

How to search for an SDS

CONTENT

<u>1. INTRODUCTION</u>	3
<u>2. ADVANCED SEARCH</u>	3
<u>3. SDS SEARCH RESULTS</u>	7
<u>4. SIMPLE SEARCH</u>	8
<u>5.FORGOT YOUR PASSWORD ?</u>	10
<u>6.RE-SETTING PASSWORD</u>	12
<u>7.LOGOUT</u>	12

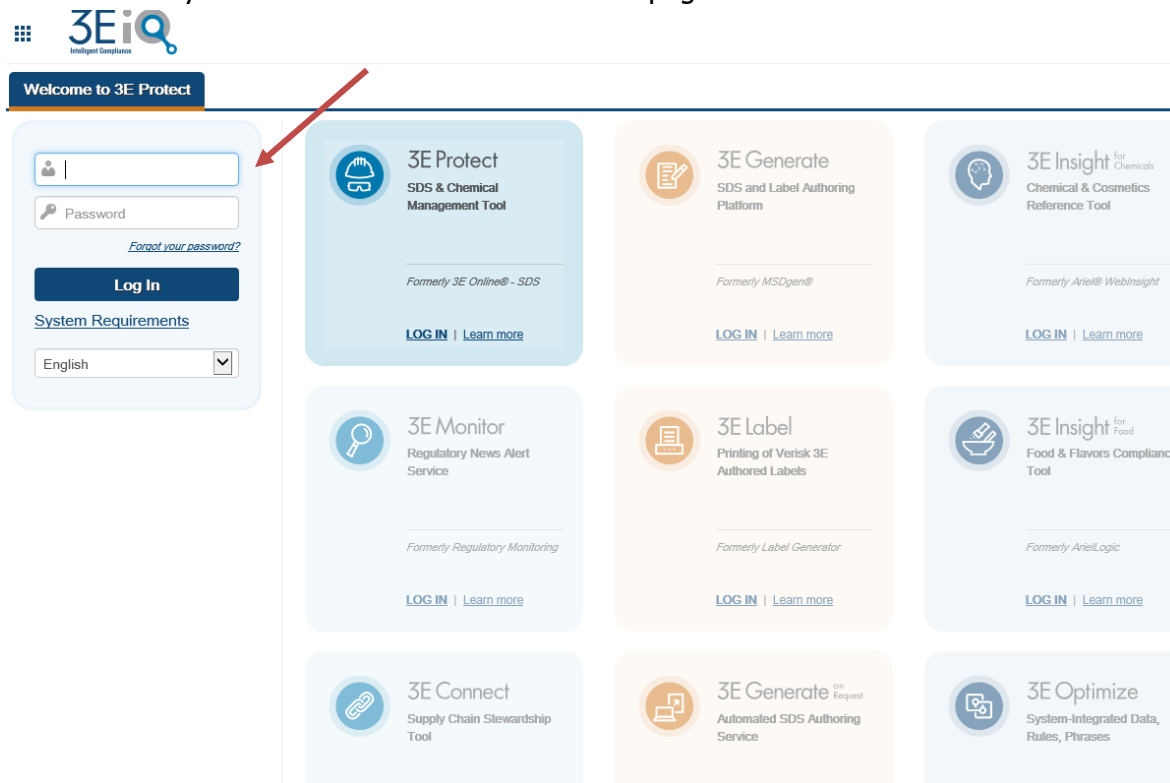
1. Introduction

Arteco makes its Safety data sheets (SDS's) available online via our company website www.arteco-coolants.com /SDS Tab. You will require a personal User-ID and Password to access the SDS's, that can be requested via SDSRequest@arteco-coolants.eu. Also, should you have questions related to Arteco's SDS's or on the SDS website please send your inquiry to the SDSRequest@arteco-coolants.eu mailbox which is especially setup to handle your questions.

Arteco uses the services of 3E for authoring SDS's and the 3E Protect platform for online access. But any question related to Arteco products needs to be send to Arteco, and should not be addressed to 3E directly.

2. Advanced search

Click on the **SDS Tab** on our website www.arteco-coolants.com. You will see the button which directs you to the "Welcome to 3E Protect" page



3EiQ
Intelligent Compliance

Welcome to 3E Protect

|

Forgot your password?

