

Airgas®

an Air Liquide company

University of Utah eProcurement UShop Digital Solution

Airgas Punchout Training Guide

Airgas eBusiness •

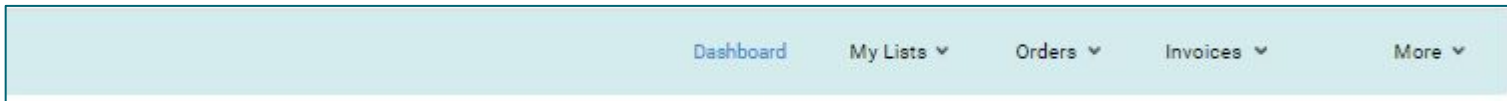
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Main Navigation Menu



Dashboard provides a hyperlink back to the **Account Dashboard**

My Lists

My Items list of contracted items and sales history items

View All of **My Lists** a link to your saved shopping list(s)

Orders

Express Order Pad enter the part number and quantity and add it to your cart

Frequently Purchased Items a link to view items that you regularly purchase

Quotes a link to view all of your created quotes

Order History a link to view your past orders

Invoices

Invoice History a link to view your invoices

More

Certificate of Analysis a link to a document issued by Quality Assurance that confirms that a regulated product meets its product specification

Cylinder Balance a link to current cylinder balance

SDS Sheets a link to a library of all gases

Account Dashboard / Cylinder Balance

Account Dashboard provides a snapshot of your latest account information.

Click on **Cylinders in Possession** to view the status of cylinders shipped to you, cylinders you are using and cylinders you have returned

Account Dashboard

Welcome University of Utah!

ALL INCLUSIVE PRICING: Cylinder pricing equals product cost + processing fee (formerly demurrage) + delivery fee.
Pricing is all inclusive without any hidden fees/costs.

If you need assistance, please contact imt.sl.c.customer.service@airgas.com for assistance.

Customer Contact Information Account Name: U OF U CHEMISTRY DAVE LYKINS (801) 585-3024 U OF U CHEMISTRY 0085020200 RM 2020 315 S 1400 E RM 2020 SALT LAKE CITY, Utah 84112-0850 US	Airgas Contact Information AARON BOYT E: aaron.boyt@airgas.com Airgas Branch: 3415 South 700 West Salt Lake City, Utah 84119 P: 801-288-5000
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CYLINDERS IN POSSESSION (as of previous day)
6

Cylinder Balance (as of previous day)

Account No: 0002403984
Customer Name: U OF U CHEMISTRY
Address: DAVE LYKINS (801) 585-3024 U OF U CHEMISTRY 0085020200 RM 2020 315 S 1400 E RM 2020 SALT LAKE CITY, Utah 84112-0850 US

SIZE/TYPE	DESCRIPTION	BEGINNING BAL	SHIPPED	RETURNED	ADJUSTMENTS	CURRENT BAL
RRCYLILG	Rent Cyl Industrial Large	6	0	0	0	6
CY-HE 250	CYL HELIUM INDUSTRIAL 250 CGA 580	6	0	0	0	6

Account Dashboard / Lists, Quotes, Invoices, Orders

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University of Utah, Account 00 Log Out

Find A Branch Customer Service SDS Search Express Order Pad Cart (0)

Search Airgas.com PRODUCTS

Home / Account Dashboard Print

Account Dashboard

Welcome University of Utah!

ALL INCLUSIVE PRICING: Cylinder pricing equals product cost + processing fee (formerly demurrage) + delivery fee. Pricing is all inclusive without any hidden fees/costs.

If you need assistance, please contact imt.slc.customer.service@airgas.com for assistance.

Customer Contact Information Account Name: UNIVERSITY OF UTAH UNIVERSITY OF UTAH RECEIVING DEPTS RM 253 1795 E SOUTHCAMPUS DR, RM 253 SALT LAKE CITY, Utah 84112-9405 US	Airgas Contact Information AARON BOYT E.aaron.boyt@airgas.com Airgas Branch: 3415 South 700 West Salt Lake City, Utah 84119 P: 801-288-5000
---	--

CYLINDERS IN POSSESSION (as of previous day)
15

- TOP FREQUENT PURCHASES All Top Purchases →
- RECENT LISTS VIEW ALL |
- RECENT QUOTES All Quotes →
- RECENT INVOICES Invoice History →

TOP FREQUENT PURCHASES displays items purchased over a 90 day period. Selecting “All Top Purchases ⇌” will display up to 25 items.

Every page provides the option to “**ADD TO LIST**”. Up to 5 lists are displayed under **RECENT LISTS**. Selecting “All Lists ⇌” provides additional information.

