

# CHEMICAL INVENTORY MANAGEMENT

HELP DESK  
334-750-8040

Chematix Website:  
<https://chematix.auburn.edu/Chematix/>

RMS Website:  
[www.auburn.edu/rms](http://www.auburn.edu/rms)

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## **Adding a Chemical to Your Inventory That Is Not In the System (Generating a Z Number)**

1. Log in to Chematix using your Auburn username and password.
2. Click the "Inventory" tab in the orange toolbar.
3. Click "Add Chemical Container(s) to Your Inventory"
4. Enter either the Chemical Name or the CAS#, and click "Search CAD".
5. If the search does not return a result that matches the chemical you are looking for, or if it returns no results, the chemical will need to be added to the system. Click "Add a Chemical".
6. On the Chemical Abstract Page, you will need to enter the Chemical Full Name.
7. Next to the CAS Number text box, select "Generate Z Number". The system will generate a unique identifier for that specific chemical. This will serve as the chemical's CAS number.
8. Scroll to the bottom of the page and click "Save & Request Review". (The chemical has now been permanently added to the database. Any new containers received of this chemical should be entered following the normal procedure by searching using the chemical name.)
9. You will return to the Add Chemical Containers to your Inventory page. The CAS # box in the search area will be prepopulated with the newly created Z number. Click "Search CAD".
10. The chemical you have just entered will appear in the Search Results area. Click on the chemical name.
11. Now you must enter information from the chemical label. The fields that are mandatory have red bars beside them.
12. After entering the information click "Submit".
13. On the next screen you will select a barcode from the packet that was provided and enter the barcode in the box labeled Container Barcode. Upon completion click "Submit".
14. A pop-up box will appear prompting you to apply all barcodes to their containers. At this point, you should put the barcode on the container, making sure not to cover up any information that is already on the container.