Log In

[System Requirements](#)

English

3E Protect
SDS & Chemical Management Tool
Formerly 3E Online® - SDS
[LOG IN](#) | [Learn more](#)

3E Generate
SDS and Label Authoring Platform
Formerly MSDgen®
[LOG IN](#) | [Learn more](#)

3E Insight for Chemicals
Chemical & Cosmetics Reference Tool
Formerly Ariel® WebInsight
[LOG IN](#) | [Learn more](#)

3E Monitor
Regulatory News Alert Service
Formerly Regulatory Monitoring
[LOG IN](#) | [Learn more](#)

3E Label
Printing of Verisk 3E Authored Labels
Formerly Label Generator
[LOG IN](#) | [Learn more](#)

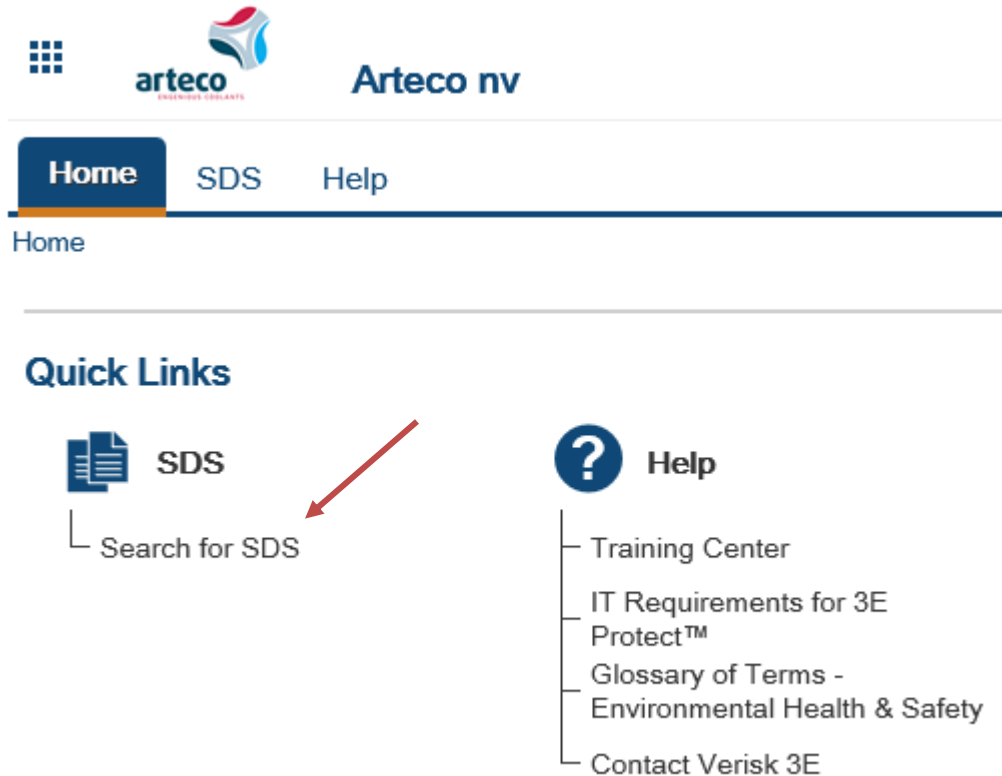
3E Insight for Food
Food & Flavors Compliance Tool
Formerly ArielLogic
[LOG IN](#) | [Learn more](#)

3E Connect
Supply Chain Stewardship Tool

3E Generate (Request)
Automated SDS Authoring Service

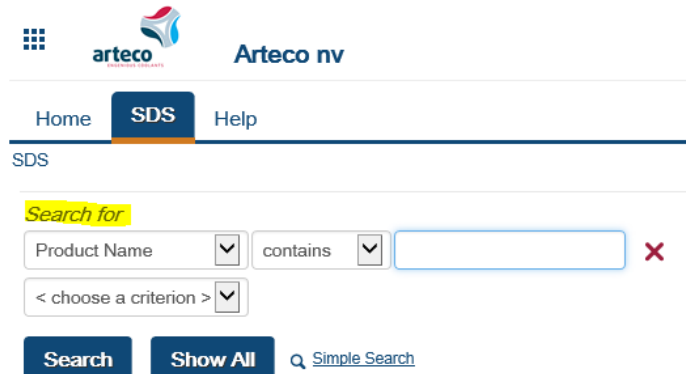
3E Optimize
System-Integrated Data, Rules, Phrases

Enter your *User-ID* and *password* at the left side of the screen and select "Log In". You see now the Home screen.