Recent Quotes are available on the Account Dashboard. If you don't see your quote select “All Quotes “. ⇌”

For **Recent Invoices** click on **the three dots** ⋮ to view order details, Get Invoice and Proof of Delivery PDFs. You can also select “Invoice History ⇌” to see previous orders

Recent Orders displays status - Complete, or Open, for quick reference. “Order History ⇌” includes a search feature for past orders. View Details links to the Order Detail page.

Order Detail

Order Detail

Sold To: Account No 0002000000
U OF U GENERAL STORES
AND RECEIVING DEPTS
1795 E SOUTH CAMPUS DR
SALT LAKE CITY, UT 84112-9449 US

Ship To: Account No 0002000000
UNIVERSITY OF UTAH
RECEIVING DEPTS RM 253
1795 E SOUTH CAMPUS DR
RM 253
SALT LAKE CITY, UT 84112-9405 US

Ordered By: [Redacted]
Order Number: 11320
PO Number: U000
Payment Term: NET 30
Date Created: 07/22/2024

Order History ADD TO LIST

Items Ordered: (4) **Order Total: \$**

SELECT ALL	PRODUCT DESCRIPTION	QUANTITIES	PRICE	SHIPPING	TRACKING NUMBER
<input type="checkbox"/>	Industrial Grade Argon, 200 Liter Liquid Cylinder (230 PSI) Airgas Part #: AR 200LT230 Customer Part #: U100075	Ordered / 2 Shipped / 2	\$ / CL	Airgas Truck	
	Energy Charge		\$		
<input type="checkbox"/>	Industrial Grade Carbon Dioxide, 265 Liter Liquid Cylinder (350 PSI) Airgas Part #: CD 265LT350	Ordered / 2 Shipped / 0	\$ / CL	Airgas Truck	
	Energy Charge		\$		
<input type="checkbox"/>	Industrial Grade Argon, Size 200 High Pressure Steel Cylinder, CGA 580 Airgas Part #: AR 200 Customer Part #: U100050	Ordered / 15 Shipped / 15	\$ / CL	Airgas Truck	
	Energy Charge		\$		

The **Order Detail** page shows the quantities ordered and shipped and the method of shipping.

Select all the products on the order to reorder, use the **“SELECT ALL”** button located above the checkbox for the first product. Click this and all products in the order will be selected.

You can also use this information to **ADD TO LIST**. A pop up will appear giving you further instructions.

Accessing Quotes

Quote Number is displayed for each active quote. By clicking on the link, this will bring up the **Quote Order Detail**.

RECENT QUOTES			
CREATION DATE	EXPIRATION DATE	QUOTE NUMBER	CUSTOMER PO
07/11/2024	08/09/2024	201266	View Details

The **Quote Order Detail** will display the details of any given quote.

Here you can review the item(s) in the quote and add to your **Shopping Cart** and/or List.

If you do not see the quote number contact your local branch and ask them to create the quote under the account number where you are located.

Note: Non-catalog orders

Non-Catalog Orders: Are Not Accepted

Buyer must Email: imt.slc.customer.service@airgas.com and a **Quote** will be provided.

****This is for a seamless Electronic Ordering Process in UShop****

Quote 201266

Quote Information	Billing Information	Delivery Address	Purchase Order
Placed July 11, 2024 Expires August 09, 2024	Billed to Account 000	Shipped to Account 000	
U OF U GENERAL STORES AND RECEIVING DEPTS 1795 E SOUTH CAMPUS DR SALT LAKE CITY, UT 84112-9449 US Phone:801-581-8672	UNIVERSITY OF UTAH RECEIVING DEPTS RM 253 1795 E SOUTHCAMPUS DR RM 253 SALT LAKE CITY, UT 84112-9405 US Phone:801-581-8672		

ADD SELECTED TO: [LIST](#) [CART](#)

ITEMS IN QUOTE (1)

SELECT ALL	PRODUCT DESCRIPTION	AVAILABILITY	QTY	PRICE	
<input type="checkbox"/>	Y121215C580-AL -Airgas® Model 215 Stainless Steel Corrosive Gas Two Stage Regulator With CGA-580 Connection Airgas Part #: Y121215C580-AL Manufacturer Part #: 1215C580	Typically in stock Check Availability	1	\$ 3	ADD TO CART
				/ Each	ADD TO LIST
				Package Size: 1 EA	

ADD SELECTED TO: [LIST](#) [CART](#)

Express Order Pad

Dashboard My Lists Orders Invoices More

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Delivering to zip code
40218-2671

Find a Branch Customer Service SDS Search **Express Order Pad** Cart (0)

