



# **User Guide for GBK-Internetplattform**



# User Guide for GBK-Internetplattform

## Index

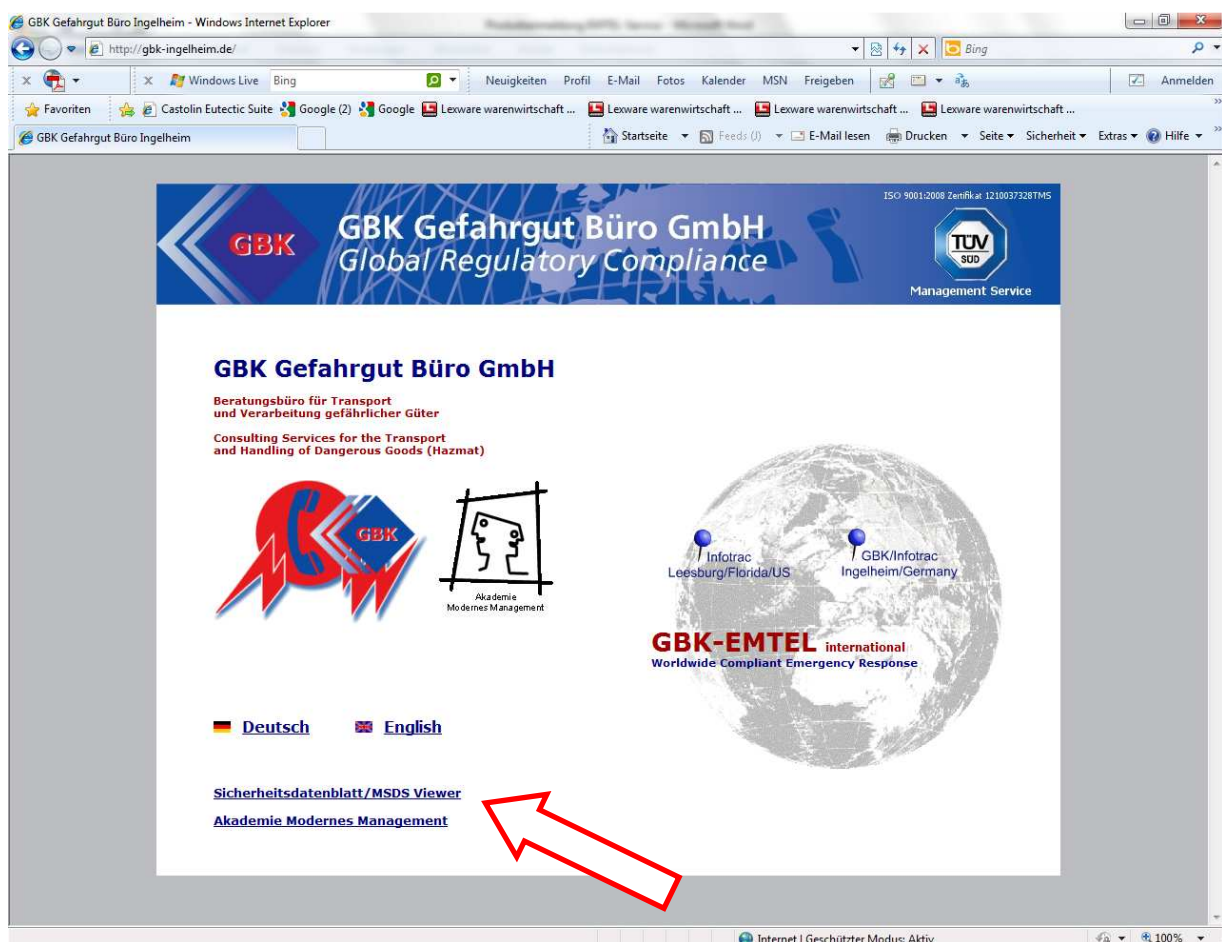
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Login.....	3
SDS/MSDS upload procedure .....	6
SDS/MSDS overview .....	7
To find a data record.....	10
Processing of data.....	11
Logout .....	12
Contact.....	13