The screenshot shows the Arteco nv Home screen. At the top left is a grid icon, followed by the arteco logo and the text "Arteco nv". Below this is a navigation bar with "Home", "SDS", and "Help" buttons. The "Home" button is highlighted. Below the navigation bar, the word "Home" is displayed. A "Quick Links" section follows, containing two main categories: "SDS" and "Help". The "SDS" category has a document icon and a link labeled "Search for SDS", which is pointed to by a red arrow. The "Help" category has a question mark icon and a list of links: "Training Center", "IT Requirements for 3E Protect™", "Glossary of Terms - Environmental Health & Safety", and "Contact Verisk 3E".

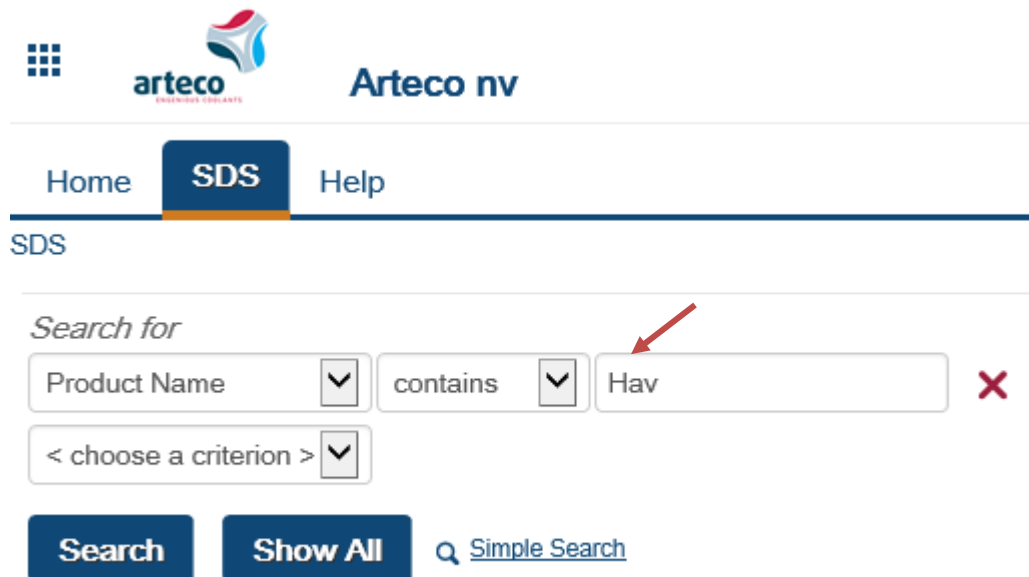
Click on "Search for SDS" and you get the following screen:



The screenshot shows the Arteco nv SDS search screen. At the top left is a grid icon, followed by the arteco logo and the text "Arteco nv". Below this is a navigation bar with "Home", "SDS", and "Help" buttons. The "SDS" button is highlighted. Below the navigation bar, the word "SDS" is displayed. A search form is present with the following elements: a "Search for" label, a dropdown menu with "Product Name" selected, a "contains" dropdown menu, an empty search input field with a red "X" icon to its right, and a "< choose a criterion >" dropdown menu. At the bottom of the search form are two buttons: "Search" and "Show All", followed by a magnifying glass icon and the text "Simple Search".

