

# How to search for an SDS

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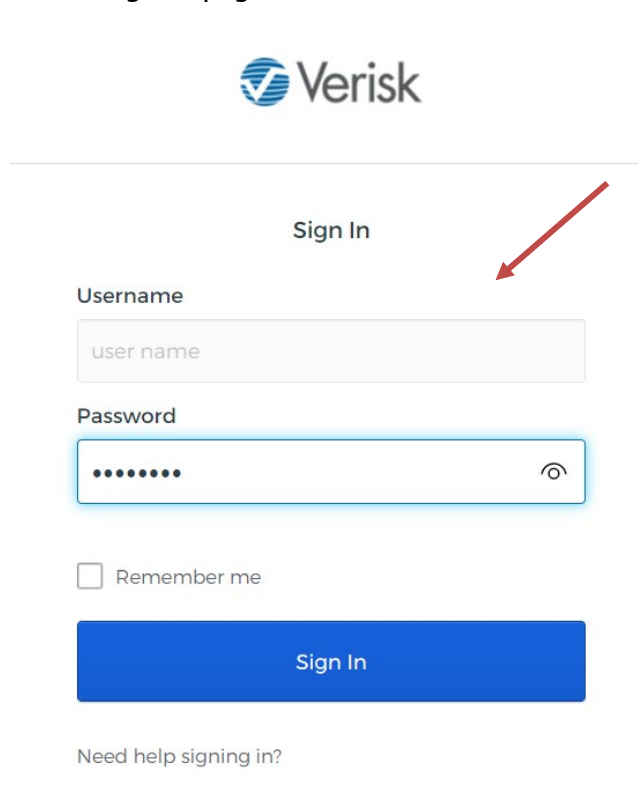
## **1. Introduction**

Arteco makes its Safety data sheets (SDS's) available online via our company website [www.arteco-coolants.com](http://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.com](mailto:SDSRequest@arteco-coolants.com). 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.com](mailto:SDSRequest@arteco-coolants.com) 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](http://www.arteco-coolants.com). You will see the button which directs you to the 3E Sign In page



Verisk

Sign In

Username

user name

Password

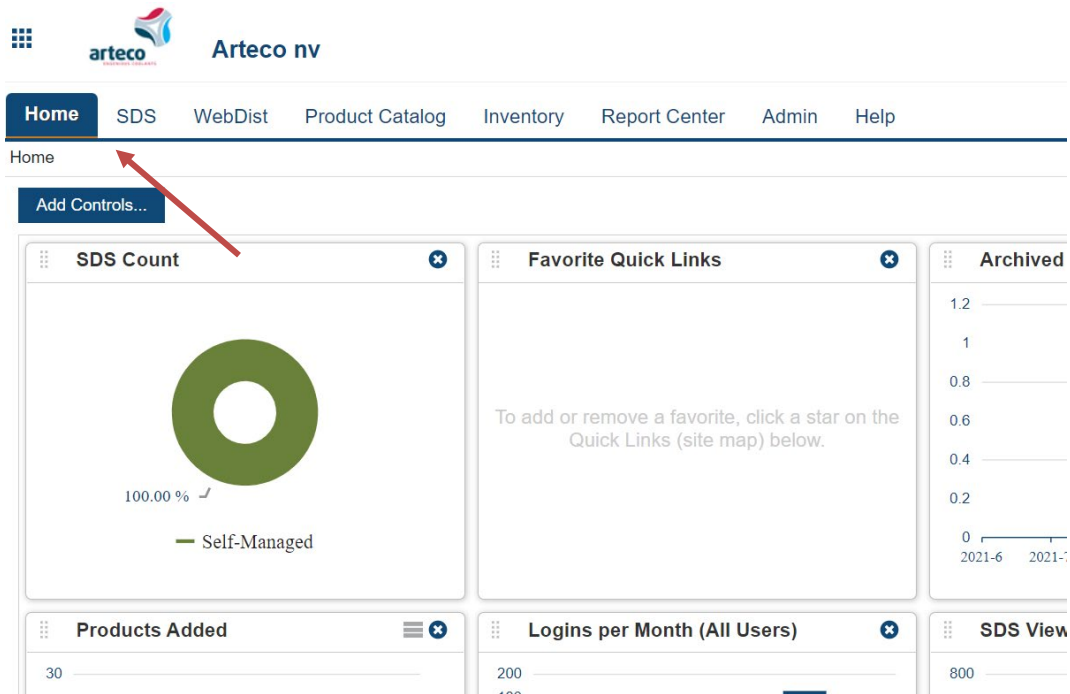
.....

