop, Acetone, benzene, and Zinc chloride.

Barcode	Documents	CAT	CAT Name	Vendor	Container type	Batch/Lot Number
U1762064712.45kg.2			Stone Benchtop	Caesarstone	Other	—
U1762064712.45kg.1			Stone Benchtop	Caesarstone	Other	—
2033625747.20L.3			Acetone	MP Biomedicals	Bottle	—
1097713224.10...			benzene	Sigma-Aldrich (Merck)	Bottle	—
1097713224.10...			benzene	Sigma-Aldrich (Merck)	Bottle	—
1097713224.10L.12			benzene	Sigma-Aldrich (Merck)	Bottle	—
1097713224.10L.11			benzene	Sigma-Aldrich (Merck)	Bottle	—
1097713224.10L.10			benzene	Sigma-Aldrich (Merck)	Bottle	—
1248877747.1kg.2			Zinc chloride	Redox Pty Ltd	Bottle	—
1248877747.1kg.1			Zinc chloride	Redox Pty Ltd	Bottle	—

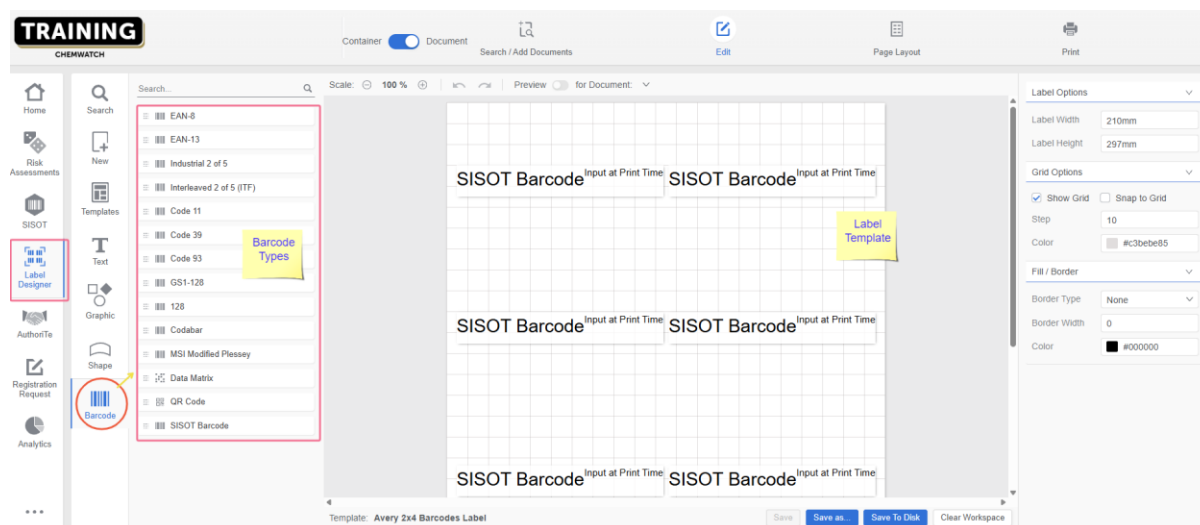
1. Open **SISOT module** .
2. Click on a **SISOT Folder** ready for stocktake.
3. Select the Products or **Containers** button in the SISOT toolbar.
4. Click on the **Print Out** button  on the top right corner of the user interface.
5. Click the **Print Container Barcodes** forward arrow to expand options.
6. Select the respective radio button, Selected or **Current Page**.
7. Choose a Chemwatch **Default label template** or use a User Defined label template option
8. Select the **label template** from the list.
9. Click the **Start Process** button to generate barcodes for the current page containers.
10. On the Generated Documents section at the bottom, select the **Print** button, Share or Download  icon.



i Printing barcodes will depend on the label template to use. Any custom labels required, must be created in Label Designer module. For more on creating or customizing labels, refer to the Label Designer User Guide available in the [Chemwatch training website here](#).

Sample Customisation of Existing Label Templates in Label Designer Module

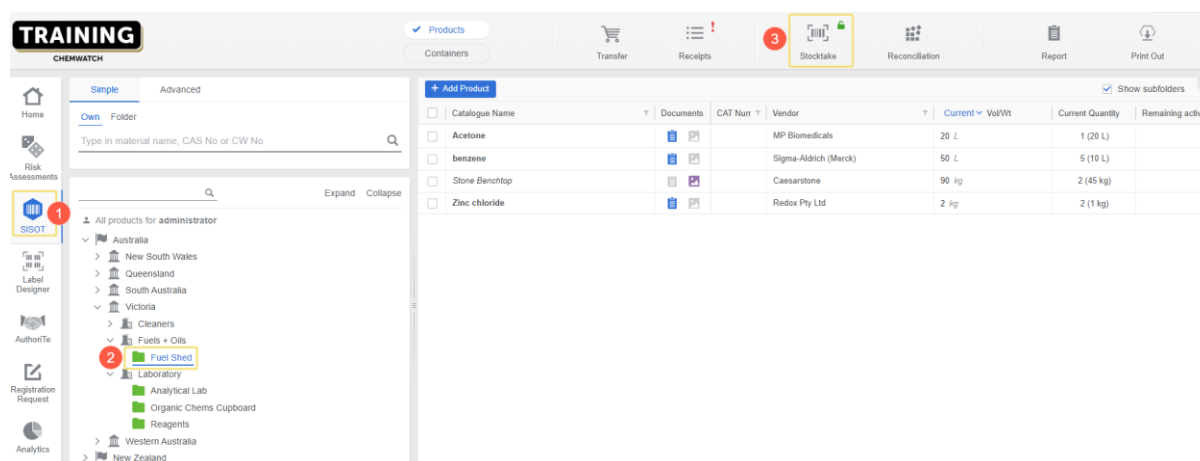
SISOT Barcode Label Template



5.3 Conducting a Stocktake

This section will demonstrate how to conduct a stocktake for the folder inventory currently scheduled for a stocktake.

Steps: Conduct Stocktake for a Scheduled Stocktake Folder



By default, all barcodes status show “**Not Scanned**” at this stage of the process.

Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Report

Stocktake No.: 3

From: 24/11/2025

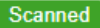
To: 01/12/2025

Last Edited On: 24/11/2025

Stocktaker: administrator

Manual Barcode Entry: Barcode

Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire...	Status
1248877747.1kg.1		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Not Scanned
1248877747.1kg.2		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Not Scanned
1897713224.10L.10		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.11		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.12		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.13		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.9		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
2033625747.20L.3		acetone	mp biomedical	20 L	06/10/2025	30/10/2026	Not Scanned
U1762064712.45kg.1		stone benchtop	caesarstone	45 kg		03/11/2025	Not Scanned
U1762064712.45kg.2		stone benchtop	caesarstone	45 kg		03/11/2025	Not Scanned

1. Open **SISOT module** .
2. Click on a **SISOT Folder** ready for stocktake.
3. Select the Stocktake button (with the green key lock icon ).
4. Start scanning container barcodes or **manually input barcodes** into the barcode entry field located on the top right corner of the container grid.
5. Click the **Barcode Tick** icon  next to the barcode entry field to submit the barcode.
6. All valid barcodes will be shown as successful, and the container **Stocktake Status** will display "**Scanned**" .
7. Once completed, click the **Stocktake button** to deactivate stocktake process for the folder.

All scanned and valid barcodes will be moved to the top of the stocktake grid.

Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Report

Stocktake No.: 3

From: 24/11/2025

To: 01/12/2025

Last Edited On: 24/11/2025

Stocktaker: administrator

Manual Barcode Entry

1897713224.10L.11

✓

Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire	Status
1248877747.1kg.1		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Not Scanned
1248877747.1kg.2		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Not Scanned
1897713224.10L.10		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.11		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.12		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.13		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.9		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
2033625747.20L.3		acetone	mp biomedical	20 L	06/10/2025	30/10/2026	Not Scanned
U1762064712.45kg.1		stone benchtop	caesarstone	45 kg		03/11/2025	Not Scanned
U1762064712.45kg.2		stone benchtop	caesarstone	45 kg		03/11/2025	Not Scanned

Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Success

Barcode scanned successfully. Barcode 1248877747.1kg.1 is in current stocktake

Stocktake No.: 3		From: 24/11/2025	To: 01/12/2025	Last Edited On: 24/11/2025	Stocktaker: administrator		Manual Barcode Entry: Barcode	
Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire...	Status	
1248877747.1kg.1		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Scanned	
1897713224.10L.10		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned	
1248877747.1kg.2		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Not Scanned	
1897713224.10L.11		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned	
1897713224.10L.12		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned	
1897713224.10L.13		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned	
1897713224.10L.9		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned	
2033625747.20L.3		acetone	mp biomedicals	20 L	06/10/2025	30/10/2026	Not Scanned	

Recap: There are three main stocktake statuses that can be automatically assigned to barcodes in stocktake process as discussed earlier:

- Scanned
- Not Scanned
- Quarantined

Products	Transfer	Receipts	Stocktake	Reconciliation	Report
Containers					
Stocktake No.: 1 From: 21/10/2025 To: 22/10/2025 Last Edited On: 21/10/2025 Stocktaker: administrator Manual Barcode Entry: Barcode					
Barcode	Vendor	Container Size	Expiry D...	Acquire...	Status
1897713224.10L.1	sigma-aldrich (merck)	10 L			Scanned
1897713224.10L.2	sigma-aldrich (merck)	10 L			Not Scanned
1897713224.10L.3	sigma-aldrich (merck)	10 L			Quarantined
1897713224.10L.4	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	Not Scanned
1897713224.10L.5	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	Not Scanned
1897713224.10L.6	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	Not Scanned
1897713224.10L.7	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	Not Scanned
1897713224.10L.8	sigma-aldrich (merck)	10 L	06/10/2025	28/10/2027	Not Scanned
1937618631.30L.1	air products (air products & chemicals)	30 L	31/10/2025	02/10/2028	Scanned
1937618631.30L.10	air products (air products & chemicals)	30 L	31/10/2025	02/10/2028	Not Scanned

Invalid Barcodes

If a barcode is not recognised, the system will display a “Warning” message “Invalid Barcode”.