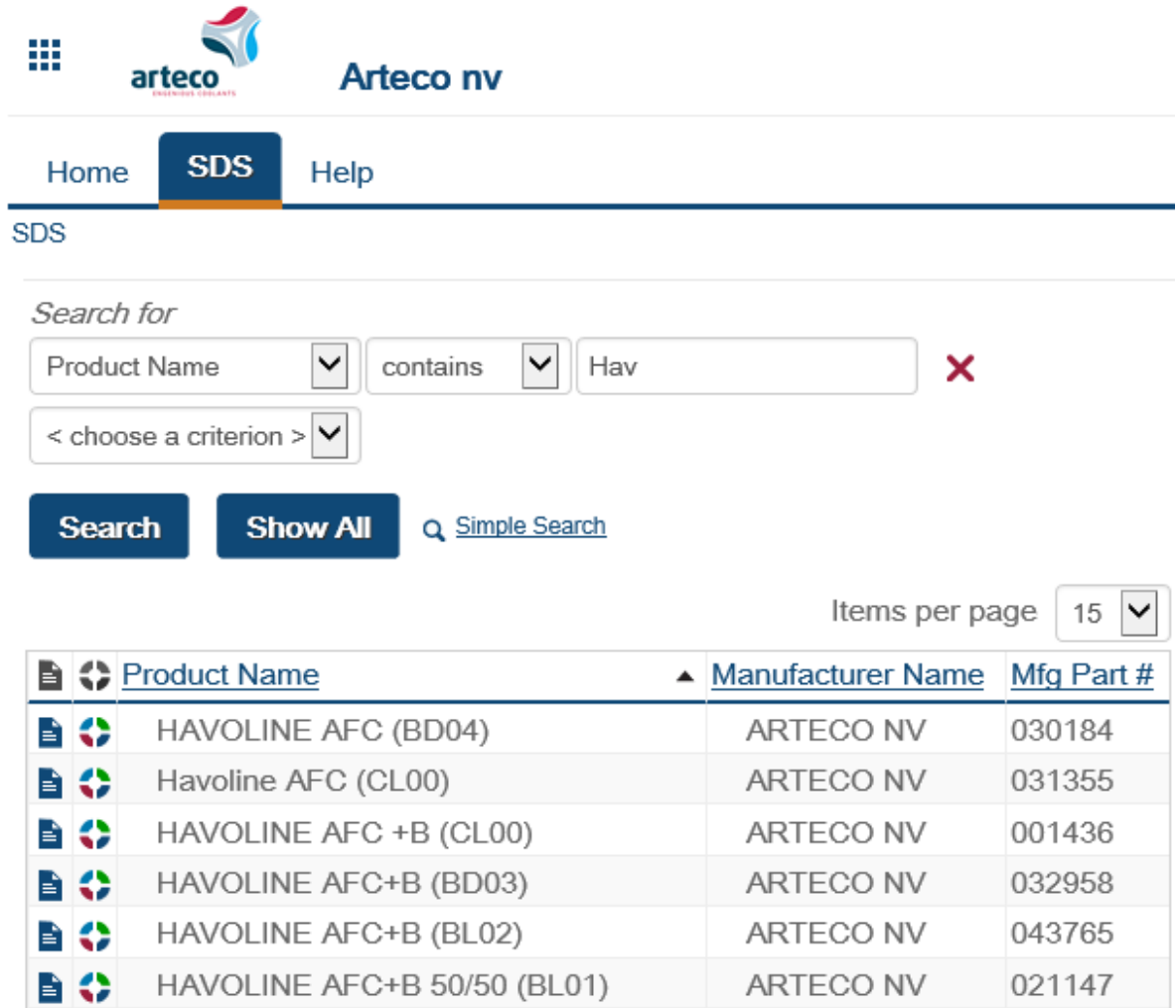
To search for an SDS:

1. Under *Search for*, use the drop-down box to search
 - by Product Name
 - by Manufacturer Part Number (= Arteco 6 digit Product Code nr). This manufacturer part nr is a unique product code assigned by Arteco for our formulation. Note this is not the customer specific Article nr.
 - by Manufacturer name: this is not to be used
 - by SAP: this is not to be used.
2. Choose either *Begins With*, *Contains* or *Equals*.
3. If you are searching using multiple criteria repeat steps 1 and 2. Click on the **X** to remove multiple criteria.
4. Enter at least 3 characters in the search field text box: e.g "**Hav**" and you see the **Havoline** product names starting with "Hav":



The screenshot shows the Arteco website navigation bar with 'Home', 'SDS', and 'Help' tabs. Below the navigation bar, the 'SDS' section is active. The search interface includes a 'Search for' label, a dropdown menu set to 'Product Name', a second dropdown menu set to 'contains', a text input field containing 'Hav' (indicated by a red arrow), and a red 'X' icon to clear the search. Below the search field is another dropdown menu labeled '< choose a criterion >'. At the bottom of the search area are two buttons: 'Search' and 'Show All', along with a magnifying glass icon and a link to 'Simple Search'.

