



BCD CHEMIE EH&S Web Interface

User Manual

Version 1.2

Version-History

VERSION	DATE	AUTHOR	CHANGES
1.0	2009-09-14	MBE	Initial creation
1.1	2012-01-06	MU	Search for CAS No.
1.2	2012-06-26	MU	Change of name (Biesterfeld to BCD Chemie)



Contents

AUTHENTICATION SCREEN..... 4

REGISTRATION FORM..... 5

SEARCH 6

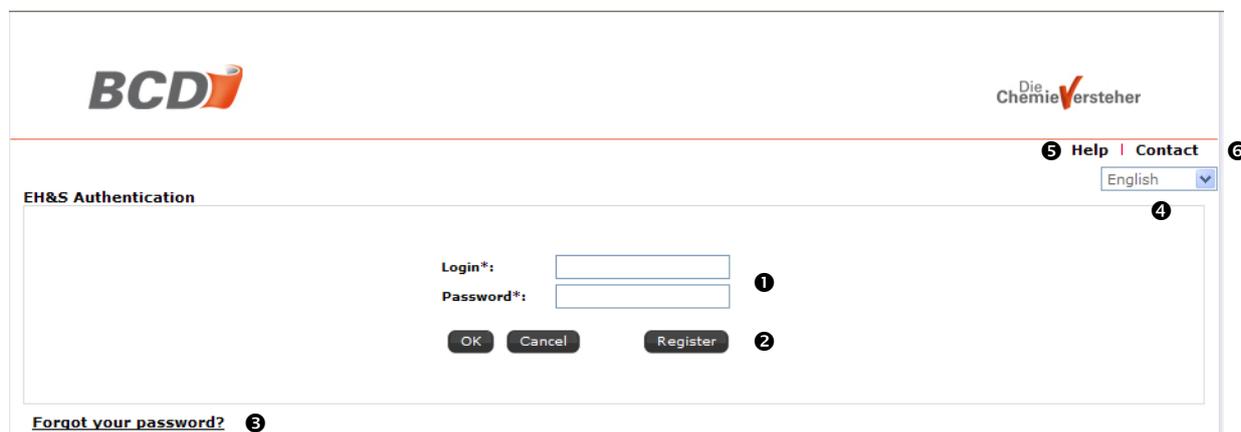
RESULT LIST 7

CONTACT..... 8

FORGOT YOUR PASSWORD..... 9

Authentication Screen

When you call the URL for the BCD CHEMIE EH&S Web Interface you will see the authentication page as the initial page. Various functions as described below are accessible from here:



- 1 Boxes for login name and password (both case sensitive)
- 2 Clicking "Register" will open the [Registration Form](#).
- 3 If you have forgotten your password a new one may be requested by clicking on [Forgot Your Password](#).
- 4 From this menu the application language may be selected. The language may only be selected on the authentication screen. Once logged in the language will remain as selected.
- 5 Under the "Help" link this PDF-document is available
- 6 Your contact for the BCD CHEMIE EH&S Web Interface

Registration Form

If you are a new user of the BCD CHEMIE EH&S Web Interface you will have to register yourself. To do so, please click on the "Register" button on the [Authentication Screen](#) to get to the registration form:

Register

Dear customer, please provide below information so we can process your request within the following two business days. After verification of the provided information your Password and Login will be sent to the e-mail address provided below. All fields denoted with asterisks are mandatory.

Customer ID*	<input type="text"/>	1				
Company Name*	<input type="text"/>	2				
First Name*	<input type="text"/>	3				
Last Name*	<input type="text"/>	4				
Phone Number	Country Code <input type="text"/>	5	Area Code <input type="text"/>	6	Local Number <input type="text"/>	7
E-mail*	<input type="text"/>	8				
You are a customer of Biesterfeld*	AUSTRIA <input type="text"/>	9	<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>		

- 1 The customer number under which you are registered with BCD CHEMIE
- 2 Your company name
- 3 Your first name
- 4 Your last name
- 5 Phone country code (e.g. 0049 for Germany)
- 6 Phone area code (e.g. 030 for Berlin)
- 7 Your phone number including extension
- 8 Your e-mail address. To this e-mail address the login data will be sent after your account has been activated.
- 9 The country of the BCD CHEMIE subsidiary that you want to register for (e.g. Germany for BCD Chemie Chemiedistribution GmbH)

Please provide at least the information in the fields denoted with asterisks (*) as they are mandatory and required to activate your user account. After you have completed the form please click on "Submit" to transmit your data to BCD CHEMIE. You will receive a confirmation of a successful registration. If the registration fails please check the provided customer ID.

