



Tips N Tricks

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Prerequisite Levels	3E Online Gold or Platinum
Location	Accessible via Inventory > Chemical Approval

Did you know that 3E Online’s Chemical Approval Module supports multiple “approval form” file formats?

3E Online’s Chemical Approval module streamlines the approval process of new products. To ensure informed purchasing decisions, the module centralizes essential product information, the employee’s approval request form, and the relevant MSDS/SDS for the Approval Manager(s) to review.

The module includes many tools to support the approval process. These tools include comparing product composition against regulatory lists (e.g. California’s Prop 65, Europe’s REACH Annexes) or internal lists (e.g. banned chemical list), communication tracking between requester and approver, and the option to add limitations/conditions of use to an approved product.

In addition to these, a valuable feature is the flexibility built into loading approval request forms. The approval form, created by a client, can be loaded into 3E Online in any format – PDF, Word, Excel, to name a few. These forms can be replaced at any time, and replaced with a different file format. The table below describes how this flexibility increases the practical application of the module.

Approval Form Flexibility

Feature	Usage Scenario
Forms can be uploaded in any file format (Word, Excel, PDF, etc.)	<ul style="list-style-type: none"> ○ Approval forms can differ between business units, internal departments, and locations. ○ Approval forms often need modification to incorporate changing policies, which might include a format change.
Forms can be replaced as often as	<ul style="list-style-type: none"> ○ A product needs a new/updated approval form every time

required	it is purchased <ul style="list-style-type: none">○ Approval forms are sometimes filled in sections by each approval manager. Forms are modified and reloaded until complete.○ Approval forms often need modification to incorporate changing policies○ A erroneous form can easily be replaced
Different file formats can be uploaded to replace previous versions	<ul style="list-style-type: none">○ Once a product is approved, the approval form could be converted to PDF to lock down information, and then loaded to replace the previous Word or Excel version.