5. Click *Search* and you get an overview of products starting with 'Hav'



Home **SDS** Help

SDS
















Search for

Product Name Hav

< choose a criterion >

Search **Show All** [Simple Search](#)

Items per page 15


	 Product Name	 Manufacturer Name	Mfg Part #
	 HAVOLINE AFC (BD04)	ARTECO NV	030184
	 Havoline AFC (CL00)	ARTECO NV	031355
	 HAVOLINE AFC +B (CL00)	ARTECO NV	001436
	 HAVOLINE AFC+B (BD03)	ARTECO NV	032958
	 HAVOLINE AFC+B (BL02)	ARTECO NV	043765
	 HAVOLINE AFC+B 50/50 (BL01)	ARTECO NV	021147

6. If you want to view ALL the products, do not enter anything in the "Search for" box. Simply click on *Show All*.
At the bottom of the screen you can see the amount of products and you have the possibility to scroll through the different pages by using the arrows.

3. SDS Search Results

When you see the Product names and Manufacturing Part nrs of different products you have the possibility to view, print or mail the SDS.





To view/mail and print an SDS:

1. Click on the *Blue Paper* icon  next to the product name. If this icon does not appear, then an SDS is not attached to this product. Please contact SDSRequest@arteco-coolants.eu for help.

Search for

Search **Show All** [Advanced Search](#) [Customize this search](#)

Items per page 15

  Product Name	Manufacturer Name	Mfg Part #
  Havoline XLC (CL00)	ARTECO NV	032619

Page 1 of 1 (1 items)

2. The Product Documents pop-up box will appear.

Product Documents					
Havoline XLC (CL00)					
Action	Language	Format	Revision Date	Country	
View	Bulgarian	SDS	Sep 06, 2016	BGR	
View	Croatian	SDS	Sep 06, 2016	HRV	
View	Czech	SDS	Sep 06, 2016	CZE	
View	Danish	SDS	Sep 06, 2016	DNK	
View	Dutch	SDS	Aug 18, 2016	NLD	
View	Dutch	SDS	Aug 18, 2016	BEL	
View	English	SDS	Jun 30, 2016	GBR	
View	English	SDS	Sep 06, 2016	IRL	

- Click *View*. The image will appear in a new browser window using Adobe Acrobat® Reader. Return to the SDS page by simply closing this browser window.


SAFETY DATA SHEET	
SECTION 1: Identification of the substance/mixture and of the company/undertaking	
1.1. Product identifier	
Trade name or designation of the mixture	Havoline XLC (CL00)
Registration number	-
Synonyms	None.
Product code	032619

- If you want to send a pdf of this SDS by email: select file, save as adobe pdf file and save to your selected folder



- If you want to print the SDS just go to the print icon on your toolbar and select the printer

To view CLP/GHS classification:

Click on the 4-colour icon  next to the product name and you will see the information related to CLP/GHS Classification for different languages if the SDS for that specific language is available

4. Simple Search

The Simple Search feature allows you to search by Product Name or Manufacturer Part # (=Arteco 6 digit Product code). You can search by entering single or multiple search criteria into the search box.

To use this feature:

Search for

Product Name contains

< choose a criterion >

[Simple Search](#) [Customize this search](#)

Click '[Simple Search](#)'. The search screen will switch to the Simple Search automatically.

Search for

[Advanced Search](#)

Under '*Search for*', enter your search criteria.

- For a single use search:
 - Enter part of the Product Name
 - Or enter the Manufacturer Part# (= Arteco 6 digit Product Code nr).

Click Search. All results will be displayed in the Search Results.