Remember me

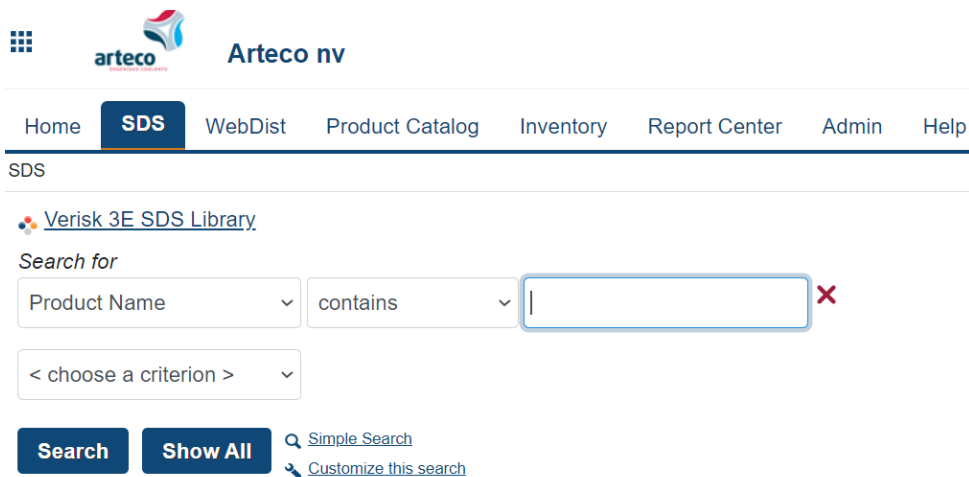
Sign In

Need help signing in?

Enter your *User-ID* and *password* and select "Sign In". You see now the Home screen.



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



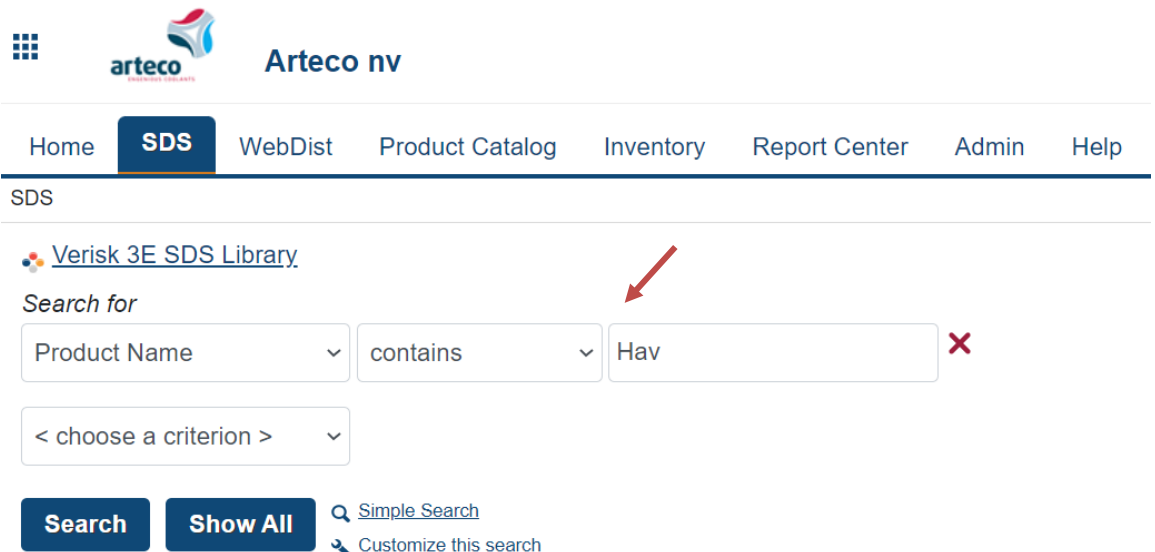
The screenshot shows the Arteco nv SDS search screen. At the top, there is a navigation menu with the following items: Home, SDS, WebDist, Product Catalog, Inventory, Report Center, Admin, and Help. The 'SDS' item is currently selected. Below the navigation menu, there is an 'SDS' header. The main content area is titled 'Verisk 3E SDS Library'. Underneath, there is a search form with the following elements: 'Search for' label, a dropdown menu for 'Product Name', a dropdown menu for 'contains', an empty search input field with a red 'X' icon, and a dropdown menu for '< choose a criterion >'. At the bottom of the search form, there are two buttons: 'Search' and 'Show All'. Below the buttons, there are two links: 'Simple Search' and 'Customize this 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 7 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*.



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":



Home **SDS** WebDist Product Catalog Inventory Report Center Admin Help

SDS

[Verisk 3E SDS Library](#)

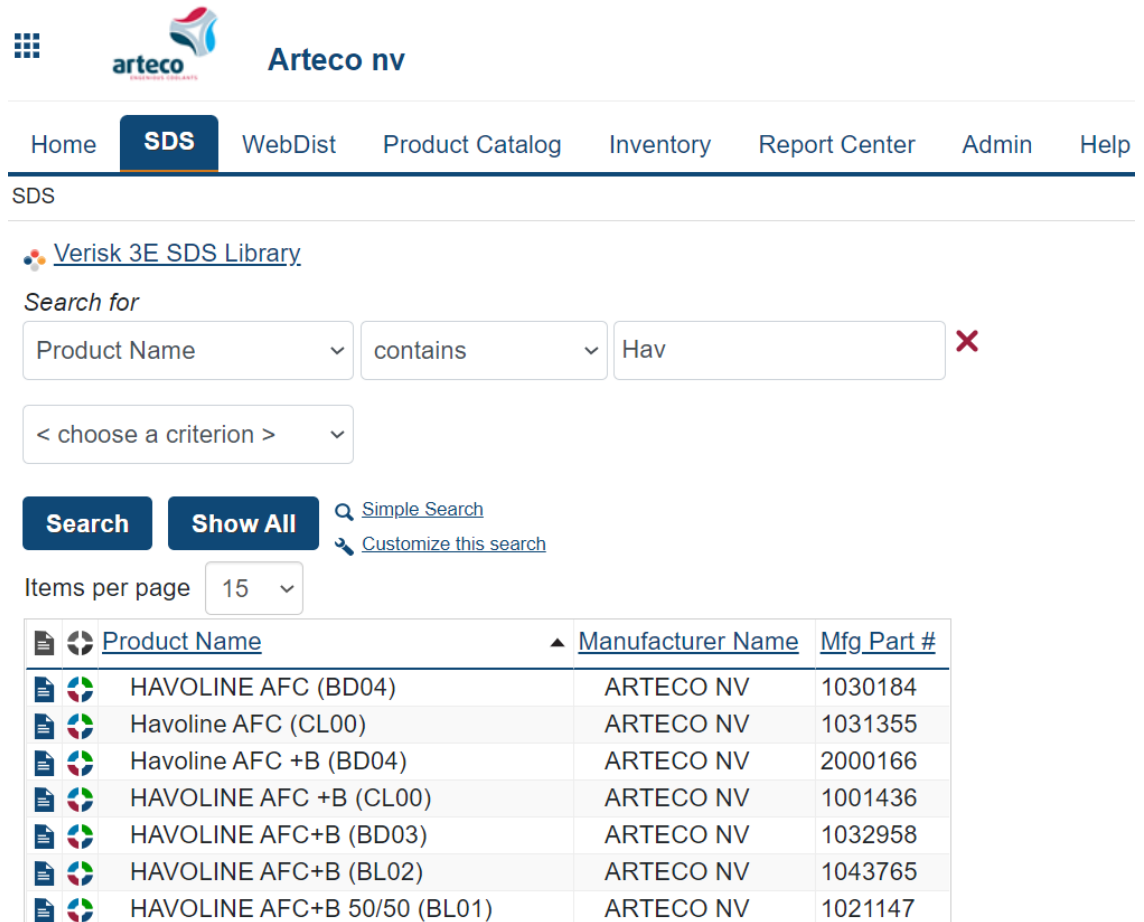
Search for

Product Name contains Hav

< choose a criterion >

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

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



Home **SDS** WebDist Product Catalog Inventory Report Center Admin Help

SDS

[Verisk 3E SDS Library](#)

















Search for

Product Name contains Hav ✕

< choose a criterion >

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

Items per page 15

		<a href="#">Product Name</a>	<a href="#">Manufacturer Name</a>	<a href="#">Mfg Part #</a>
		HAVOLINE AFC (BD04)	ARTECO NV	1030184
		Havoline AFC (CL00)	ARTECO NV	1031355
		Havoline AFC +B (BD04)	ARTECO NV	2000166
		HAVOLINE AFC +B (CL00)	ARTECO NV	1001436
		HAVOLINE AFC+B (BD03)	ARTECO NV	1032958
		HAVOLINE AFC+B (BL02)	ARTECO NV	1043765
		HAVOLINE AFC+B 50/50 (BL01)	ARTECO NV	1021147

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:



[SDSRequest@arteco-coolants.com](mailto:SDSRequest@arteco-coolants.com) for help.