After submission of your data it may take up to two business days for us to activate your account and send your login data to the provided e-mail address.

Search

After a successful login you will be routed to the search page. Here you can enter your desired search parameters to find the reports you are looking for. Depending on the user type the search mask may slightly differ from the below appearance:



- ❶ Visible for customers only. If you are registered for more than one customer code for a given sales organisation you can switch between your companies and select the one that you are searching reports for.
- ❷ Select the sales organisation (locked for customers and authorities).
- ❸ Material number of the sought material. Wildcards of type * are allowed.
- ❹ Currently only the report type MSDS is available
- ❺ Country for which the report is valid. Locked for authorities, hidden for customers. Customers and authorities will have their country pre-selected as validity area.
- ❻ Material name in the language of the chosen BRENNTAG Sales Organisation. Wildcards of type * are allowed.
- ❼ CAS number of the sought material. Wildcards of type * are not allowed.
- ❼ Desired language of the report.
- ❽ Executes the search with the above selected search criteria
- ❾ Resets all search parameters to default values and clears free text fields

If your search produces too many or zero hits you will receive the respective error message:

Too many results found. Please change your search criteria.

or

No results found

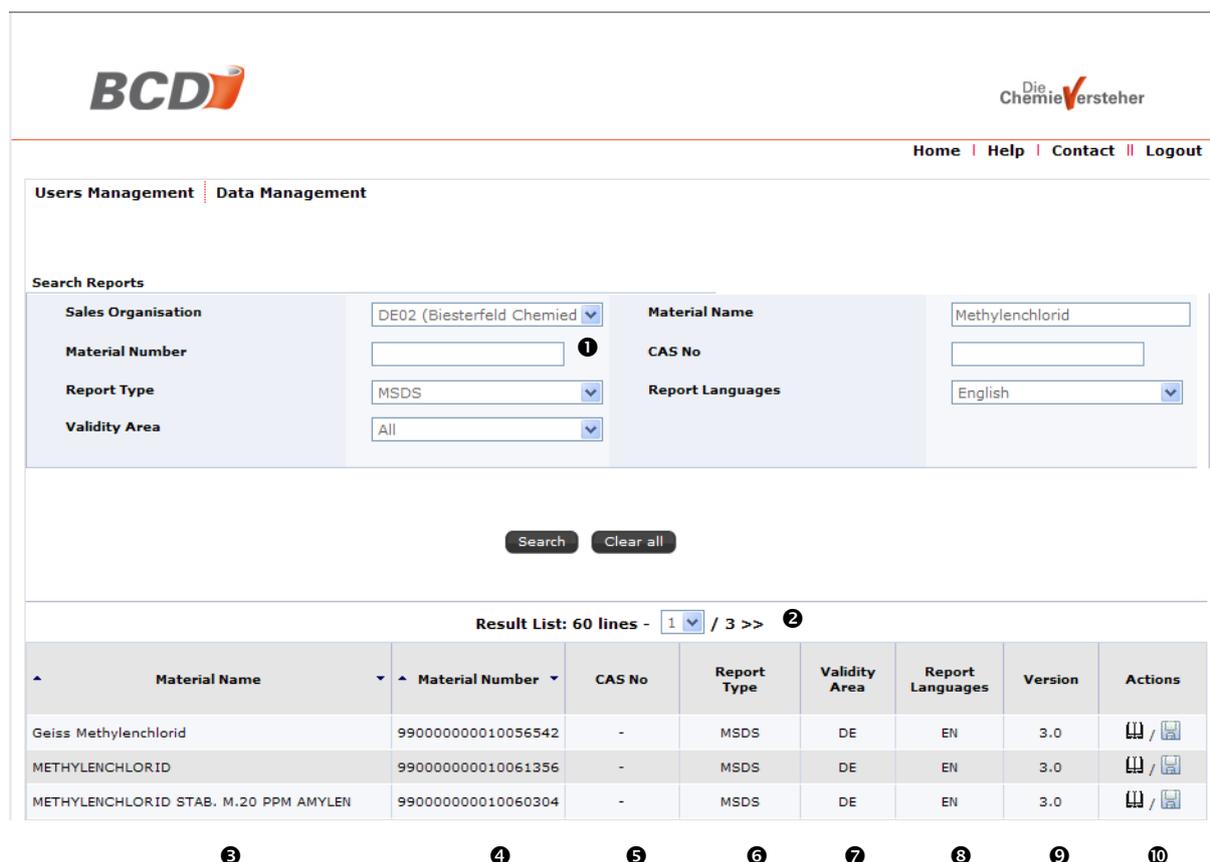
In this case please increase or decrease the selectivity of your search criteria, e.g. provide an exact material number or use wildcards where possible.