# User Guide for GBK-Internetplattform

## Login

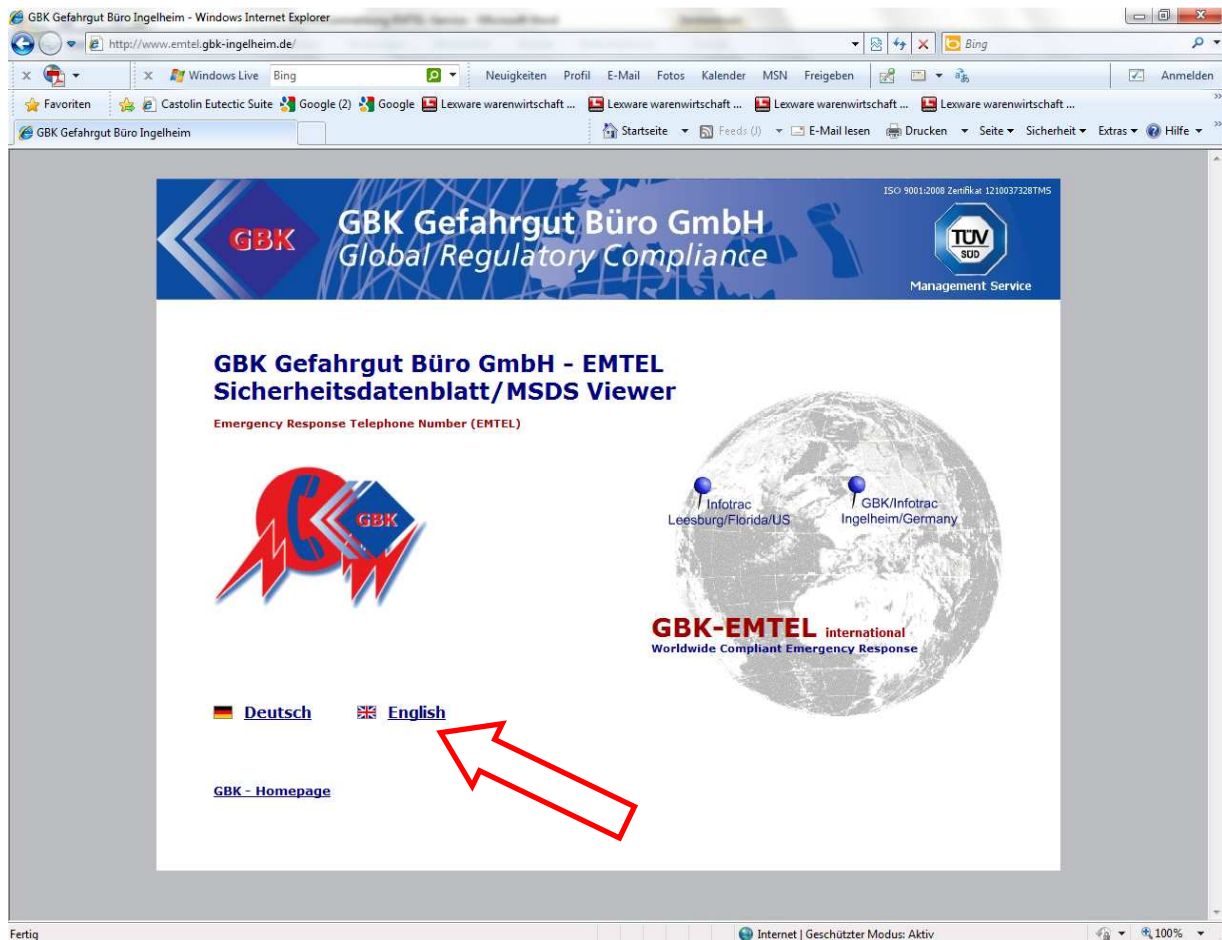
The address <http://gbk-ingelheim.de> gets you to the GBK – homepage.



Please use the link „Sicherheitsdatenblätter / MSDS Viewer“.