Search for

Manufacturer Part #  1032619 ✕

< choose a criterion >

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

Items per page

	<a href="#">Product Name</a>	<a href="#">Manufacturer Name</a>	<a href="#">Mfg_Part #</a>
	Havoline XLC (CL00)	ARTECO NV	1032619

Page 1 of 1 (1 items)

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

**Product Documents** ☰ ⓘ ↗ ✕

Havoline XLC (CL00)

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	<a href="#">View</a>		<b>Bulgarian</b> BGR Oct 22, 2018 SDS Havoline XLC (CL00)
	<a href="#">View</a>		<b>Croatian</b> HRV Oct 22, 2018 SDS Havoline XLC (CL00)
	<a href="#">View</a>		<b>Czech</b> CZE Oct 22, 2018 SDS Havoline XLC (CL00)
	<a href="#">View</a>		<b>Danish</b> DNK Oct 22, 2018 SDS Havoline XLC (CL00)
	<a href="#">View</a>		<b>Dutch</b> NLD Oct 22, 2018 SDS Havoline XLC (CL00)

- 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**

<b>Trade name or designation of the mixture</b>	Havoline XLC (CL00)
<b>Registration number</b>	-
<b>Synonyms</b>	None.
<b>Product code</b>	1032619

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

SAFETY DATA SHEET

**SECTION 1: Identification of the substance/mixture and of the company/und**

**1.1. Product Identifier**

Trade name or designation of the mixture	Havoline XLC (CL00)
Registration number	-
Synonyms	None.
Product code	1032619
Issue date	30-June-2016
Version number	02
Revision date	25-October-2018
Supersedes date	30-June-2016

**1.2. Relevant identified uses of the substance or mixture and uses advised against**

Identified uses	Antifreeze / Coolant.
Uses advised against	None known.


**1.3. Details of the supplier of the safety data sheet**

Supplier	ARTECO NV
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- Add text
- ← Back Alt+Left arrow
- Forward Alt+Right arrow
- Refresh Ctrl-R
- Save** Ctrl+S
- Print Ctrl+P
- Cast media to device
- Send page to your devices
- Create QR Code for this page

- 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 7 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 >

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

Click 'Simple Search'. The search screen will switch to the Simple Search automatically.

Search for

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

Under 'Search for', enter your search criteria.

1. For a single use search:

- Enter part of the Product Name
- Or enter the Manufacturer Part# (= Arteco 7 digit Product Code nr).

