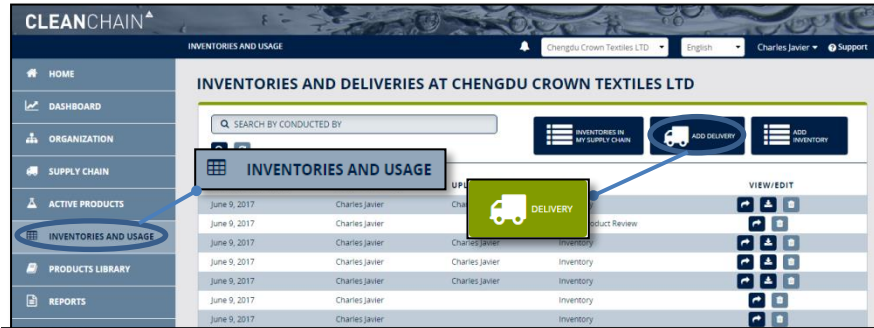


QUICK REFERENCE GUIDE

This guide aims to assist CleanChain Users to the essential functionalities of the system.



UPLOADING MY DELIVERIES

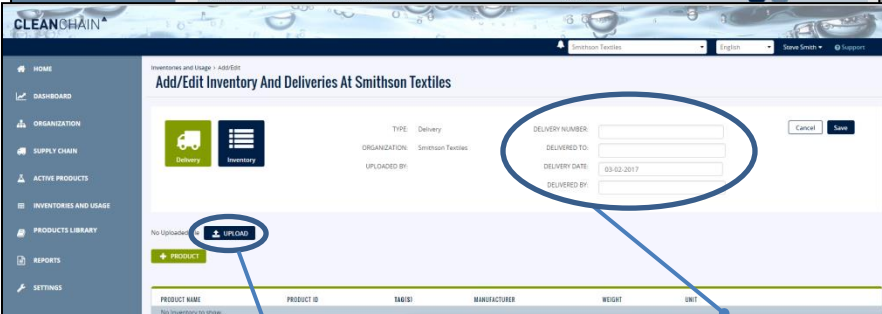
Uploading your Deliveries on a regular basis can help your organization track and manage your chemical usage.

To add a **Delivery**:

- Click **Inventories and Usage**
- Click **Delivery**

For **Excel Upload**:

- Go to **Inventories and Usage**. Click **Add Delivery**
- Click **UPLOAD**. Upload and a pop-up window will be displayed. Note that your upload file should be in an Excel format.
- Click **Choose File**. **Choose File** to select the file you deemed to upload.
- Click **UPLOAD**. **Upload** to proceed or **Cancel** **Cancel** if otherwise
- CleanChain has a feature wherein you may add your delivery information. However, this is optional.

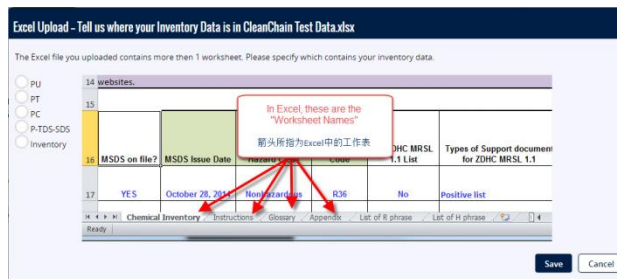
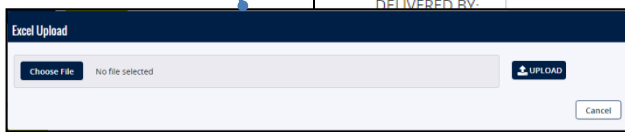


DELIVERY NUMBER:

DELIVERED TO:

DELIVERY DATE:

DELIVERED BY:



Note: Once you have uploaded your Excel file, the system will ask you to identify the location of your Inventory Data.

You need to select Worksheet Name which contains your Inventory Data.