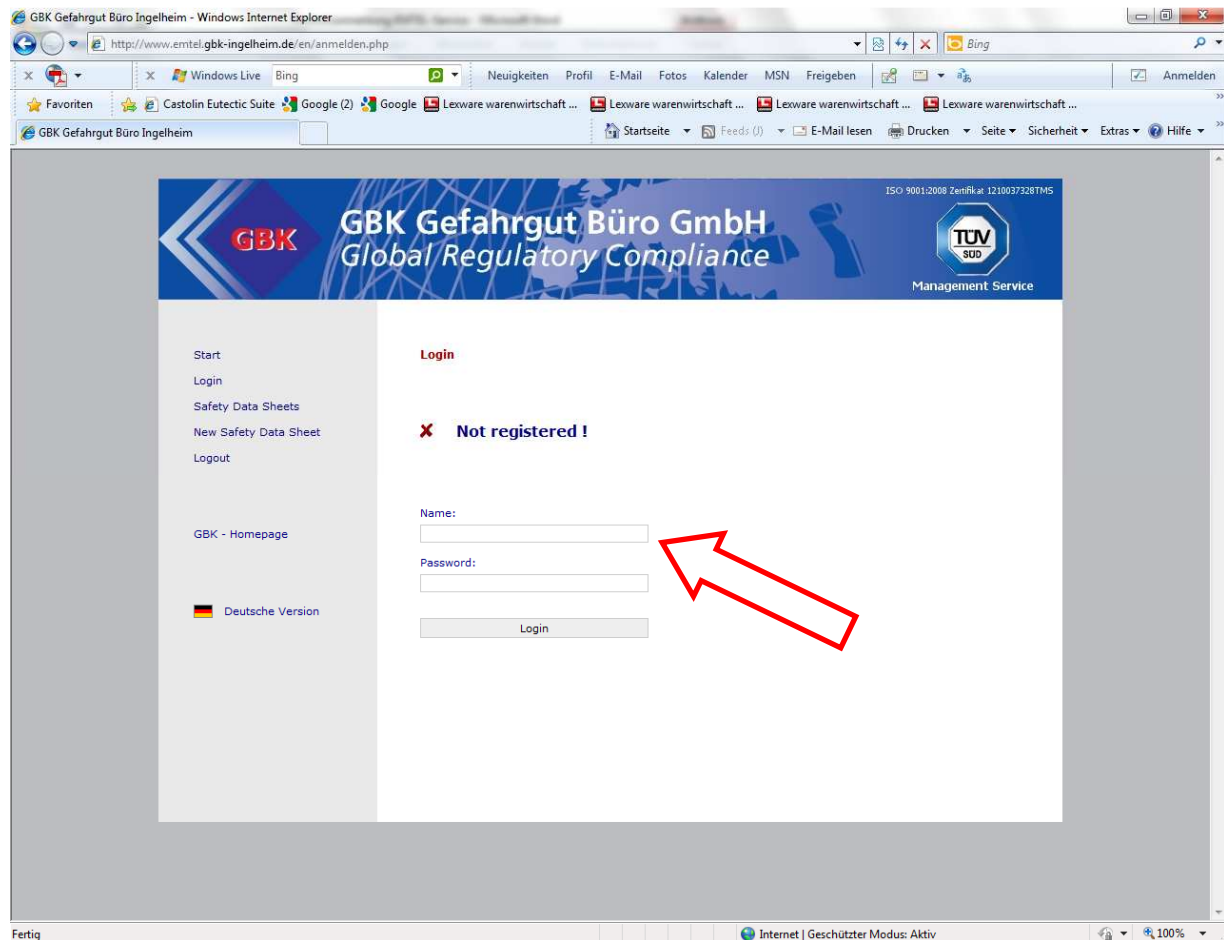


# User Guide for GBK-Internetplattform



Please choose your language.

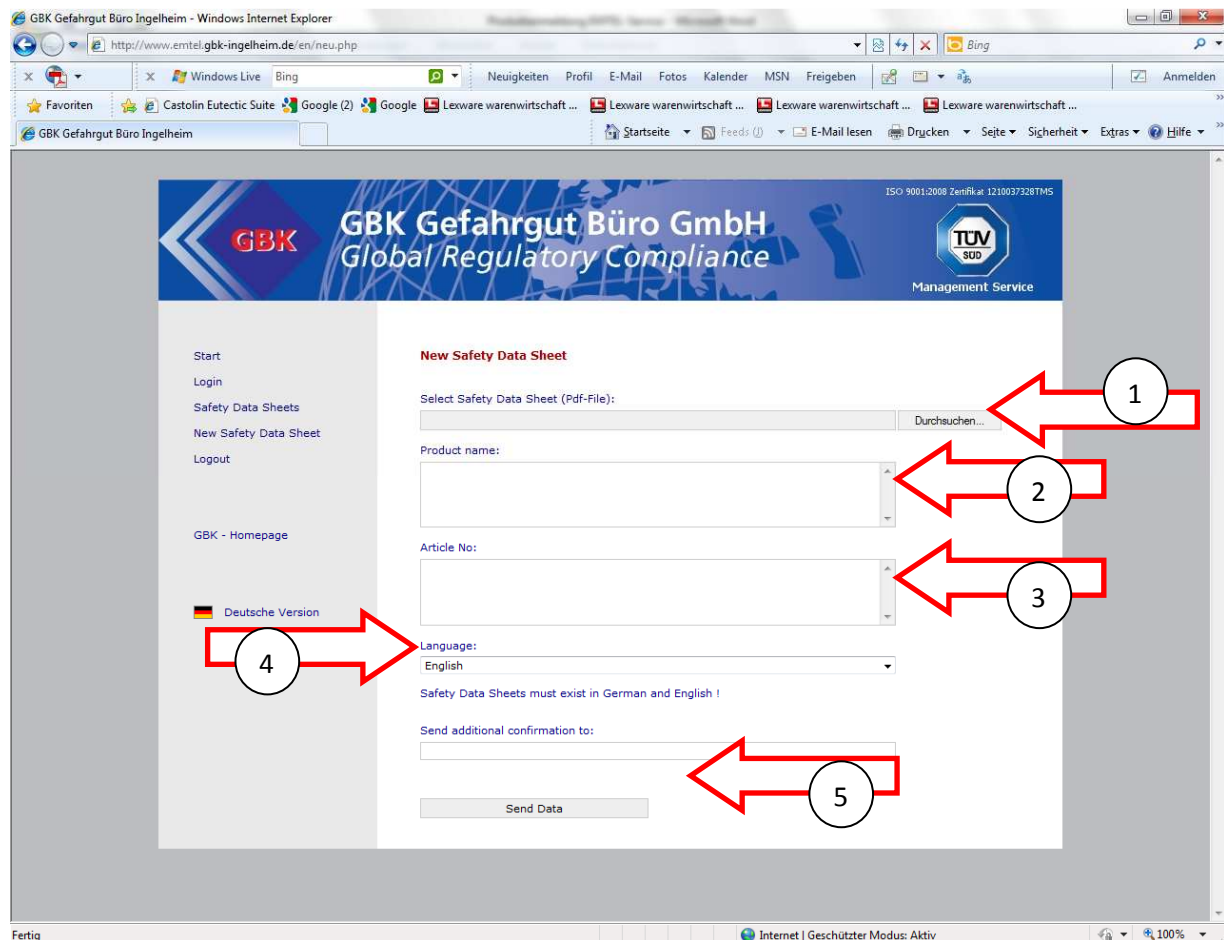
# User Guide for GBK-Internetplattform



Please enter your name and password. After this please press the button “Login”

# User Guide for GBK-Internetplattform

## SDS/MSDS upload procedure

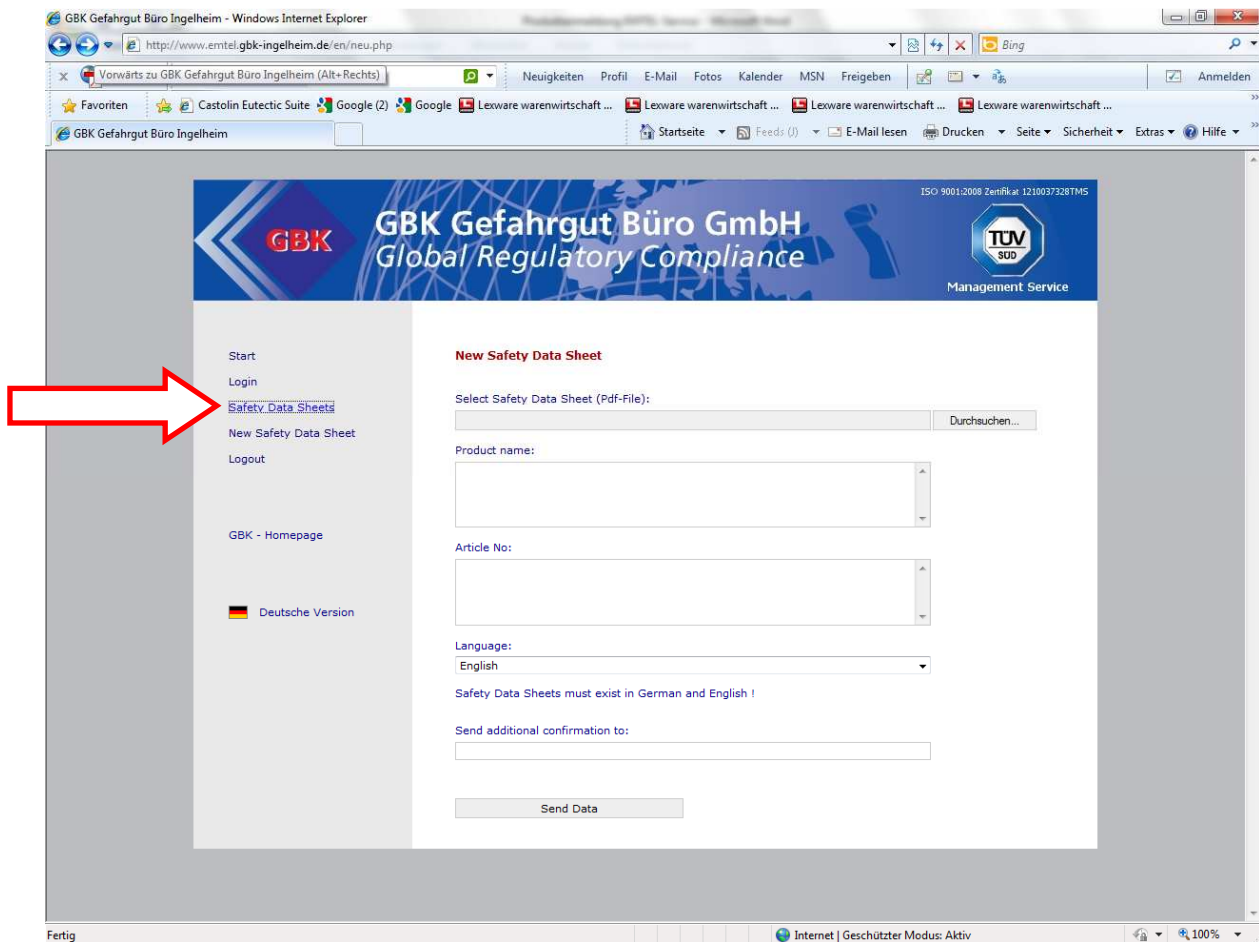


The screenshot shows the 'New Safety Data Sheet' form on the GBK website. The form includes a file search button, a 'Product name' field, an 'Article No.' field, a 'Language' dropdown menu, and a 'Send Data' button. Red arrows with numbers 1 through 5 point to these elements respectively. The website header includes the GBK logo, the company name 'GBK Gefahrgut Büro GmbH', and the tagline 'Global Regulatory Compliance'. A TUV SDS Management Service logo is also visible.

1 Please select the single SDS/MSDS with the button “file searching“. The single SDS/MSDS has to be a PDF data. 2 Please enter in field “Product name“ the product name or product names (separated by comma or semicolon). 3 Please insert in the field “Article No“ available article numbers (separated by comma or semicolon). 4 Please choose the language of the SDS/MSDS and press the button” Send data“. The SDS/MSDS are registered on our platform now and are available for the EMTEL service. 5