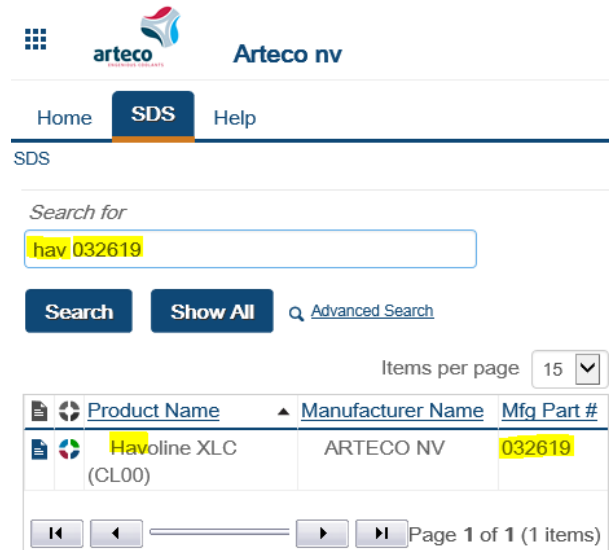
Search for

[Advanced Search](#) [Customize this search](#)

Items per page

	Product Name	Manufacturer Name	Mfg Part #
	HAVOLINE AFC (BD04)	ARTECO NV	030184
	Havoline AFC (CL00)	ARTECO NV	031355
	HAVOLINE AFC +B (CL00)	ARTECO NV	001436
	HAVOLINE AFC+B (BD03)	ARTECO NV	032958
	HAVOLINE AFC+B (BL02)	ARTECO NV	043765
	HAVOLINE AFC+B 50/50 (BL01)	ARTECO NV	021147

2. If you want to search using the multiple search criteria, enter part of the Product Name (3 digits is sufficient) and/or Manufacturer Part # (complete 6 digits code is needed). It is important to use a space to separate the search criteria!
Click '*Search*'. All results will be displayed in the Search Results.



The screenshot shows the Arteco website's search interface. At the top, there is a navigation bar with 'Home', 'SDS', and 'Help' links. Below this is a search bar with the text 'Search for' and a search input field containing 'hav 032619'. There are buttons for 'Search', 'Show All', and a link for 'Advanced Search'. Below the search bar, there is a table with columns for 'Product Name', 'Manufacturer Name', and 'Mfg Part #'. The table contains one row: 'Havoline XLC (CL00)', 'ARTECO NV', and '032619'. At the bottom of the table, there are navigation controls and the text 'Page 1 of 1 (1 items)'.


2. For viewing / emailing / printing an SDS: see instructions mentioned under 3: SDS Search results.

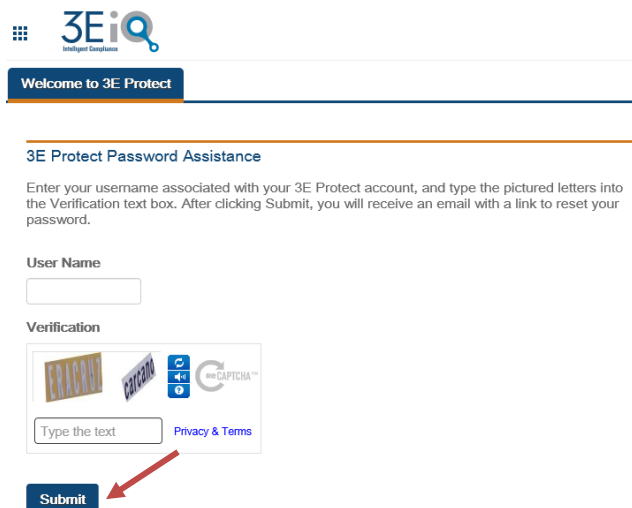
5.Forgot your password?

If you need to reset your password, click the Forgot Your Password link on the login page of 3E Protect



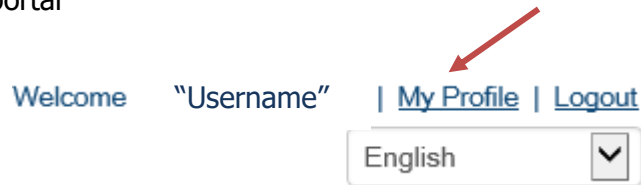
The 3E Online Password Assistance screen will automatically open.
To reset your password:

1. Enter your user name in the User Name text box.
2. Enter the Verification ID in the Verification text box. If you are unable to read the text provided click the  icon.
3. Click Submit. An email containing a secure link to reset your password will be sent to you.



6. Resetting password

For security purposes, please reset your password once you log in for the first time. There are no rules on the length and use of special characters. Select "My profile" in the upper right corner of the portal



Then select "Reset password" to change your password.

7. Logout

To exit your session, click on Logout in the top right corner of the 3E Protect toolbar:

