



Quick
Start
Guide



Adding a Raw Material



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Add a New Raw Material

Raw Material Name

Item Type

Item Code Sequence

Item Class

Code

Key Details Identification Classification Properties Purcha

Code NRM001 Alternative Code

Name New Raw Material 001 Short Name

Description

Comment

Active Availability

Item Class Formpak Raw Material

Item Uses

Item Group ---None---

Use In Complex Raw Materials Yes No

State Liquid

Unit of Measure kg

Preserve Within Subformulation Yes No

Has Composition Yes No

Creator Created Date E.g. d/m/yyyy

Last Modifier Last Modified Date E.g. d/m/yyyy

Key Details Identification Classification Properties

Chemical Name

Disclosure Name

Common Name

Technical Name

CAS Number

EC Number

EC Index Number

FEMA Number MIXTURE

COE Number MIXTURE

FDA Number MIXTURE

Go to 'Add a New Raw Material'
Enter the following information:

- Raw Material Name
- Item Class
- Item Code Sequence
- Code (if manual)

Click 'OK'

Each tab contains a different type of information.

The 'Key Details' Tab includes:

- Code (This must be unique)
- Name
- Item Class
- Item Use
- State

Comments and descriptions can also be added.

In the 'Identification' tab additional information can be specified including:

- Chemical Name
- CAS
- EC
- FEMA
- FDA

These identifiers can be used in instant search to find the item.





Adding a Raw Material

The screenshot shows the 'Add a New Raw Material' form with the 'Properties' tab selected. The 'Property Group' is set to 'Regulatory Summary'. A list of properties is visible on the left, including 'Physical Data', 'Technical Usability', 'EC Hazard Labels', 'Needs Assessment', 'GHS Hazards', 'CLP Hazards', 'Biocide & Veterinary', 'IFRA Categories', 'IFRA Classes', 'Transport Hazards', 'Recommended uses', and 'Other Properties'. The main area contains a table with columns 'Can be Estimated', 'Is Estimate', and 'Property Value'. Buttons for 'Calculate Now', 'Show Existing Properties', and 'Show All Properties' are present.

In 'Properties' tab technical and regulatory information can be added. The properties are organised into Property Groups.

Some properties are entered manually such as Flash Point and Colour. For raw materials the regulatory classification (e.g. GHS) can be added. For complex raw material (which have a composition) the regulatory classification can be automatically calculated.

When the appropriate information is entered for your Raw Materials, go to the 'Properties' tab make Properties Determined =Yes. This is located at the bottom of the screen.

Click 'Save' to save the Raw Material.

If you need to add a composition for the Raw Material select 'Add Composition to Raw Material' to go to the CDT (Composition Design Tool).

Add the ingredients to the composition by entering a search term in the 'Code' box. You can search by Code, Name, CAS Number and many other identifiers.

Select Component > Add a Concentration > Press Enter to go to a new line.

Repeat until composition is complete.

Click 'Save & Check In'

This screenshot shows the 'Properties' tab with a callout box highlighting the 'Properties Determined' dropdown menu, which is set to 'Yes'. The table below shows several properties with their 'Is Calculated' status checked.

Reset	Property Code	Property Name	Is Calculated
<input type="checkbox"/>	TRANSPSN	Proper Shipping Name	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TRANSID	Transport Id	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CLPCATHAZSUMM	CLP Hazard Category and Statement Summary	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ECHAZARDSUMMARY	EC Hazard Summary	<input checked="" type="checkbox"/>

The screenshot shows the 'Add Composition to Raw Material' form. The 'New Raw Material 001' is selected. The 'Edit History' shows 'Update Concentration' with a 'New Value: 10'. The 'Properties' section shows 'Mode' as 'Edit Mode', 'Total Parts' as '100', 'Code' as 'NRM001', and 'Components Count' as '1'. The 'Composition' table is as follows:

Seq	Code	Name	Concentration	(?)
1	LEM0004	LEMON OIL GENERIC	10	





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Frequently Asked Questions

Raw Material or Formulation?

A Raw Material is usually an item purchased by an organisation, even if that item has a composition (Complex Raw Material)

A Formulation is an item, usually designed by your company, for which full composition information is known (ingredients and concentrations).

Is it possible to copy information from other Raw Materials?

When using 'Add a New Raw Material' it is possible to copy the information (including composition where applicable) from another Raw Material. Click the 'Copy from existing' button then enter the Raw Material you want to copy the information from.

In 'Modify a Raw Material' you can copy property information from a different raw material using 'Copy Properties' in the property tab. Select the item and choose which property group(s) you want to copy.

Tips



- Formpak has a built in Help Centre. Click the 'Help' button to access.
- In the 'Classification' tab you can enter information on Character Class and Notes, Sensory Description and Intended Application.
- Price and Supplier information can be added to the 'Purchasing' tab. This information can be imported from other software.
- To change the code of a Raw Material use 'Assign New Code to Item'.
- To modify a composition after the Raw Material has been saved, use 'Modify a Raw Material Composition'.
- When entering a composition, there is a useful undo feature. The 'Edit History' allows you to see the changes made to the composition, select from the list to go back to that point.
- Version numbers are given for Item compositions. When first saved, the version number is 1.000. If changes are made to the composition, the version number is increased. Compare different versions of the same item in View Previous Versions of a Composition.

Further training on this topic is available in our [Adding & Managing Raw Materials](#) Training Plan.