# User Guide for GBK-Internetplattform

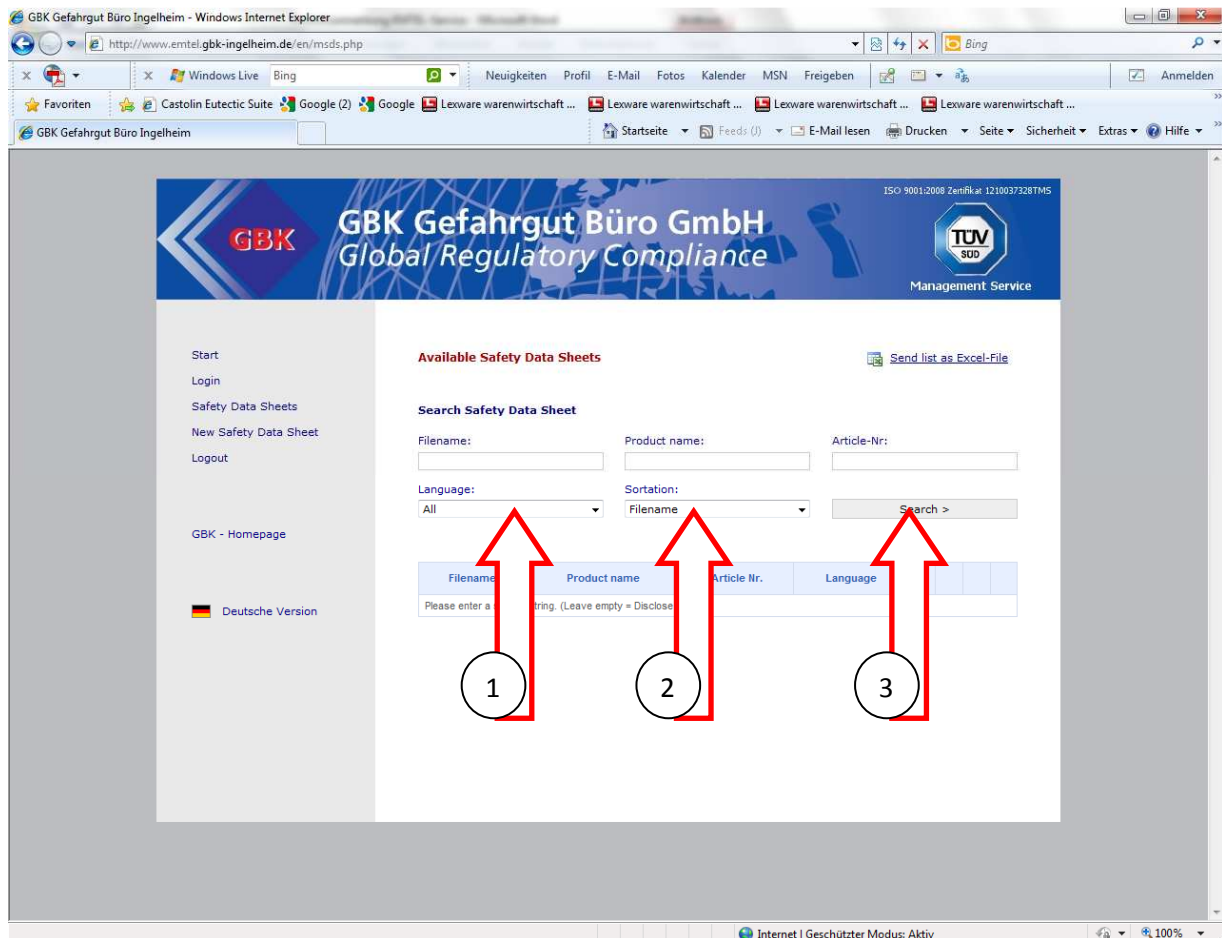
## SDS/MSDS overview



The screenshot shows a web browser window displaying the GBK website. The browser's address bar shows the URL <http://www.emtel.gbk-ingelheim.de/en/neu.php>. The website header includes the GBK logo, the text "GBK Gefahrgut Büro GmbH Global Regulatory Compliance", and a TUV SUD Management Service logo. The main content area is titled "New Safety Data Sheet" and contains a form with the following fields: "Select Safety Data Sheet (Pdf-File):" with a search button "Durchsuchen..."; "Product name:" with a text input field; "Article No:" with a text input field; "Language:" with a dropdown menu set to "English"; and "Send additional confirmation to:" with a text input field. A "Send Data" button is located at the bottom of the form. On the left side of the page, there is a navigation menu with links: "Start", "Login", "Safety Data Sheets" (highlighted with a red arrow), "New Safety Data Sheet", "Logout", "GBK - Homepage", and "Deutsche Version".

With the link “Safety Data Sheets” you can see all uploaded SDS/MSDS data records.

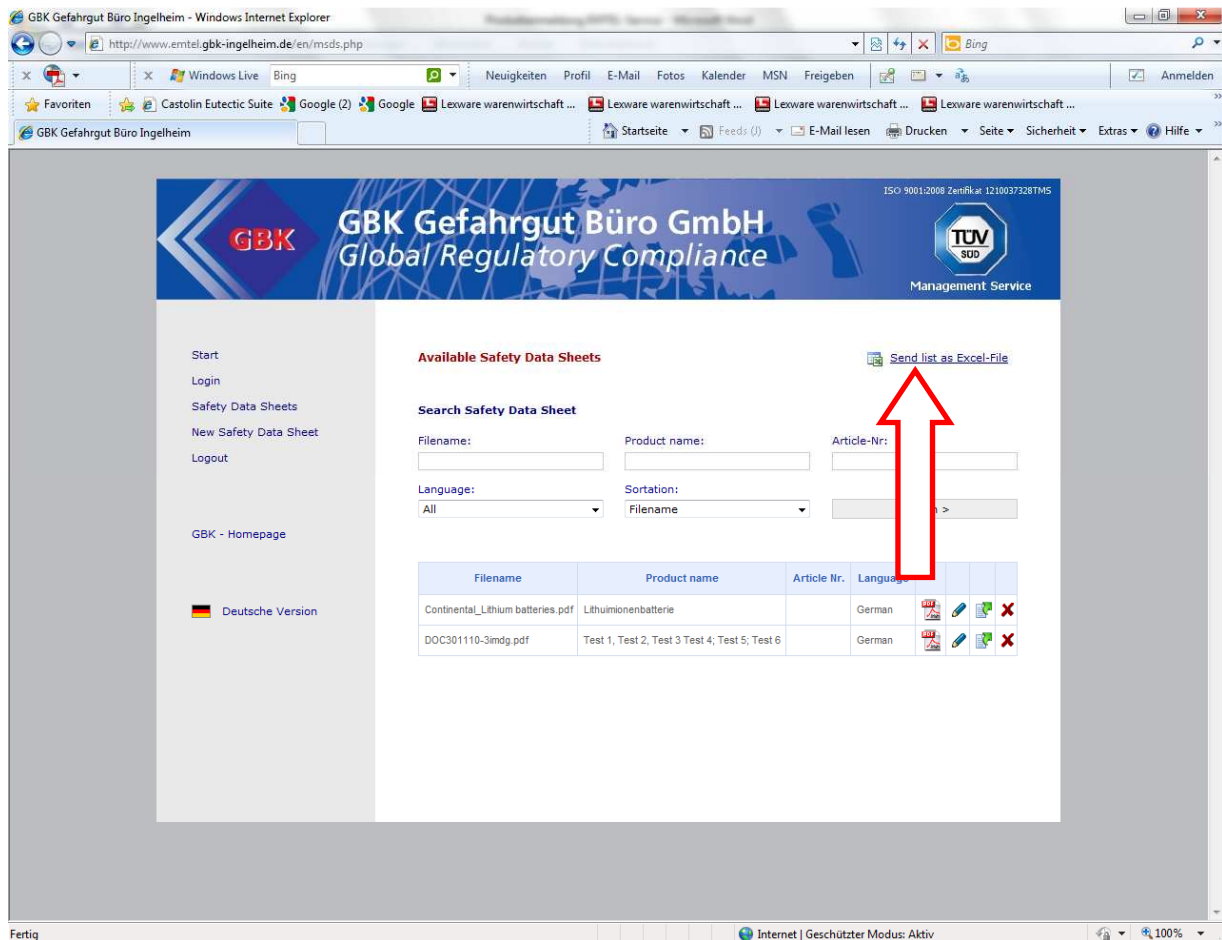
# User Guide for GBK-Internetplattform



To list all uploaded SDS/MSDS data records, please ensure that you can see “All” in the drop down menu of the field language and <sup>2</sup> “Filename” in the drop down menu of the field sortation. <sup>3</sup> Now please press the button “Search”.



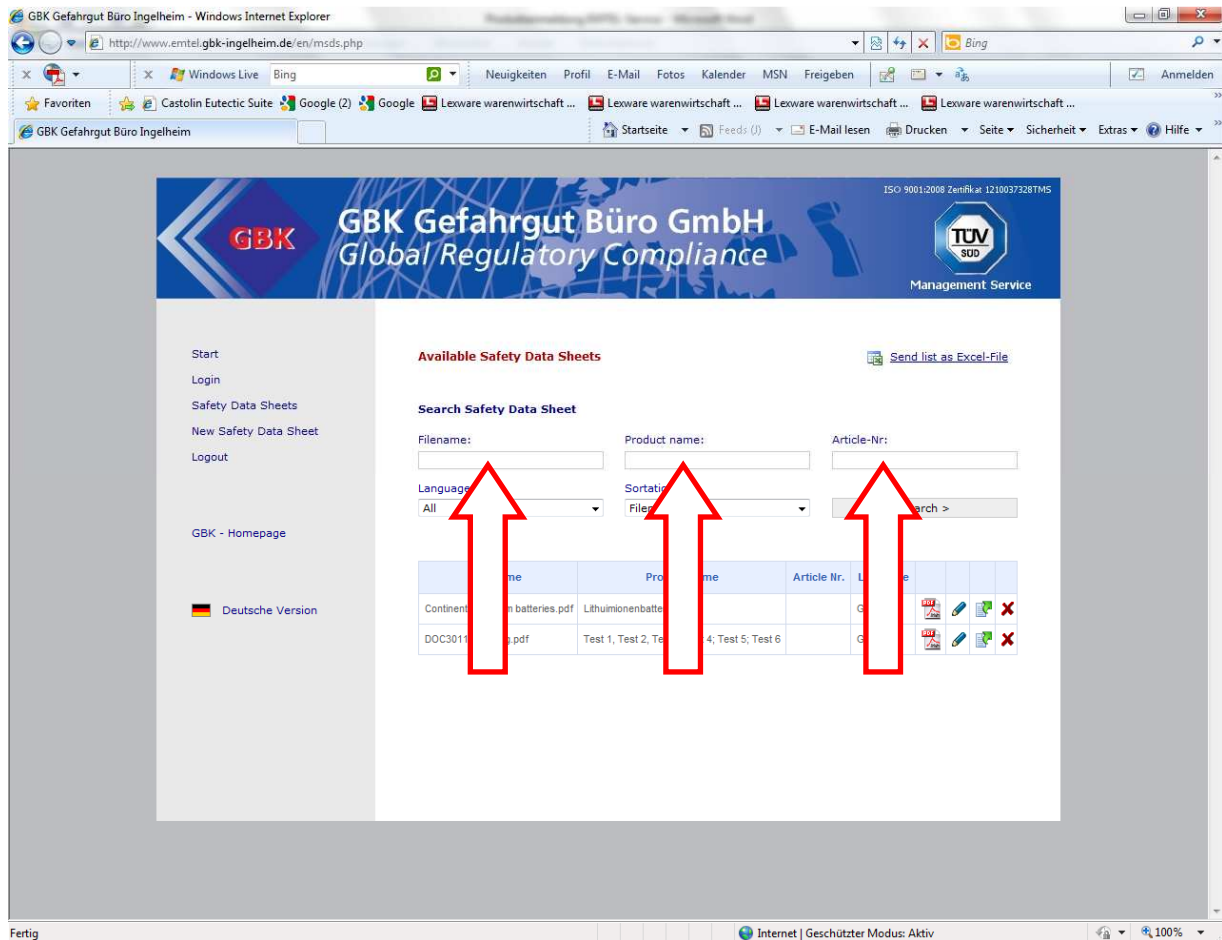
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Now you should see an overview of all the stored information. You can export these data to the program Excel with the button „Send List as Excel - File“.

