



Quick
Start
Guide



Find Matching Items



Find Matching Items

Find Matching Items

Code

Name **OR**

Description

Comment

Experimental Code

Short Name

Cross Reference Code

Identification Numbers **Identification Numbers**

Composition Type Raw Material Formulation

Item Class **Formulation**
Raw Material

Composition Details **Composition Details**

Has Composition ---Any---

Used in Complex Raw Materials ---Any---

Allowed to Use in Complex Raw Materials ---Any---

Used in Formulations ---Any---

Preserve When Exploding ---Any---

Prevent Explosion ---Any---

Component Count =

Component **OR**

Active Active Possible Inactive

Unit Price ~ GBP

Standard Cost ---Any---

Unit of Measure =

Availability (minimum) ---Any---

Costing Method ---Any---

Yield =

Has Been Sold ---Any---

Last Sale Date ~ E.g. d/m/yyyy

Go to 'Find Matching Items'. Search for Item(s) using one or more of the search criteria available. Key search criteria is below:

CODE, NAME, CROSS REFERENCE ETC: Enter the whole or partial Code or Name of an item.

IDENTIFICATION NUMBERS: Expand the section by clicking  and enter identification numbers including:
CAS / EC / FEMA / FDA

ITEM CLASS: Expand the Raw Material and/or Formulation sections then check the box next to the Item Class you wish to search for.

COMPONENT: You can search for items containing specified components, Expand the section by and enter the name of the item in the search box and selecting it.



Find Matching Items

Has Been Sampled

Last Sample Date ~ E.g. d/m/yyyy

Library Details

Library Core Library General Exclusive Support Suspense

Exclusive Party OR

Intended Parties OR

Intended Applications OR

Character Class

Character Notes OR

Sensory Description

Supplier OR

Suitability Check Yes No

Party

Application %

TO

State Solid Powder Liquid Viscous Liquid Not Applicable

Chemical Class

NAT (minimum)

Property

Needs Assessment No Yes - Changed Item Yes - Dependent Item

Properties Determined No - Requires Dependency Assessment Yes - Requires Dependency Assessment

Property Calculation Yes No Constituent Hazards Not Determined

Property Calculation

CHARACTER CLASS & NOTE: Expand the Library Details section, enter a Character Class and/or Note to find items with these attributes.

SUITABILITY CHECK: Expand the Library Details section and click 'Yes' to open further options. Enter the Party (Customer or Country) and/or an Application and dosage. The result of the suitability check will be indicated in the 'Suitable' column of the results.

PROPERTY: You can enter properties and criteria in your search. *For example you could search for items with a Flash Point over 61°C.*



Find Matching Items

Frequently Asked Questions

Why does the search take longer when including Suitability Checks?

The 'Suitability Checks' involve complex calculations and can take a minute to process the search results. Formpak will first filter for any of the criteria determined in the main area, then will check if the item is compliant with the requested suitability check.

Can I search for Items containing a combination of properties?

You can search for any items by combinations of properties.

You can also search using AND or OR. Example A: Flashpoint higher than 61 C, AND not assigned AH 1 (Aspiration hazard). Example B: Stability of Excellent OR Good.

Can I print the results of the search?

You can print the results of your search and you can customize how you Print them. You can choose which information should appear in the printed format, e.g. show price, flashpoint, sensory class, stability. You can also choose the printed format: PDF is the default, but there's also Excel, HTML, CSV.

Tips



- Formpak has a built in Help Centre. Click the 'Help' button to access.
- You can use a combination of search criteria to find very specific items. In many of the sections you can add more than one parameter.
- Use the 'Reset' button at the top of the screen to remove the current search criteria.
- To sort the results, click column header. This will let you sort the results by name, code etc.
- You can open an Item in Modify a Raw Material or Modify a Formulation by selecting the item then clicking on 'View Details'
- When you find items of interest you can add them to a 'Basket' to easily recall them later. Select the items you want then click 'Add to Basket'.

Further training on this topic is available in our [Searching & Finding Products Training Plan](#).