Products	Containers	Transfer	Receipts	Stocktake	Reconciliation	Warning Invalid Barcode scanned. Scanned Barcode is 124887747.1kg.2	
Stocktake No.: 3		From: 24/11/2025 To: 01/12/2025		Last Edited On: 24/11/2025		Stocktaker: administrator	
						Manual Barcode Entry: Barcode	
Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire...	Status
124887747.1kg.1		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Scanned
1897713224.10L.10		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
1897713224.10L.13		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
124887747.1kg.2		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Not Scanned
1897713224.10L.11		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.12		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.9		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
2033625747.20L.3		acetone	mp biomedical	20 L	06/10/2025	30/10/2026	Not Scanned
U1762064712.45kg.1		stone benchtop	caesarstone	45 kg		03/11/2025	Not Scanned
U1762064712.45kg.2		stone benchtop	caesarstone	45 kg		03/11/2025	Not Scanned

Invalid barcodes can be accessed through “Invalid Barcodes” button at the bottom right corner of the container grid as shown below.

Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Report

Stocktake No.: 4

From: 27/11/2025

To: 28/11/2025

Last Edited On: 27/11/2025

Stocktaker: administrator

Manual Barcode Entry:

Barcode

Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire...	Status
1604587037.20L.1		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Scanned
1604587037.20L.10		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.2		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.3		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.4		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.5		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.6		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.7		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.8		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.9		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1897713224.10L.14		benzene	sigma-aldrich (merck)	10 L			Not Scanned
1897713224.10L.15		benzene	sigma-aldrich (merck)	10 L	26/11/2027	05/11/2024	Not Scanned
1897713224.10L.16		benzene	sigma-aldrich (merck)	10 L	26/11/2027	05/11/2024	Not Scanned
479430026.1kg.1		zinc chloride	redox pty ltd	1 kg	16/11/2028	22/11/2023	Not Scanned
479430026.1kg.2		zinc chloride	redox pty ltd	1 kg	16/11/2028	22/11/2023	Not Scanned
479430026.1kg.3		zinc chloride	redox pty ltd	1 kg	16/11/2028	22/11/2023	Not Scanned
479430026.1kg.4		zinc chloride	redox pty ltd	1 kg	16/11/2028	22/11/2023	Not Scanned

Reset Stocktake to the Initial State

Invalid Barcodes

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The system will display the invalid barcodes as a reference, and they can be printed.

Products Containers Transfer Receipts **Active Stocktake** Stocktake Reconciliation Report

Stocktake No.: 4 From: 27/11/2025 To: 28/11/2025 Last Edited On: 27/11/2025 Stocktaker: administrator Manual Barcode Entry: Barcode

Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire...	Status
1604587037.20L.1		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Scanned
1604587037.20L.10		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.2		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.3		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.4		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.5		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.6		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.7		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.8		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1604587037.20L.9		acetone	mp biomedical	20 L	17/11/2028	14/10/2025	Not Scanned
1897713224.10L.14		benzene	sigma-aldrich (merck)	10 L			Not Scanned
1897713224.10L.15		benzene	sigma-aldrich (merck)	10 L	26/11/2027	05/11/2024	Not Scanned
1897713224.10L.16		benzene	sigma-aldrich (merck)	10 L	26/11/2027	05/11/2024	Not Scanned
479430026.1kg.1		zinc chloride	redox pty ltd	1 kg	16/11/2028		Not Scanned
479430026.1kg.2		zinc chloride	redox pty ltd	1 kg	16/11/2028		Not Scanned
479430026.1kg.3		zinc chloride	redox pty ltd	1 kg	16/11/2028		Not Scanned
479430026.1kg.4		zinc chloride	redox pty ltd	1 kg	16/11/2028	22/11/2023	Invalid Barcodes

Invalid Barcodes 1604587777.10.1

If a barcode is scanned and does not belong in the stocktake, the “Quarantined” status will be automatically assigned in the stocktake status.

Products Containers Transfer Receipts **Stocktake** Reconciliation

Stocktake No.: 3 From: 24/11/2025 To: 01/12/2025 Last Edited On: 24/11/2025 Stocktaker: administrator

Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire...	Status
1248877747.1kg.1		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Scanned
1897713224.10L.10		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
1897713224.10L.13		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
1937618631.30L.6		chlorine	air products (air products & chemicals)	30 L	31/10/2025	02/10/2028	Quarantined
2033625747.20L.2		acetone	mp biomedical	20 L	06/10/2025	30/10/2026	Quarantined
1248877747.1kg.2		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Not Scanned
1897713224.10L.11		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.12		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
1897713224.10L.9		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Not Scanned
2033625747.20L.3		acetone	mp biomedical	20 L	06/10/2025	30/10/2026	Not Scanned
U1762064712.45kg.1		stone benchtop	caesarstone	45 kg		03/11/2025	Not Scanned
U1762064712.45kg.2		stone benchtop	caesarstone	45 kg		03/11/2025	Not Scanned

Warning: Barcode scanned successfully. Barcode 2033625747.20L.2 does not belong in the current stocktake

Once all the container barcodes have been scanned or manually entered and status automatically driven from found barcodes and those that quarantined as shown in this example, then the stocktake process has been completed.

Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Report

Stocktake No.: 3

From: 24/11/2025

To: 01/12/2025

Last Edited On: 24/11/2025

Stocktaker: administrator

Manual Barcode Entry:

Barcode

Barcode	CAT Nu...	CAT Name	Vendor	Container Size	Expiry D...	Acquire...	Status
1248877747.1kg.1		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Scanned
1248877747.1kg.2		zinc chloride	redox pty ltd	1 kg	03/02/2027	04/11/2025	Scanned
1897713224.10L.10		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
1897713224.10L.11		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
1897713224.10L.12		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
1897713224.10L.13		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
1897713224.10L.9		benzene	sigma-aldrich (merck)	10 L	19/11/2027	03/11/2025	Scanned
2033625747.20L.3		acetone	mp biomedical	20 L	06/10/2025	30/10/2026	Scanned
U1762064712.45kg.1		stone benchtop	caesarstone	45 kg		03/11/2025	Scanned
U1762064712.45kg.2		stone benchtop	caesarstone	45 kg		03/11/2025	Scanned
1937618631.30L.6		chlorine	air products (air products & chemicals)	30 L	31/10/2025	02/10/2028	Quarantined
2033625747.20L.2		acetone	mp biomedical	20 L	06/10/2025	30/10/2026	Quarantined
U1492951580.10L.4		ethanol	thermo fisher scientific	10 L	16/11/2028	01/10/2025	Quarantined

The stocktake folder status will be locked again when the stocktake end date ends.

Products	Transfer	Receipts	Stocktake	Reconciliation	Report	Print Out
Containers						
+ Add Product Show subfolders						
Catalogue Name	Documents	CAT Num	Vendor	Current Vol/Wt	Current Quantity	Remaining activity
Acetone			MP Biomedicals	20 L	1 (20 L)	
benzene			Sigma-Aldrich (Merck)	50 L	5 (10 L)	
Stone Benchtop			Caesarstone	90 kg	2 (45 kg)	
Zinc chloride			Redox Pty Ltd	2 kg	2 (1 kg)	

5.3.1 Stock History & Download Stocktake Report

Stocktake History captures every stocktake that has passed the stocktake period and time. It will automatically place all stocktakes under the stocktake history alongside the stocktake summary report.

Once a stocktake has been completed, the stocktaker can download the **Stocktake Summary Report** in SISOT Settings Stocktake tab. The steps below illustrate how to download the report. The report will capture the following stocktake datapoints in column headers.

- Location (Source Folder)
- Start Date
- End Date
- Stocktake No.
- Stocktaker
- Stocktake Performed? (Yes/No)
- Last Activity Date
- Barcode

- Container CAT/CON Name
- Container Catalogue Number
- Vendor
- Container Size
- Stocktake Status
- Reconciliation Status
- Destination Folder

Steps: Download a Stocktake Report

The screenshot shows the Chemwatch interface. At the top, the 'Settings' link is highlighted with a red circle and arrow. Below the navigation bar, the 'SISOT Settings' mode button is highlighted with a red circle. The 'Stocktake' tab is highlighted with a red circle. The 'Stocktake History' period checkbox is highlighted with a red circle. The 'Download' button is highlighted with a red circle.