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## To find a data record



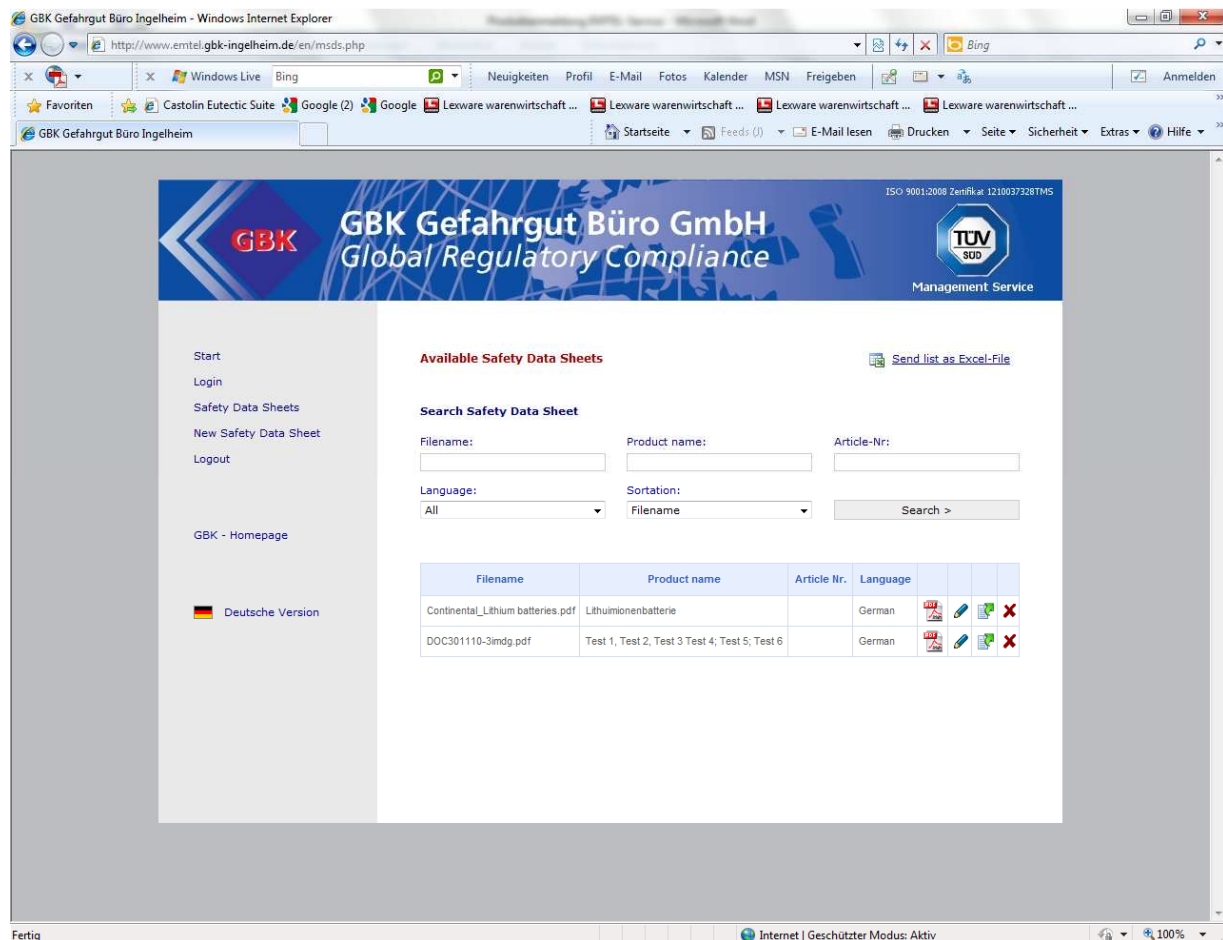
The screenshot shows the GBK website interface for finding Safety Data Sheets. The search form includes three input fields: 'Filename', 'Product name', and 'Article-Nr'. Below these fields are dropdown menus for 'Language' (set to 'All') and 'Sortieren' (set to 'File'). A 'Search >' button is located to the right of the dropdowns. Three red arrows point to the 'Filename', 'Product name', and 'Article-Nr' input fields. Below the search form is a table with the following data:

Filename	Product name	Article-Nr.	Language	Actions
Continental batteries.pdf	Lithiumionenbatterien		G	PDF, Print, Delete
DOC3011.pdf	Test 1, Test 2, Test 3, Test 4, Test 5, Test 6		G	PDF, Print, Delete

When you are looking for a specific data record. Please insert the Filename, Product name or the Article – Nr and press the button „ Search“.