It is generally recommended to search with the full material number as this will deliver the most accurate results within a minimum of time.

Should you still receive no hits, please contact the support team found in section [Contact](#).

Result List

After a successful search the reports matching your search criteria will be presented on the result list. In the top part of the window your search criteria will still be visible and can be altered to perform a new search:



Users Management | **Data Management**

Search Reports

Sales Organisation: DE02 (Biesterfeld Chemied) Material Name: Methylenechlorid

Material Number: ¹ CAS No:

Report Type: MSDS Report Languages: English

Validity Area: All

Result List: 60 lines - 1 / 3 >> ²

Material Name	Material Number	CAS No	Report Type	Validity Area	Report Languages	Version	Actions
Geiss Methylenechlorid	990000000010056542	-	MSDS	DE	EN	3.0	 / 
METHYLENCHLORID	990000000010061356	-	MSDS	DE	EN	3.0	 / 
METHYLENCHLORID STAB. M.20 PPM AMYLEN	990000000010060304	-	MSDS	DE	EN	3.0	 / 

³ ⁴ ⁵ ⁶ ⁷ ⁸ ⁹ ¹⁰

- ¹ Search criteria. May be altered to perform a new or more refined search.
- ² Navigation menu. When the results exceed a certain amount of documents the result list will be split in several pages. Use this menu to navigate through those pages.
- ³ Material description
- ⁴ Internal material number consisting of a system prefix (first two digits) and the actual material number filled with zeros.
- ⁵ If available the CAS No of the product
- ⁶ The type of the report. Currently only MSDS is available.
- ⁷ Validity area is the country for which the report is valid.
- ⁸ Language of the report.
- ⁹ Report version.
- ¹⁰ Action buttons: Clicking the book pictogram lets you view the report while clicking the disk pictogram allows you to download the report.

Contact

In case you need support by your EH&S department the contact page will provide you with the appropriate e-mail address to send your support query to:

Contact

Dear visitor,

Thank you for your interest in the Biesterfeld EH&S Web Interface. This service allows you to view and download Material Safety Data Sheets. If you require instructions on how to use the Biesterfeld EH&S Web Interface please consult the user manual available under the "Help" menu in the top right corner of the page.

If a problem has occurred with the Biesterfeld EH&S Web Interface please contact our support team:

internet-sdb@bcd-chemie.de 

To allow for a quick processing of your request please provide your name, e-mail address and phone number as well as a meaningful description of your concern.

[Back](#)

-  The e-mail address under which you can submit a support query to your EH&S department

Forgot Your Password

If you have already registered for the BCD CHEMIE EH&S Web Interface and have forgotten your password you can request a new password for your user account. Click on the appropriate link on the [Authentication Screen](#) and fill in all mandatory fields denoted by asterisks (*) in the opening pop-up window:

Forgot your password? Please fill in the form below.

Company Name*	<input type="text"/>	❶
First Name*	<input type="text"/>	❷
Last Name*	<input type="text"/>	❸
Phone Number	<input type="text"/> <input type="text"/> <input type="text"/>	❹
E-mail*	<input type="text"/>	❺

- ❶ Name of the company the account was created for.
- ❷ Your first name
- ❸ Your last name
- ❹ Phone number under which you can be called during the day.
- ❺ The e-mail address that has been used for the registration. It will not be possible to request a new password if the e-mail address provided here does not match the e-mail address that you have provided in the [Registration Form](#).