Search Airgas.com OFFERS & REBATES INDUSTRIES SOLUTIONS RESOURCES

Home / Express Order Pad

Express Order Pad

+ ADD NEW LINES

EXPRESS ORDER PAD		CANCEL	COPY AND PASTE	ORDER ALL
PART NUMBER	QUANTITY			
NI 125	1			
<input type="text" value="Enter Airgas or Customer Part Number"/>	<input type="text"/>			
<input type="text" value="Enter Airgas or Customer Part Number"/>	<input type="text"/>			
<input type="text" value="Enter Airgas or Customer Part Number"/>	<input type="text"/>			
<input type="text" value="Enter Airgas or Customer Part Number"/>	<input type="text"/>			

CONTINUE SHOPPING

Already know the Airgas part number? You can simply enter it into the **Express Order Pad** for a quick reorder process.

Once you have entered all the part number and quantities, click **“Order All”** to add all the lines to your cart

*Please note the part number must be exact including spaces

Gas Equipment Welding Products Safety Products Tools & Hardware

ADDED TO CART

✓ 1 product from Express Order Pad has been added to your cart.

Product	Price	Qty	Total
Industrial Grade Nitrogen, Size 125 High Pressure Steel Cylinder, CGA 580 Airgas Part #: NI 125	\$	1 Cylinder	\$

← RETURN TO EXPRESS ORDER PAD **GO TO CART**

The actual delivery methods will be determined based on your selection or the entirety of your order. Updates to quantities, delivery methods and more can be made in your cart.

Search For Products

The screenshot shows the Airgas website's search results for "Argon". The page has a light blue header with navigation links: Dashboard, My Lists, Orders, Invoices, and More. Below the header is the Airgas logo and the text "an Air Liquide company". The user is logged in as "University of Utah, Account 0002" and has a "Log Out" button. A search bar is highlighted in yellow, containing the text "Search Airgas.com". To the right of the search bar is a "PRODUCTS" button. Below the search bar is a "Home / Search Page" breadcrumb and "Email" and "Print" buttons. On the left side, there is a "NARROW RESULTS:" section with a red border, containing a list of filters: Previously Purchased, By Category, By Manufacturer, CGA Connection, Cylinder Size, Gas Grade, Gas Comp Amount1, Gas Comp Amount2, Gas Comp Amount3, and Gas Comp Amount4. The main content area shows search results for "Argon" with 990 results under the "Products" tab, 843 results under the "SDS" tab, and 8 results under the "Industries & Solutions" tab. The results are sorted by "Compare". The first three results are:

- Industrial Grade Argon, Size 300 High Pressure Steel Cylinder, CGA 580
Airgas Part #: AR 300
Customer Part Number #: U100050
SDS [📄](#) [ADD TO CART](#)
- UHP (Ultra High Purity) Grade Argon, Size 300 High Pressure Steel Cylinder, CGA 580
Airgas Part #: AR UHP300
Customer Part Number #: U110607
SDS [📄](#) [ADD TO CART](#)
- 25% Carbon Dioxide, Balance Argon Industrial Grade Mix, Size 300 High Pressure Steel Cylinder, CGA 580
Airgas Part #: AR CD25300
SDS [📄](#) [ADD TO CART](#)

The fourth result is partially visible:

- Industrial Grade Argon, Size 125 High Pressure Steel Cylinder, CGA 580
Airgas Part #: AR 125
Customer Part Number #: U100060
SDS [📄](#) [ADD TO CART](#)

Click or tap inside the **Search Bar** on the top left of the screen.

Start typing either the name of the product or manufacturer you want to find.

A list of helpful suggestions will appear as you type, which you can select instead of typing.


Either click on the search button (magnifying glass) or press enter to perform the search.

Search results will be shown in a list.

Refine the results further using **"Narrow Results"** on the left side of the screen.

Product Display Page / SDS Link

Hover cursor over image to view larger picture



200 LTR Liquid Cylinder


Industrial Grade Argon, 200 Liter Liquid Cylinder (230 PSI)

By Airgas [SDS](#)

Airgas Part #: AR 200LT230
Manufacturer Part #: 200LT230
Customer Part #: U100075

\$ / Cylinder*

Delivery Methods

 Airgas Truck Estimated Delivery by 07/26/24

1 Cylinder [ADD TO CART](#) [ADD TO LIST](#)

**Price shown is for gas only and does not include cylinder rent or additional itemized charges such as delivery, special handling, hazmat fees, taxes or other charges that may apply.*

About this product

Argon (Ar) is an colorless, odorless, tasteless, noncorrosive, nonflammable and nontoxic inert gas.