# User Guide for GBK-Internetplattform

## Processing of data



GBK Gefahrgut Büro GmbH  
Global Regulatory Compliance

ISO 9001:2008 Zertifikat: 12100973287M5  
TUV SUD  
Management Service

Start  
Login  
Safety Data Sheets  
New Safety Data Sheet  
Logout

GBK - Homepage







Deutsche Version





**Available Safety Data Sheets** [Send list as Excel-File](#)

**Search Safety Data Sheet**

Filename:  Product name:  Article-Nr:

Language:  Sortation:

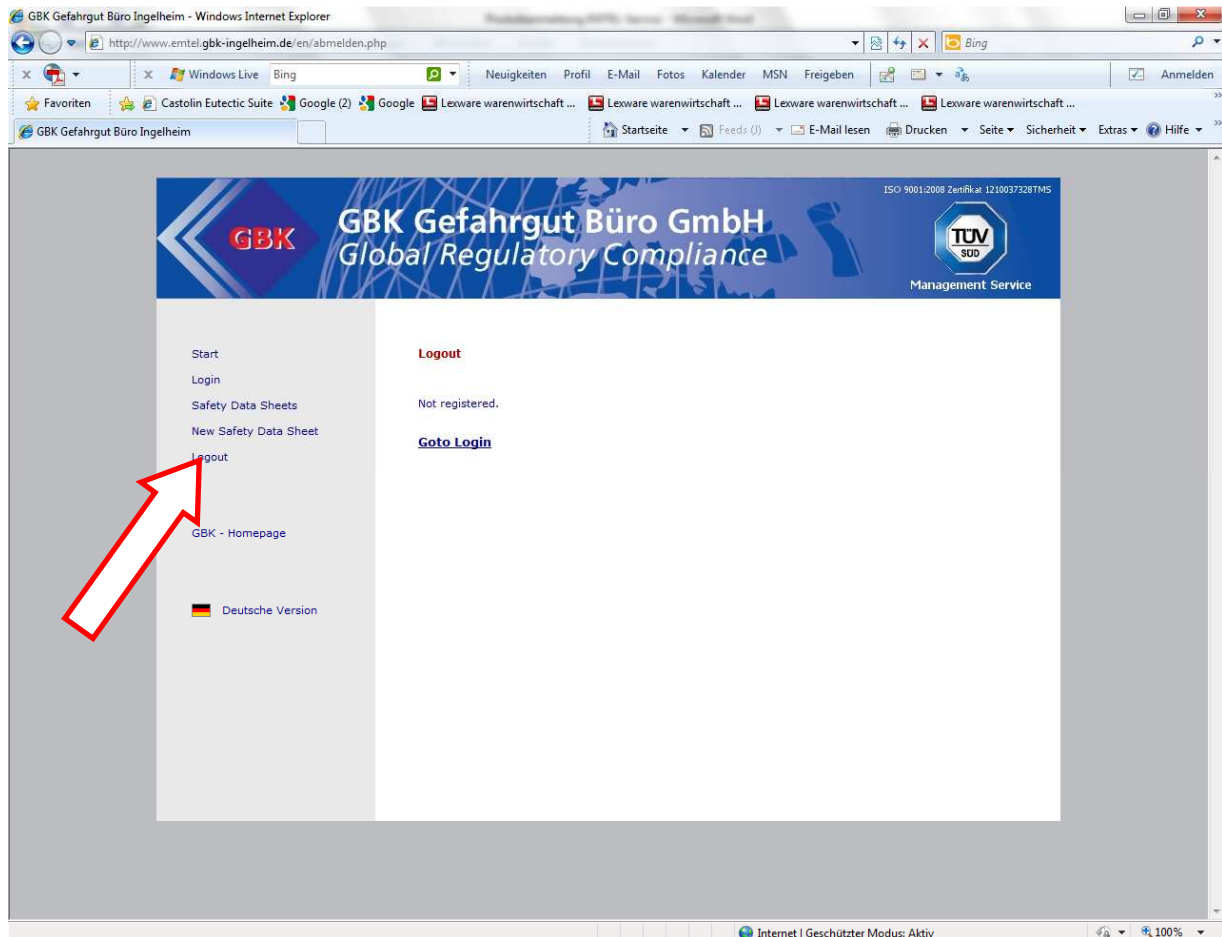
Filename	Product name	Article Nr.	Language			
Continental_Lithium batteries.pdf	Lithiumionenbatterie		German			
DOC301110-3imgd.pdf	Test 1, Test 2, Test 3 Test 4; Test 5, Test 6		German			

You can access the safety data sheet with the icon . When you use , you can change Product name or the Article – Nr. The icon  changes the safety data sheet to another one. When you press the icon , you delete the complete data record.

If you wish, you can receive an e – mail confirmation for all these changes. For this reason, please give us your e – mail.

# User Guide for GBK-Internetplattform

## Logout



With the button „Logout “you close the session at our platform.



# User Guide for GBK-Internetplattform

If you have further questions or ideas to develop our platform, please do not hesitate to contact us:

## Contact

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