1. Click on **Settings** link .
2. Click on **SISOT Settings** mode button.
3. Select the **Stocktake** tab to display stocktake settings.
4. Select the **Stocktake History** period checkbox alongside the respective stocktake start and end date.
5. Click the **Download** button to start the download of the stocktake report.
6. **Save the Stocktake Summary Report** to destination folder.

The screenshot shows the Chemwatch interface. The 'Stocktake' tab is highlighted with a red circle. The 'Stocktake History' period checkbox is highlighted with a red circle. The 'Download' button is highlighted with a red circle. The 'Start Now' button is highlighted with a red circle.

Stocktake Summary Report Download

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Location	Start Date	End Date	Stocktake No.	Stocktaker	Stocktake performed?	Last activity date	Barcode	Container CAT/CON Name	Container Catalogue Number	Vendor	Container Size	Container Size Unit	Stocktake Status	Reconciliation Status	Destination Folder
1 Australia/Victoria/Laboratory /Analytical Lab	11/24/2025	11/25/2025	2		Yes										
4 Australia/Victoria/Laboratory /Reagents	10/21/2025	10/22/2025	1	User Name	Yes	10/21/2025	1937618631.30L.10	chlorine		air products (air products & chemicals)	30	L			
5 Australia/Victoria/Laboratory /Reagents	10/21/2025	10/22/2025	1	User Name	Yes	10/21/2025	1937618631.30L.9	chlorine		air products (air products & chemicals)	30	L			
6 Australia/Victoria/Laboratory /Reagents	10/21/2025	10/22/2025	1	User Name	Yes	10/21/2025	1937618631.30L.7	chlorine		air products (air products & chemicals)	30	L			
7 Australia/Victoria/Laboratory /Reagents	10/21/2025	10/22/2025	1	User Name	Yes	10/21/2025	1937618631.30L.6	chlorine		air products (air products & chemicals)	30	L			
8 Australia/Victoria/Laboratory /Reagents	10/21/2025	10/22/2025	1	User Name	Yes	10/21/2025	1937618631.30L.5	chlorine		air products (air products & chemicals)	30	L			
9 Australia/Victoria/Laboratory /Reagents	10/21/2025	10/22/2025	1	User Name	Yes	10/21/2025	1937618631.30L.4	chlorine		air products (air products & chemicals)	30	L			

5.4 Reconciliation

Reconciliation is a process of solving issues that happened during a stocktake. This process involves reconciling quarantined containers or containers that were not scanned during a stocktake and setting the respective reconciliation status of each container to those identified containers after the stocktake process is completed.

Primary Objective of Reconciliation

Ensures the physical counts and system records and relevant documentation to match all containers and identify any container discrepancies to meet data integrity and compliance with the health, safety and the environmental business or organisational strategy.

The Reconciliation Process for Containers

First let's have a look at the Reconciliation mode screen.

Item	Reconciliation Components	Description
1	SISOT button	This button opens the SISOT module with toolbar and other features relevant to products/containers transfers, receipts, stocktake & reconciliation, print out mode and the report generator export function.
2	Folder Location	This is the folder location where stocktake has been performed and completed. It is the active selected folder to conduct the reconciliation process for the inventory.
3	Products or Containers Mode	This is the products or containers mode to view relevant data based on selected folder inventory.
4	Reconciliation Mode	This is the reconciliation mode of the SISOT module.
5	Stocktake Details	This field provides the stocktake information; Stocktake ID NO. (number), Start and End Dates, Time Stamp, and the Stocktaker (User Name).
6	Products or Containers Grid	View inventory for your products or containers barcodes reconciliation status and actionable items.
7	Reconciliation Action	Assign reconciliation status of inventory barcodes from the completed stocktake to action: Pending, Mark Found, Mark Lost, Mark Waste, Delete.
8	Invalid Barcodes	This feature provides a list of the scanned barcodes that were deemed invalid during the stocktake process.
9	Update Inventory	This button enables stocktaker to update the current folder container barcodes inventory.
10	Reconciliation History	This button provides the reconciliation history logs.

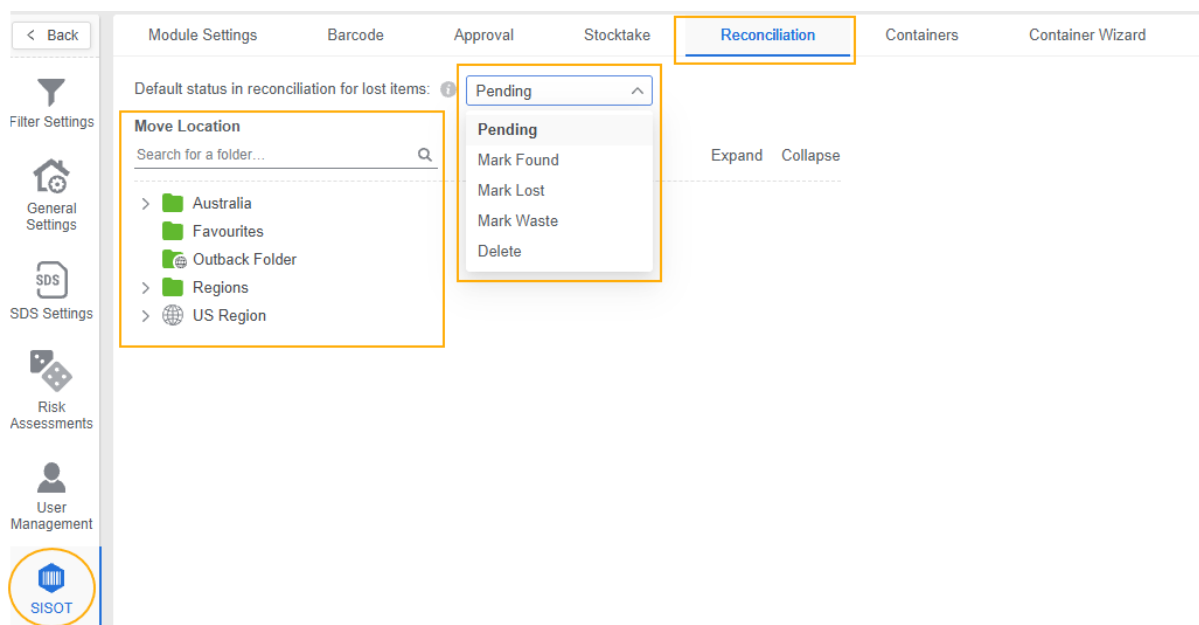
The Reconciliation Statuses of Container Barcodes

Let's recap SISOT Settings for Reconciliation. The Reconciliation Settings can be set to default container barcodes to any of the following options:

- Pending
- Mark Found
- Mark Lost
- Mark Waste

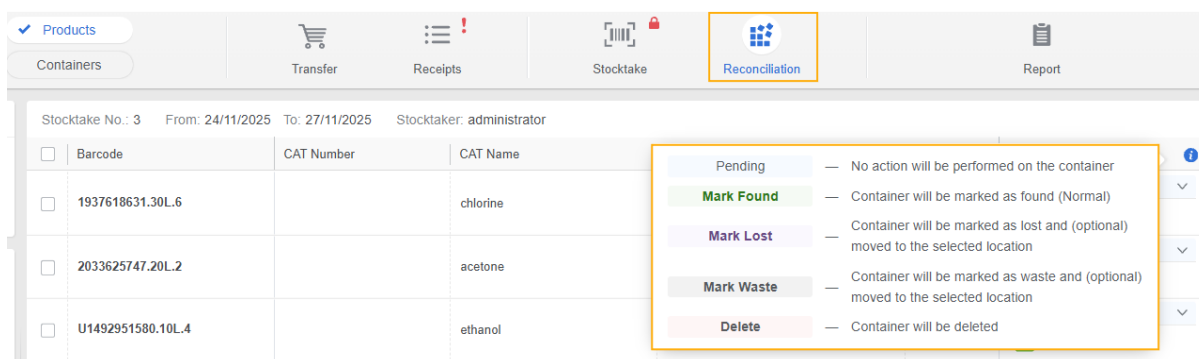
- Delete

The default status in reconciliation for lost items applies to "**Lost items**" (i.e., containers marked as "**Not Scanned**" in **Stocktake**). The setting also provides an option "Move Location" by selecting a specific destination folder. Users can select a designated folder for the designated status (except Pending) in Reconciliation.



Now that we have looked at the backend reconciliation settings, let's move on with the reconciliation process.

When a folder is selected in SISOT module to display the inventory stocktake in Reconciliation mode, the status of each identified container barcodes that were scanned but did not belong to that folder location during stocktake, will be captured as "Quarantined" containers. However, in the Action column of the reconciliation mode, it will be marked by default as "Quarantine". The reconciliation mode provides the reconciliation statuses to assign to each container barcode to reconcile.



Reconciliation Status	Description
Pending	No action will be performed on the container.
Mark Found	Any containers that are found, will be assigned this status (which is the Normal desired status). The system will automatically update the container barcode accordingly in the folder inventory.
Mark Lost	Any containers that cannot be located will be assigned as “ Mark Lost ,” e.g., they could be missing somehow, but during the reconciliation process, they could not be found, henceforth “lost.” Optionally, they can be moved to selected folder location).
Mark Waste	Any container designated as waste can be marked as “ Mark Waste .” Optionally, waste containers can be moved to selected folder location.
Delete	Any container that is assigned this status, means that that container will be “ Deleted ” from the folder inventory.

Containers that are “Not Scanned” in stocktake will be carried forward to the reconciliation mode. All invalid barcodes are also captured in the “**Invalid Barcodes**” component at the bottom right corner of the user interface.

- i The objective of reconciling items after a stocktake, is to generate a reconciliation report that tallies with the stocktake report to account for all remaining containers in a folder inventory once both processes have completed to meet compliance requirements for all chemical containers.

5.4.1 Conduct Reconciliation

This section will demonstrate how to conduct reconciliation for the folder inventory with a completed stocktake.

Steps: Conduct Reconciliation for a Completed Stocktake Folder

The screenshot shows the Chemwatch SISOT interface. The top navigation bar includes 'Products', 'Containers', 'Transfer', 'Receipts', 'Stocktake', 'Reconciliation' (highlighted with a red circle and number 3), 'Report', and 'Print Out'. The left sidebar shows a tree view of folders, with 'Fuel Shed' highlighted (numbered 2) and 'SISOT' highlighted (numbered 1). The main area displays a table of chemical products with columns for Catalogue Name, Documents, CAT Num, Vendor, Current Vol/Wt, Current Quantity, and Remaining active. The table lists items like Acetone, benzene, Stone Benchtop, and Zinc chloride.

1. Open **SISOT module** .
2. Click on a **SISOT Folder** ready for stocktake.
3. Select the inactive **Reconciliation** button in the SISOT toolbar to activate the reconciliation process for the stocktaked folder inventory.
4. Go to the **Action** column and select the container barcode's action dropdown arrow to assign the appropriate reconciliation status.
5. Select the **Reconciliation Status** option, e.g., **Mark Found** or simply **Scan** the container **barcode**.
6. Continue the process of assigning the respective reconciliation status to all the container barcodes.
7. Use the **Update Inventory** button to update the records as per the reconciliation action statuses.
8. Once the reconciliation is completed, click the active **Reconciliation** button

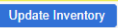
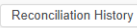


to deactivate process for the folder.

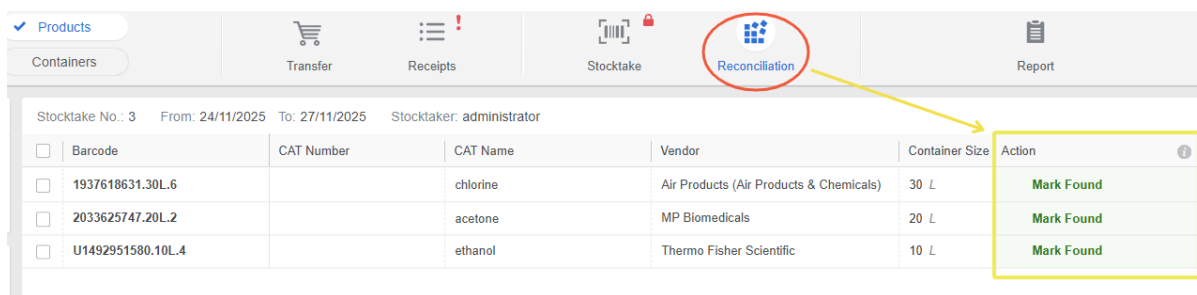
Stocktake No.: 3 From: 24/11/2025 To: 27/11/2025 Stocktaker: administrator						
☐	Barcode	CAT Number	CAT Name	Vendor	Container Size	Action
☐	1937618631.30L.6		chlorine	Air Products (Air Products & Chemicals)	30 L	Quarantine ⁴ 
☐	2033625747.20L.2		acetone	MP Biomedicals	20 L	Mark Found ⁵
☐	U1492951580.10L.4		ethanol	Thermo Fisher Scientific	10 L	Quarantine 

Stocktake No.: 3 From: 24/11/2025 To: 27/11/2025 Stocktaker: administrator						
☐	Barcode	CAT Number	CAT Name	Vendor	Container Size	Action
☐	1937618631.30L.6		chlorine	Air Products (Air Products & Chemicals)	30 L	Mark Found 
☐	2033625747.20L.2		acetone	MP Biomedicals	20 L	Mark Found ⁶ 
☐	U1492951580.10L.4		ethanol	Thermo Fisher Scientific	10 L	Mark Found 

25 ⁷ items per page   1-3 / 3 

After updating the inventory, the system will mark all container barcodes as “Found” as per the reconciliation status set based on this worked example.



Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Report

Stocktake No.: 3 From: 24/11/2025 To: 27/11/2025 Stocktaker: administrator

☐	Barcode	CAT Number	CAT Name	Vendor	Container Size	Action
☐	1937618631.30L.6		chlorine	Air Products (Air Products & Chemicals)	30 L	Mark Found
☐	2033625747.20L.2		acetone	MP Biomedicals	20 L	Mark Found
☐	U1492951580.10L.4		ethanol	Thermo Fisher Scientific	10 L	Mark Found

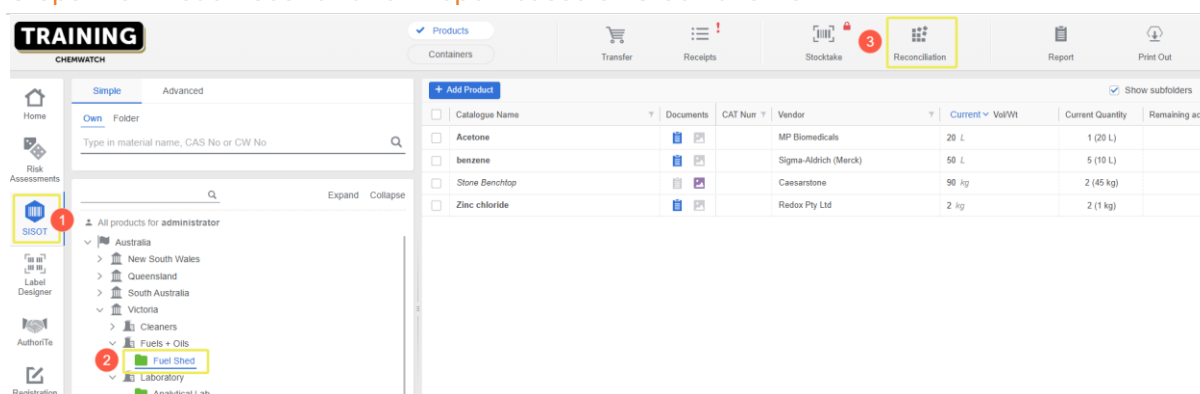
5.4.2 Download Reconciliation History Report

Reconciliation History captures every stocktake that has passed the stocktake period and time and completed. It will automatically place all stocktakes under the Reconciliation History window with the respective stocktake numbers. Once the reconciliation process has been completed, the stocktaker can download the **Reconciliation History Report**. The report contains the following datapoints in report title and column headers.

Reconciliation History Report Segments

1. Reconciliation Report Title Information	2. Report Column Headers
- Stocktake No. - Locations - From (Start and End Dates) - Stocktaker	- Cat No - Catalogue Name - Vendor Name - Container Size - Tags - Not Reconciled - Barcode - Date Acquired - Expiry Date - Stocktake Result - Folder 1 (Source Folder) - Action - Folder 2 - Comments

Steps: Download Reconciliation Report based on Stocktake No.



TRAINING

Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Report

Print Out

Simple Advanced

Own Folder

Type in material name, CAS No or CW No

Risk Assessments

SISOT

All products for administrator

Australia

New South Wales

Queensland

South Australia

Victoria

Cleaners

Fuels + Oils

Fuel Shed

Laboratory

Analytical Lab

Acetone Documents | CAT Num | Vendor | Current Val/Wt | Current Quantity | Remaining activ || benzene | | | MP Biomedicals | 20 L | 1 (20 L) | |
Stone Benchmark			Sigma-Aldrich (Merck)	50 L	5 (10 L)	
Zinc chloride			Caesarstone	90 kg	2 (45 kg)	
			Redox Pty Ltd	2 kg	2 (1 kg)	

1. Open **SISOT module** .
2. Click on a **SISOT Folder** ready for stocktake.
3. Select the inactive **Reconciliation** button in the SISOT toolbar.
4. Click the **Reconciliation History** button located at the bottom right corner of the user interface.
5. Select the **Stocktake No. Checkbox** from the Reconciliation History window.
6. Click the **Download** icon  at the bottom left corner of the Reconciliation History window and save the report to a destination folder.
7. Click the **Close** button to close the reconciliation window.
8. Open downloaded reconciliation report to view information details.

Reconciliation History

Stocktake No.	From	To	Status
☒ <u>Stocktake No.3</u>	24/11/2025	27/11/2025	

Download

Close

Reconciliation Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Stocktake No.	3												
2	Locations	Australia/Victoria/Fuels + Oils/Fuel Shed												
3	From	2025-11-24	To	2025-11-27										
4	Stocktaker	administrator												
5	Cat No.	Catalog Name	Vendor Name	Container Size	Tags	Not Reconciled	Barcode	Date Acquired	Expiry Date	Stocktake Result	Folder 1	Action	Folder 2	Comments
6		chlorine	Air Products (Air Products & Chemicals)	30L	Hazardous	true	1937618631.30L.6	2028/10/02	2025/10/31	Quarantined	Australia/Victoria/Fuels + Oils/Fuel Shed	Marked Found	Australia/Victoria/Fuels + Oils/Fuel Shed	
7		acetone	MP Biomedicals	20L	Hazardous	true	2033625747.20L.2	2026/10/30	2025/10/06	Quarantined	Australia/Victoria/Fuels + Oils/Fuel Shed	Marked Found	Australia/Victoria/Fuels + Oils/Fuel Shed	
8		ethanol	Thermo Fisher Scientific	10L	Hazardous	true	U1492951580.10L.4	2025/10/01	2028/11/16	Quarantined	Australia/Victoria/Fuels + Oils/Fuel Shed	Marked Found	Australia/Victoria/Fuels + Oils/Fuel Shed	
9														
10														
11	Invalid Barcodes	1897713224.10L.11 1897713224.10L.10 124887747.1kg.2 189771277.5L.1 1897713224.10L.11 U176206471.45kg.2		No Stocktake Performed										
12														

6.0 Simple Search in SISOT Module

This Simple Search topic will cover the following objectives.

- Search for material in product mode
- Search for material in container mode
- Types of search modes in SISOT module
- Display product vendor SDS
- Search results grid in product mode
- Search results grid in container mode
- Advanced search mode
- Search reference path

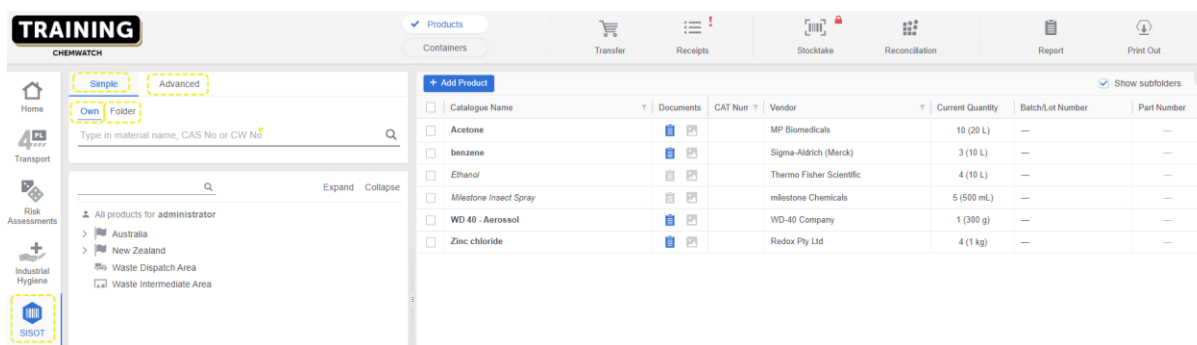


6.1 Products Search Mode

The SISOT module offers two main search criteria:

- Simple
- Advanced

Searching by material name encompasses a look up for a product or container in **Own** inventory or specific **Folder**.



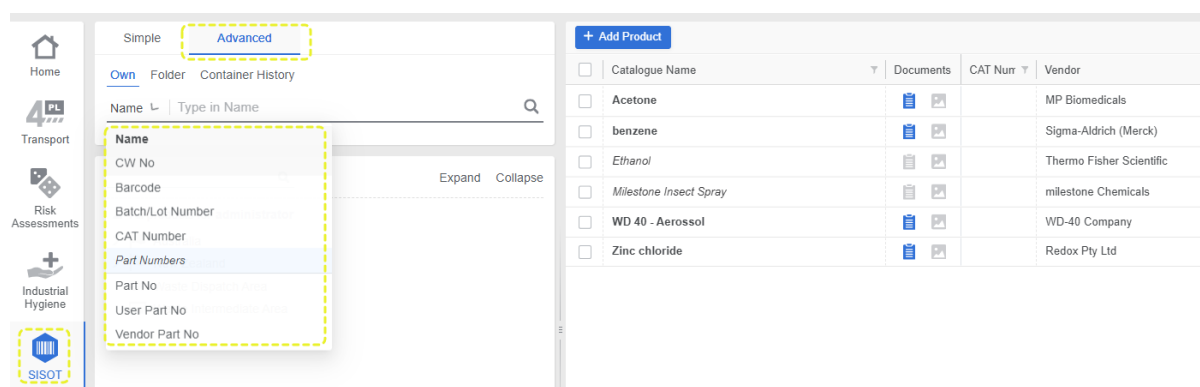
Materials in the chemicals management system are linked to SDSs by country and language. GHS classifies hazardous chemicals by types of hazards to help communicate information about hazardous chemicals on SDS and labels. Searching for chemicals in the system enables users to find products and generate SDS, labels and hazard information. This internationally recognised system of hazardous chemicals classification has nine pictograms that represent physical, health and environmental hazards.

Manufacturers and importers of chemicals must review and revise the SDS and labels if the classification of the chemical changes. The system provides users with the ability to search for the current or latest SDS for materials registered in the Chemwatch database.

The table below provides a summary of the search modes.

Search Mode	Details
Simple	Search for materials by material name or product name, CAS No. or CW No. in Own inventory or in specific Folder inventory
Advanced	Search for products or containers by specific advanced search parameters. The advanced search parameters are provided below as they are dependent on the search reference path options: ○ Own ○ Folder ○ Container History 

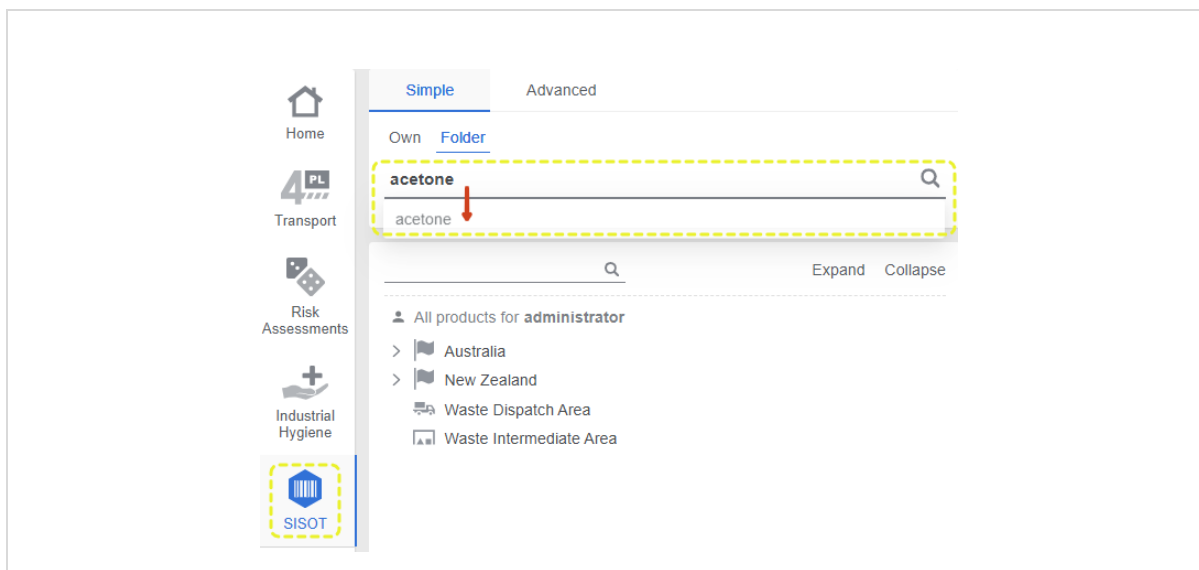
Advanced Tab – Search Options



Catalogue Name	Documents	CAT Num	Vendor
Acetone			MP Biomedicals
benzene			Sigma-Aldrich (Merck)
Ethanol			Thermo Fisher Scientific
Milestone Insect Spray			milestone Chemicals
WD 40 - Aerosol			WD-40 Company
Zinc chloride			Redox Pty Ltd

There are two types of reference database path in the SISOT module: namely, Own and Folder.

Reference Search	Description
<u>Own</u>	This is the customers' own reference inventory, or their own materials registered in the Chemwatch database. The own search is applicable in simple, advanced and query builder modes.
<u>Folder</u>	The folder reference path enables users to conduct SISOT related searches in a selected folder location to find specific records in that folder inventory narrowing search results based on available data.
Autocomplete	Autocomplete search is applied to both the Own and Folder search reference path. It enables users to quickly pick distinct variants of possible material names drawn from the search term to find exact or close matches.



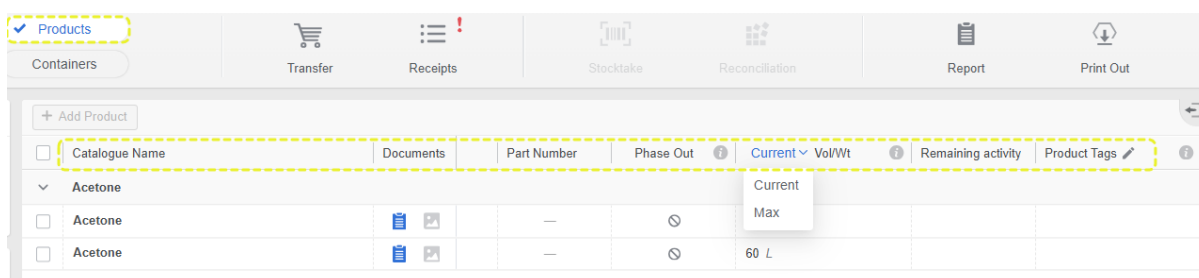
Search results grid will show all the respective records based on the active mode:

- Products
- Containers

The information will be presented in the grid.

Products Mode Columnar Data

• Catalogue Name • Documents • CAT Number • Vendor • Current Quantity • Batch/Lot Number	• Part Number • Phase Out • Current/Maximum Volume/Weight • Remaining Activity • Product Tags
---	---



The screenshot shows the 'Products' mode in the Chemwatch interface. A top navigation bar includes 'Products' (selected), 'Containers', 'Transfer', 'Receipts', 'Stocktake', 'Reconciliation', 'Report', and 'Print Out'. Below this is a table with columns: Catalogue Name, Documents, Part Number, Phase Out, Current, Vol/Wt, Remaining activity, and Product Tags. The 'Current' column has a dropdown menu open, showing 'Current' and 'Max'. The table contains two rows of 'Acetone' data. The first row shows 'Current' and 'Max' in the 'Current' column. The second row shows '60 L' in the 'Vol/Wt' column.

Catalogue Name	Documents	Part Number	Phase Out	Current	Vol/Wt	Remaining activity	Product Tags
Acetone				Current			
Acetone				60 L			

Containers Mode Columnar Data

- Barcode - Documents - CAT Number - CAT Name - Vendor - Acquired Date - Container Type - Batch/Lot Number	- Part Number - Phase Out - Current/Maximum Volume/Weight - Owner - Expiry - Date - Note - Status
---	--

Products						
Containers	Transfer	Receipts	Stocktake	Reconciliation	Report	Print Out

Barcode	Phase Out	Current	Vol/Wt	Owner	Expiry Date	Note	Status
1604587037.20L.1		20	L	administrator	17/11/2028		Normal
1604587037.20L.10		20	L	administrator	17/11/2028		Normal
1604587037.20L.2		20	L	administrator	17/11/2028		Normal
1604587037.20L.3		20	L	administrator	17/11/2028		Normal
1604587037.20L.4		20	L	administrator	17/11/2028		Normal

The following steps show how to conduct a Simple search by autocomplete look up method for a product in Own inventory.

Steps: Search for a Product in Own Inventory

1. Open **Sisot** module .
2. Click on **Simple** tab.
3. Select **Own** link to designate the search path.
4. Select the **Product** mode button withing the Sisot toolbar.
5. Type **Product Name** in the search text field.
6. Click the **Magnifying Glass**  to conduct the search based on the set parameters.
7. Click the **Forward Arrow**  next to the Catalogue Name to expand the row.
8. Click the **Documents** icon  to view Vendor SDS for the product.
9. **Country checkbox** has already been preselected based on the search parameters set. More countries may be added to further filter by those specific countries.

TRAINING

CHEMWATCH

4 Products

Containers

Transfer

Receipts

Stocktake

Reconciliation

Home

Simple

Advanced

Own Folder

acetone

Expand

Collapse

All products for administrator

- Australia
- New Zealand
- Waste Dispatch Area
- Waste Intermediate Area

SISOT

7 Catalogue Name

Documents

CAT Numbe

Vendor

Current Quantity

Acetone

Acetone

MP Biomedicals

10 (20 L)

Acetone

MP Biomedicals

3 (20 L)

Vendor SDS Display

Products

Containers

Transfer

Receipts

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Reconciliation

Report

< Back

MP MSDS_180976_AU_EN

1 / 8

110%

Page 1/8

MP

Safety Data Sheet
according to WHS Regulations

Printing date 06.08.2018

Revision: 06.08.2018

1 Identification

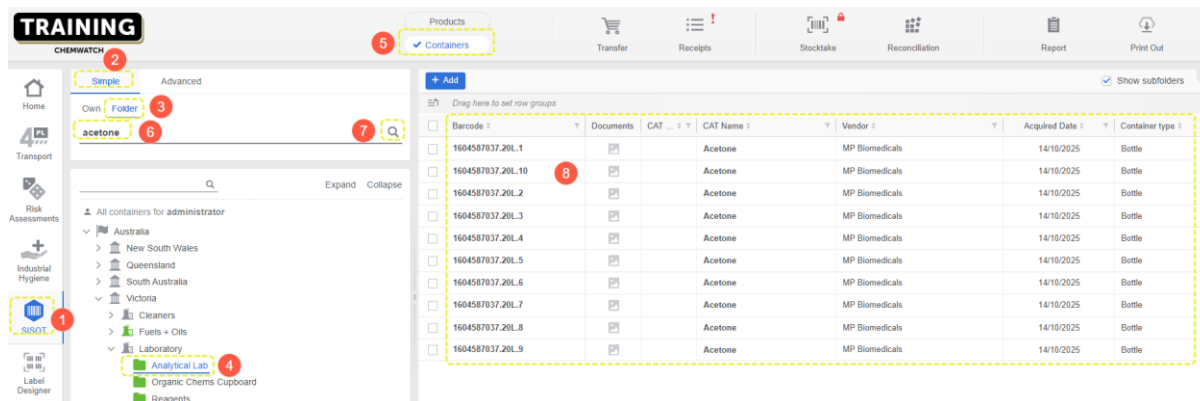
- Product identifier
- Trade name: **Acetone**
- Article number: 180976
- CAS Number: 67-64-1
- EC number: 200-662-2
- Relevant identified uses of the substance or mixture and uses advised against
No further relevant information available.
- Application of the substance / the mixture Research use only.
- Details of the supplier of the safety data sheet
- Manufacturer/Supplier:
MP Biomedicals, LLC
29525 Fountain Parkway
Solon, OH 44139
United States
www.mpbio.com
- MP Biomedicals Australia Pty Limited
2/29 Bearing Road
Seven Hills, NSW 2147 Aust.
Telephone Number: (02) 9838 7422
Fax Number: (02) 9838 7390
www.mpbio.com
- Further information obtainable from: Quality Control Department
- Emergency telephone number:
CHEMTREC: 1-800-424-9300 (1-703-527-3887)
Australia Poison Control Centre: +61 13 11 26

6.2 Containers Search Mode

The following steps demonstrate how to use the Simple mode to search  for containers in a selected folder location.

Steps: Search for Container(s) in Folder

1. Open **Sisot** module .
2. Click on **Simple** tab.
3. Select **Folder** link to designate the search path.
4. Click on a **Folder**  location.
5. Select the **Container** mode button withing the Sisot toolbar.
6. Type **Product Name** in the search text field.
7. Click the **Magnifying Glass**  to conduct the search based on the set parameters.
8. View container search results.
 - Container Barcode
 - Cat name
 - Vendor
 - Container Type
 - Current/Maximum Volume/Weight
 - Owner
 - Acquired Date
 - Expiry Date
 - Container Status



Barcode	Documents	CAT	CAT Name	Vendor	Acquired Date	Container type
1604587037.20L.1			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.10			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.2			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.3			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.4			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.5			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.6			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.7			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.8			Acetone	MP Biomedicals	14/10/2025	Bottle
1604587037.20L.9			Acetone	MP Biomedicals	14/10/2025	Bottle

7.0 Advanced Search in SISOT Module

The Advanced search mode in the database provides users with targeted capabilities to efficiently retrieve information using specific search parameters to find products or containers in the Own inventory, Folder inventory or Container History. This mode provides a list of search parameters in the Name drop-down list .

This Advanced Search topic will cover the following objectives.

- Search for material by CAS Number
- Search for material by Chemwatch Number
- Search for material by CAS No (IngredientIn)
- Search for material by Molar Concentration
- Search for material by Vendor
- Search for material by Dangerous Good
- Search for material by Part No



The **Advanced Search** enables users to search for products or containers.

Products Mode Advanced Search in Own Parameters

- Name
- CW No.
- Barcode
- Batch/Lot Number
- CAT Number
- Part No.
- User Part No.
- Vendor Part No.

Simple **Advanced**

Own Folder Container History

Name ^ | Type in Name 

Name

CW No

Barcode

Batch/Lot Number

CAT Number

Part Numbers

Part No

User Part No

Vendor Part No

Expand Collapse

Containers Mode Advanced Search in Folder Parameters

• Name • CW No. • Barcode • Batch/Lot Number • CAT Number	
---	--

Containers Mode Advanced Search in History Parameters

• Name • CW No. • Barcode • CAT Number • Document Name • Expiry Date • Acquired Date	
--	--

The table below lists the search options available in the Name drop down list and their respective descriptions.

Search Option	Use (Search by)
Name	To allow users to search by the name of the material to retrieve Vendor, Mini, Gold SDS, Labels and Emergency Reports.
CW No	Chemwatch numbers are assigned to all materials registered in the Chemwatch database for both pure and non-pure substances.
Barcode	To enable users to search by specific barcode number of the container in their own inventory or folder location or container history.
Batch/Lot Number	Search for products or containers by the allotted batch/lot number.
Part No., User Part No., Vendor Part No.	Part number assigned to a product ○ Search by User Part Number ○ Search by Vendor Part Number

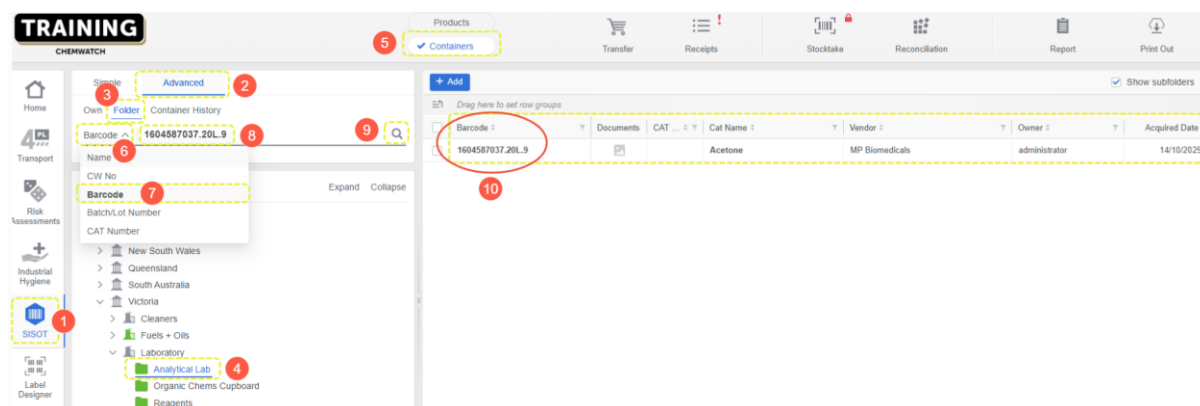
Search Option	Use (Search by)
CAT No.	Search by Catalogue Number.
Document Name	Search for products or containers by the name of the document.
Acquired Date	Search for products or containers by the container acquired date.
Expiry Date	Search for products or containers by expiry date.

7.1 Search for Container by Barcode

The steps below show how to use the Advanced search option, **Barcode**, to look for a specific container with that exact container assigned barcode number in a folder location.

Steps: Search in Folder for a Container by Barcode

1. Open **Sisot** module .
2. Click on **Advanced** tab.
3. Select **Folder** link to designate the search path.
4. Click on a **Folder**  location to search in that specific folder.
5. Select the **Container** mode button on the Sisot toolbar.
6. Click the Advanced Search Name dropdown arrow to **list search parameters** for search in folder location.
7. Select the search parameter, **"Barcode"**.
8. Type the container **Barcode** number in the advanced search text field.
9. Click the **Magnifying Glass**  to conduct the search based on the set parameters.
10. View container barcode search results.
 - Container **Barcode**
 - Cat name
 - Vendor
 - Container Type
 - Current/Maximum Volume/Weight
 - Owner
 - Acquired Date
 - Expiry Date
 - Container Status

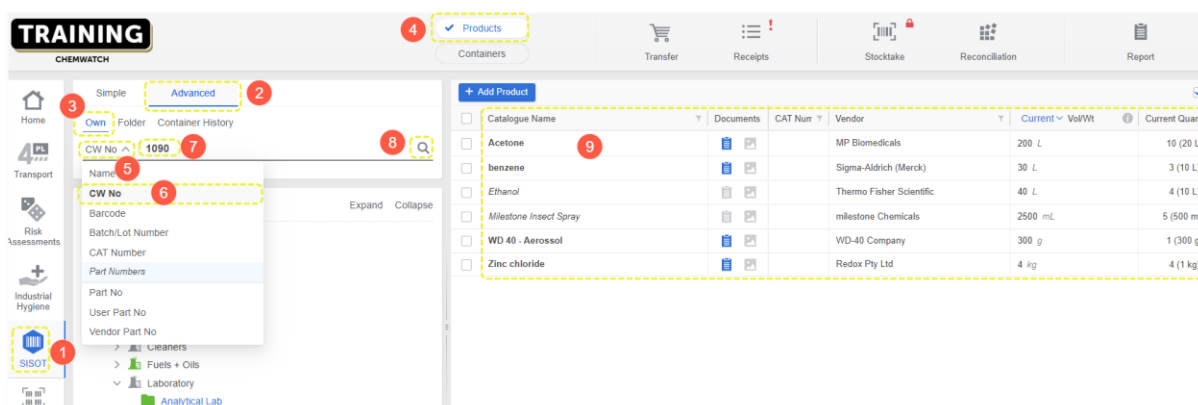


7.2 Search for Material by CW No (Chemwatch Number)

The steps below show how to use the Advanced search parameter to search for a product or container by **CW No.** (Chemwatch Number). A Chemwatch Number is a unique identifier (ID) in the database that is assigned to a material. This type of chemical substance identifier helps users to find information about the chemical and locate the SDS.

Steps: Search for a Product or Container by CW No. (Chemwatch Number)

1. Open **Sisot** module .
2. Click on **Advanced** tab.
3. Select **Own** link to designate the search path to organisational inventory.
4. Select the **Product** mode button on the Sisot toolbar.
5. Click the Advanced Search Name dropdown arrow to **list search parameters**.
6. Select the search parameter to apply, "**CW No.**".
7. Type the **CW No.** in the advanced search text field.
8. Click the **Magnifying Glass**  to conduct the search based on the set parameters.
9. View the product(s) search results.
 - Catalogue Name
 - Documents (access to Vendor SDS)
 - Vendor
 - Container Type
 - Current/Maximum Volume/Weight
 - Owner
 - Acquired Date
 - Expiry Date
 - Container Status



The screenshot shows the Sisot application interface. The top navigation bar includes a 'TRAINING' label and a 'Products' dropdown menu. The left sidebar contains various icons for navigation. The main content area is divided into two sections. The left section shows the 'Advanced' search tab selected, with a dropdown menu for 'CW No.' (Chemwatch Number) highlighted. The right section displays a table of search results for 'Acetone', 'benzene', 'Ethanol', 'Milestone Insect Spray', 'WD 40 - Aerosol', and 'Zinc chloride'. The table columns include 'Catalogue Name', 'Documents', 'CAT Num', 'Vendor', 'Current Vol/Wt', and 'Current Quantity'.

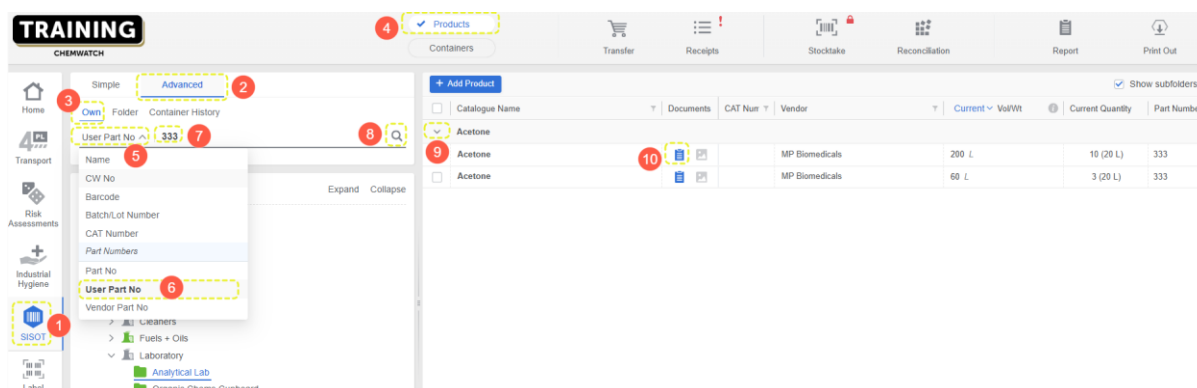
7.3 Search for a Product by User Part Number

Searching by **User Part Number** option enables users to search for a product or container in the organisational inventory.

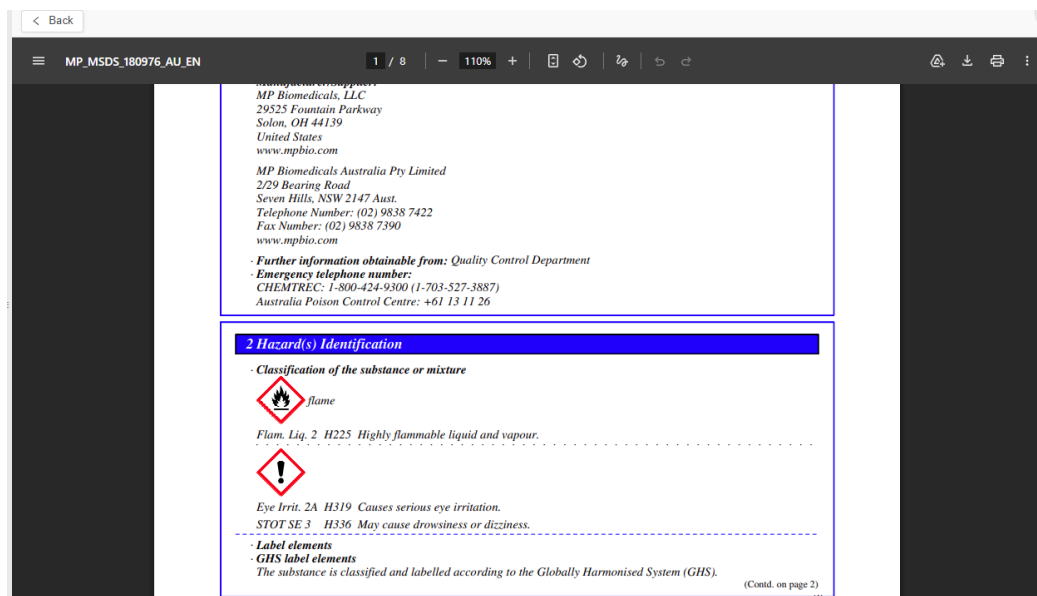
The steps below illustrate the advanced search by user part number to locate a specific product and view vendor SDS.

Steps: Search for a Product by User Part Number in SISOT Advanced Search

1. Open **Sisot** module .
2. Click on **Advanced** tab.
3. Select **Own** link to designate the search path.
4. Select the **Product** mode button on the Sisot toolbar.
5. Click the Advanced Search Name dropdown arrow to **list search parameters** for search in folder location.
6. Select the search parameter, "**User Part Number**".
7. Type the **User Part Number** in the advanced search text field.
8. Click the **Magnifying Glass**  to conduct the search based on the set parameters.
9. **Expand** the row  for the found record to view container barcode search results.
 - Catalogue Name
 - CAT Number
 - Documents (access to Vendor SDS)
 - Vendor
 - Current/Maximum Volume/Weight
 - **Part Number**
 - Batch/Lot Number
 - Remaining Activity
10. Click the **Documents** icon to view the product's vendor SDS.



Vendor SDS View



Appendix

Summary Structure of SDS

Comprehensive SDS structure for the preparation of SDS.

Section	Headers
1. Product identifier & identity for the chemical	• Product Identifier • Other means of identification • Recommended use of the chemical and restrictions on use • Suppliers name, address, and phone number • Emergency phone number
2. Hazard Identification	• Classification of the hazardous chemical • Label elements, including precautionary statements • Other hazards which do not result in classification
3. Composition/information on ingredients	• Identity of chemical ingredients • CAS number and other unique identifiers • Concentration of ingredients
4. First Aid Measures	• Description of necessary first aid measures • Symptoms caused by exposure • Medical Attention and Special Treatment
5. Fire Fighting Measures	• Suitable extinguishing media • Specific hazards arising from the chemical • Special protective equipment and precautions for fire fighters
6. Accidental release measures	• Personal precautions, protective equipment, and emergency procedures • Environmental precautions • Methods and materials for containment and cleaning up
7. Handling and Storage	• Precautions for safe handling • Conditions for safe storage, including any incompatibilities
8. Exposure controls/personal protection	• Control parameters – exposure standards, biological monitoring • Appropriate engineering controls • Personal protective equipment (PPE)
9. Physical and chemical properties	• Appearance • Odour • Odour threshold • pH • Melting point/freezing point • Boiling point and boiling range

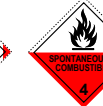
	- Flash point - Evaporation rate - Flammability - Upper/lower flammability or explosive limits - Vapour pressure - Vapour density - Relative density - Solubility - Partition coefficient: n-octanol/water - Auto-ignition temperature - Decomposition temperature - Viscosity - Specific heat value - Particle size - Volatile organic compounds content % volatile - Saturated vapour concentration - Release of invisible flammable vapours and gases
Additional parameters	- Shape and aspect ratio - Crystallinity - Dustiness - Surface area - Degree of aggregation or agglomeration - Ionisation (redox potential) - Biodurability or biopersistence
10. Stability and Reactivity	- Reactivity - Chemical stability - Conditions to avoid - Incompatible materials and possible hazardous reactions - Hazardous decomposition products
11. Toxicological information	- Information on routes of exposure - Symptoms related to exposure - Numerical measures of toxicity - Immediate, delayed, and chronic health effects from exposure - Exposure Levels - Interactive effects - Data limitations
12. Ecological information	- Ecotoxicity - Persistence and degradability - Bioaccumulative potential - Mobility in soil - Other adverse effects

13. Disposal considerations	• Safe handling and disposal methods • Disposal of any contaminated packaging • Environmental regulations
14. Transport information	• UN number • Proper shipping name • Transport hazard class(es) • Packing group • Environmental hazards • Special precautions during transport • Hazchem Code
15. Regulatory information	• Safety, health, and environmental regulations specific to the product in question • Poisons Schedule number
16. Other information	• Date of preparation or review • Key abbreviations or acronyms used

GHS Pictogram and DG Diamonds

The nine hazard pictograms represent physical, health and/or environmental hazards. Chronic health hazards include carcinogens, reproductive toxins, mutagens, specific target organ toxicants, and aspiration toxicants. Below is a comparison table between the WHS hazard pictograms and the ADG diamonds.

Hazard Pictograms and ADG Diamonds

Hazard Pictograms	GHS Hazard	Dangerous Goods Class Labels	Dangerous goods classes
 Exploding bomb	Explosives Self-reactive Organic peroxides	   	Explosive
 Flame	Flammables Self-reactives Pyrophorics Self-heating Emits flammable gas in contact with water Organic peroxides	     	Flammability (Liquid, Solid or Gas) Pyrophoric, Emit Flammable Gas Organic Peroxide
 Flame over circle	Oxidisers	 	Oxidiser Oxidising gas

 Gas Cylinder	Gases under pressure	   	Non-toxic non-flammable gas, flammable gas, oxidising gas, toxic gas
 Skull and crossbones	Acute toxicity	 	Acute toxicity Acute Toxic gas
 Exclamation mark	Acute toxicity Skin irritants Eye irritants Skin sensitisers	No equivalent	
 Health hazard	Carcinogens Respiratory sensitisers Reproductive toxicants Target organ toxicants Germ cell mutagens	No equivalent	
 Corrosion	Eye corrosion Skin corrosion Corrosive to metal		Corrosive to metals
 Environment	Aquatic toxicity. Not covered within the scope of workplace hazardous chemicals requirements		Environmental hazard
No equivalent hazard pictogram			Miscellaneous dangerous goods
Not covered within the scope of workplace hazardous chemicals requirements			Infectious

Not covered within the scope of workplace hazardous chemicals requirements		Radioactive
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NFPA Diamonds



NFPA Diamonds and Colour Coding

The four divisions are typically color-coded, with blue indicating level of health hazard, red indicating, flammability, yellow (chemical) reactivity, and white containing special codes for unique hazards. Each of health, flammability and reactivity is rated on a scale from 0 (no hazard) to 4 (severe risk). For more information, visit <http://www.nfpa.org/>.

Section 2 of Gold SDS will depict the applicable NFPA diamond where applicable. Note that, the SDS Settings panel will have to be checked/marked for this diamond or graphic to show in the SDS.

Health (Blue)		Flammability (Red)	
0	Poses no health hazard, no precautions necessary and would offer no hazard beyond that of ordinary combustible materials (e.g., water)	0	Materials that will not burn under typical fire conditions (e.g., carbon dioxide), including intrinsically noncombustible materials such as concrete, stone and sand. (Materials that will not burn in air when exposed to a temperature of 816°C (1500°F) for a period of 5 minutes.)
1	Exposure would cause irritation with only minor residual injury (e.g., acetone)	1	Materials that require considerable preheating, under all ambient temperature conditions, before ignition and combustion can occur (e.g., mineral oil). Includes some finely divided suspended solids that do not require heating before ignition can occur. (Flash point at or above 93.4°C (200°F)
2	Intense or continued but not chronic exposure could cause temporary incapacitation or possible residual injury (e.g., diethyl ether)	2	Must be moderately heated or exposed to relatively high ambient temperature before ignition can occur (e.g., diesel fuel) and some finely divided suspended solids that do not require heating before ignition can occur. Flash point between 38°C (100°F) and 93°C (200°F)

3	Short exposure could cause serious temporary or moderate residual injury (e.g., chlorine)	3 Liquids and solids (including finely divided suspended solids) that can be ignited under almost all ambient temperature conditions (e.g., gasoline). Liquids have a flash point below 23°C (73°F) and a boiling point at or above 38°C (100°F) or having a flash point between 23°C (73°F) and 38°C (100°F)
4	Very short exposure could cause death or major residual injury (e.g., hydrogen cyanide , phosphine , carbon monoxide , sarin)	4 Will rapidly or completely vaporize at normal atmospheric pressure and temperature, or is readily dispersed in air and will burn readily (e.g., acetylene , diethylzinc). Includes pyrophoric substances. Flash point below 23°C (73°F)
Special (White)		Instability/Reactivity (Yellow)
The white "special notice" area can contain several symbols. The following symbols are defined by the NFPA 704 standard.		0 Normally stable, even under fire exposure conditions, and is not reactive with water (e.g. helium)
OX	Oxidizer (e.g., potassium perchlorate , ammonium nitrate , hydrogen peroxide)	1 Normally stable, but can become unstable at elevated temperatures and pressures (e.g. propene)
W	Reacts with water in an unusual or dangerous manner (e.g., cesium , sodium , sulfuric acid)	2 Undergoes violent chemical change at elevated temperatures and pressures, reacts violently with water, or may form explosive mixtures with water (e.g., white phosphorus , potassium , sodium)
SA	Simple asphyxiant gas . Specifically limited to the following gases: nitrogen , helium, neon, argon , krypton and xenon . ^[2]	3 Capable of detonation or explosive decomposition but requires a strong initiating source, must be heated under confinement before initiation, reacts explosively with water, or will detonate if severely shocked (e.g. ammonium nitrate , chlorine trifluoride) 4 Readily capable of detonation or explosive decomposition at normal temperatures and pressures (e.g., nitroglycerin , chlorine azide , chlorine dioxide)

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Training

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**IT'S NOT THE HAZARD
IT'S THE RISK!**

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