[GAS INFO](#) [CYLINDER DETAILS](#)

SAFETY DATA SHEET

ARGON, REFRIGERATED LIQUID

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Section 1. Identification

GHS product identifier : ARGON, REFRIGERATED LIQUID
Chemical name : Argon Refrigerated Liquid
Other means of identification : Argon.
Product type : Liquefied gas.
Product use : Synthetic/Analytical chemistry.
Synonym : Argon.
SDS # : 001180
Supplier's details : Airgas USA, LLC and its affiliates
259 North Radnor-Chester Road
Suite 100
Radnor, PA 19087-5283
1-610-687-5253

Inside the US: 1-833-723-3267 (Chemtrec, 24 hours)
Outside the US: 1-703-527-3887 (Chemtrec, 24 hours)

24-hour telephone : 1-866-734-3438

Section 2. Hazards identification

OSHA/HCS status : This material is considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200).
Classification of the substance or mixture : GASES UNDER PRESSURE - Refrigerated liquefied gas

Invoices & Delivery Tickets (PODs)



Dashboard My Lists Orders Invoices More

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University of Utah, Account 000 Log Out

Find A Branch Customer Service SDS Search Express Order Pad Cart (0)

Search Airgas.com

Home / Invoice History

Invoice History

SEARCH & FILTER INVOICE HISTORY

Select [v] Enter Invoice or PO number From 06/24/2024 To 07/24/2024 Central [v] SEARCH

Export

<input type="checkbox"/>	DATE	BALANCE	DELIVERED	DOC NO.	PO NO.	INVOICE NO.	OPTION(S)
<input type="checkbox"/>	06/25/2024	\$	06/25/2024	81442		915117	View Details Get Invoice (PDF) Get POD (PDF)
<input type="checkbox"/>	06/25/2024	\$	06/25/2024	81442			
<input type="checkbox"/>	06/28/2024	\$	06/28/2024	814433			
<input type="checkbox"/>	06/28/2024	\$	06/28/2024	81443		91513	

Proof of Deliveries (PODs) are available for items delivered by Airgas truck.

Click the **3 dots** under **Options** and select either "Get Invoice" or "Get POD"

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DELIVERY ORDER

FOR LOCATION NEAREST YOU VISIT WWW.AIRGAS.COM

SHIPPER: AIRGAS USA, LLC
3415 S. 700 W.
SALT LAKE CITY, UT 84119-4140
801-288-5000

SOLD BY: AIRGAS USA, LLC
3415 S. 700 W.
SALT LAKE CITY, UT 84119-4140
801-288-5000

DELIVERY ORDER # 814500000
PAGE 1 OF 9
ORDER DATE: 06/24/2024
SCH SHIP DATE: 06/25/2024
PRINTED: 17:23 06/24/2024
SALES ORDER: 111030992
SHIPMENT: 8463334

SHIP TO: UNIVERSITY OF UTAH
UNIVERSITY OF UTAH
RECEIVING DEPT RM 323
1700 E SOUTH CAMPUS DR RM 323
SALT LAKE CITY, UT 84112-9002
801-581-8672

U OF U GENERAL STORES
AND RECEIVING DEPTS
1700 E SOUTH CAMPUS DR
SALT LAKE CITY, UT 84112-9040

CURT PO #
RELEASE #
ORD BY
ENT BY

Order Type	Payment Terms	Incoterm	Route	Equip Office	Plant	Equip City	Total Containers
Standard Order	NET 30		Airgas Truck	Airgas Truck	C290	C290	4.5

Qty	UOM	HM	Description & Hazard Class	Order	Containers Ship	Ret	Vol (m3)	Unit Price	Extnd Price
1	CL	X	UN1040 HYDROGEN, COMPRESSED 2.1 Line# 19 Material# 991 250 Star Loc: F001 HYDROGEN INDUSTRIAL SIZE 1.5 CGA 530	1	0	0	109.5CF	15.15	15.15
2	CL	X	UN1817 CARBON DIOXIDE, REFRIGERATED LIQUID 2.2 Line# 29 Material# CD 2681250 Star Loc: F001 LIQUID CARBON DIOXIDE 364.195 150P#	2	0	0	1.234 m3	75.17	150.34
2	CL	X	UN1813 CARBON DIOXIDE 2.2 Line# 40 Material# CD 945 Star Loc: F001 CARBON DIOXIDE 50.55 50P#CGA 530	2	0	0	100.18	15.70	27.40
15	CL	X	UN1066 NITROGEN, COMPRESSED 2.2 Line# 50 Material# 99 UNP200 Star Loc: F001 NITROGEN 50P# CGA 530 200CGA 530 Cus Part: U100280	15	0	0	3,329.1CF	25.94	375.40
3	CL	X	UN1872 OXYGEN, COMPRESSED 2.2, 2.1, 2.3 Line# 49 Material# OX 10P200 Star Loc: F001	3	0	0	1,011.1CF	34.91	44.73

Shopping Cart

My Cart (1)
Clear Cart

Industrial Grade Argon, 200 Liter Liquid Cylinder (230 PSI)
Airgas Part # AR.200LT230
Customer Part Number: U100075

Airgas Truck
Estimated Delivery by 07/26/24

Qty: 1 Cylinder
Returns: 0

Energy Charge: \$0.00

ADD TO LIST REMOVE

My Costs

Subtotal (1 items)	\$400.00
Taxes:	\$0.00
Estimated Order Total*	\$400.00

CHECKOUT

REQUEST A QUOTE ADD CART TO LIST

Clicking Anywhere On the Page will update the cart to reflect any quantities you edited in the “**QTY**” or “**Return**” box

Add Cart to List will add all items in the cart to a new, or current list.

Checkout and your items will be passed back into your **UShop** eProcurement system to create a requisition and submit the order to Airgas.

Note: Customer Owned Cylinder Refills Pick-up ONLY See Slide 15

Airgas Punchout Support

Questions/Issues Concerning PO status: [Airgas Customer Service](#)

Questions/Issues Concerning Punchout and Order Integration: eSupport@Airgas.com

Questions/Issues Concerning eInvoices: EDI.Support@airgas.com

Airgas Sales Support: [Aaron Boyt](#)



Appendix

Customer Owned Cylinder Refill Process

This process will be followed for Returning and Refilling Customer Owned Cylinders.

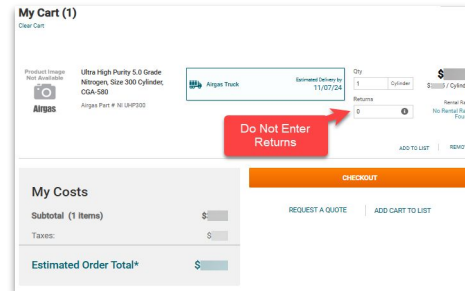
Customer Owned Cylinder Refills Pick-up

- To arrange a pick-up **University of Utah** buyer will email: imt.slc.customer.service@airgas.com with details on cylinder type(s) and quantity.

Delivery of Filled Customer Owned Cylinders - Process Change

- When the Customer Owned Cylinders are refilled and ready for delivery the imt.slc.customer.service@airgas.com will create a **Quote** in SAP that will be visible on the Punchout. (see slide 7).
- The **University of Utah** buyer will be notified by the Airgas Branch and will need log onto the Punchout, select the quote and add to cart.

Do not add any cylinder returns while in the Shopping Cart



Specialty Gas Mixes

This process will be followed for Ordering Specialty Gas Mixes.

- **University of Utah** buyer will email: imt.slc.customer.service@airgas.com and the Specialty Gas Specialist for recommendations regarding product suggestions, new mixtures, or questions.
- If a new part number is needed for new mixes, there will be no changes and Airgas will use the current process.
 - Airgas' [eSupport](#) team will be notified a new part number needs to be added to the punchout catalog.
 - This process can take 24-48 hours, before the item is available for ordering on the punchout.
- A **Quote** placed in Airgas' SAP will be visible on the Punchout. (see slide 7).
- The **University of Utah** buyer will select the quote and add to cart.

Specialty Gas orders should not be placed manually for a seamless Electronic Ordering Process in **UShop**

Emergency Delivery Process

This process will be followed for Emergency Delivery.

Emergency Order Requests can only be processed as a "Quote".

Buyer/End-User cannot pick an Emergency Delivery as an option/part number on their Punchout Site.

University of Utah buyer will call, email Airgas Branch or imt.sl.c.customer.service@airgas.com to request an **Emergency Delivery**; (ie: Same Day -and/or- After Hours)

- A **Quote** placed in Airgas' SAP will be visible on the Punchout. The quote will include the **Emergency Delivery Fee** as a line item. Delivery fees to be updated as needed (per/the UofU contract.)
- The Airgas Part# SECEXPEDITE will be used.
 - Same day delivery fee: \$150
 - After hours delivery fee: \$350
- Airgas Branch, or imt.sl.c.customer.service@airgas.com will contact the UofU buyer/end-user to notify when **Quote** is ready.
- The **University of Utah** buyer will select the **Quote** (see slide 7) and add **Airgas Part# SECEXPEDITE** to the shopping cart and checkout.

Emergency Orders should not be placed manually for a seamless Electronic Ordering Process in UShop.