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















Search for

Product Name  contains  Hav ✕

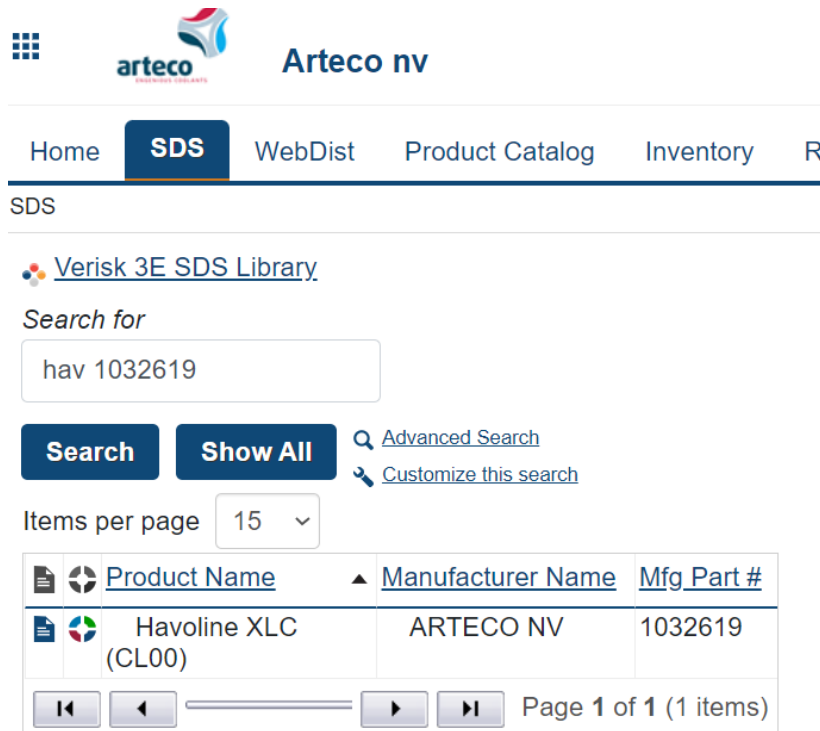
< choose a criterion >

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

Items per page

		<u>Product Name</u>	<u>Manufacturer Name</u>	<u>Mfg_Part #</u>
		HAVOLINE AFC (BD04)	ARTECO NV	1030184
		Havoline AFC (CL00)	ARTECO NV	1031355
		Havoline AFC +B (BD04)	ARTECO NV	2000166
		HAVOLINE AFC +B (CL00)	ARTECO NV	1001436
		HAVOLINE AFC+B (BD03)	ARTECO NV	1032958
		HAVOLINE AFC+B (BL02)	ARTECO NV	1043765

- 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 7 digit 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 menu with options: Home, SDS (selected), WebDist, Product Catalog, Inventory, and R. Below the menu, the search results are displayed under the heading "Verisk 3E SDS Library". A search bar contains the text "hav 1032619". Below the search bar are two buttons: "Search" and "Show All". To the right of these buttons are links for "Advanced Search" and "Customize this search". Below the search bar, there is a dropdown menu for "Items per page" set to "15". The search results are shown in a table with columns: Product Name, Manufacturer Name, and Mfg Part #. The table contains one row: Havoline XLC (CL00), ARTECO NV, 1032619. At the bottom of the table, there are navigation buttons (back, forward, etc.) and a page indicator: "Page 1 of 1 (1 items)".

- 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



Sign In

Username

user name

Remember me

Next

Need help signing in?

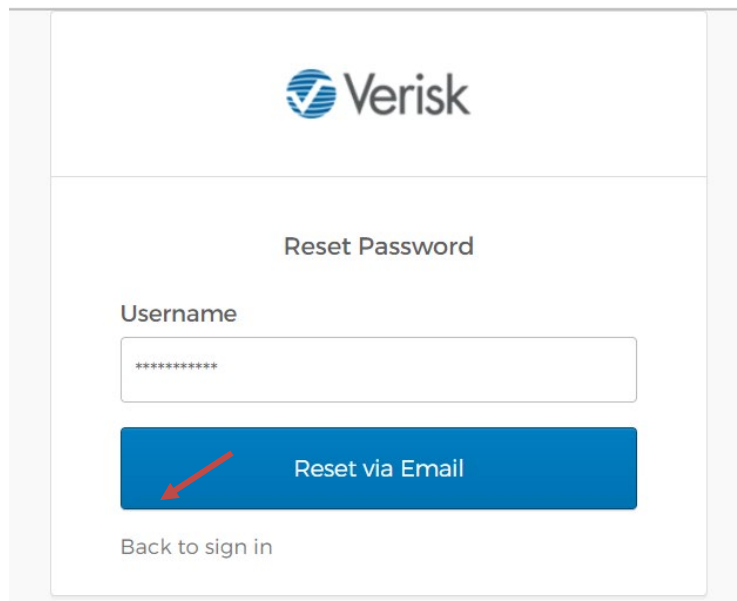
[Forgot password?](#)

[Unlock account?](#)

[Help](#)

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

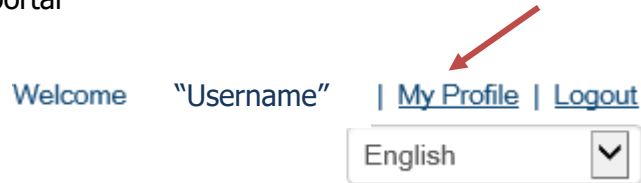
1. Click Reset via Email, An email containing a secure link to reset your password will be sent to you.



The screenshot shows the Verisk 'Reset Password' interface. At the top is the Verisk logo. Below it is the heading 'Reset Password'. There is a 'Username' label above a text input field containing several asterisks. Below the input field is a large blue button labeled 'Reset via Email', with a red arrow pointing to it from the left. At the bottom left of the form area is a link that says 'Back to sign in'.

## **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:

