

Airgas®

an Air Liquide company

*University of South Florida
Bull MarketPlace*

**Airgas Punchout
Training Guide**

Airgas eBusiness •

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Select Account

Switch Account Dashboard My Lists Orders Invoices More

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University of South Florida, Account Log Out

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

Search Airgas.com

PRDDUCTS

Home / Email Print

Welcome!

Please make sure that your account number appears in the upper right hand corner of the page. Please email eSupport at eSupport@airgas.com if you have questions or issues with your Account details.

All orders should be entered by 3:00pm to ensure next-day delivery.

SELECT ACCOUNT

You have 195 account(s) associated with your username

Search By Account, Location, Name, Address

CLEAR PREFERRED ACCOUNT SAVE PREFERRED ACCOUNT

ACCOUNT	LOCATION	NAME	ADDRESS	PREFERRED (DEFAULT)
000121	UNIVERSITY OF NORTH FLORIDA	UNIVERSITY OF NORTH FLORIDA	1 UN F DR, JACKSONVILLE, FL 32224-7699	<input checked="" type="radio"/>
000133	CHE305	DEPT OF CHEMISTRY	4202 E POWLER AVE, TAMPA, FL 33620	<input type="radio"/>
000134	USF-DEPT OF BIOLOGY/CMMB	USF-DEPT OF BIOLOGY/CMMB	4202 E POWLER AVE/SCA 110, TAMPA, FL 33620	<input type="radio"/>
000131C	ISA4061 - W. CHEN	DEPT OF PHYSICS	4202 E POWLER AVE/ISA 6061, TAMPA, FL 33620	<input type="radio"/>
0004459	DR. MATTHEW ANDERSON	COLLEGE OF MEDICINE	12901 BRUCE B DOWNS BLVD, TAMPA, FL 33612-4799	<input type="radio"/>
0002973	IDRB123 - DR. JUAN SANCHEZ	NEUROLOGY	3720 SPECTRUM BLVD, TAMPA, FL 33612-9421	<input type="radio"/>

The first time you access the Airgas punchout you will be able to identify and save your preferred account.

Step 1: use the Search By Account, Location, Name, Address.

Step 2: Select radio button to save your location

Step 3: Click **Save Preferred Account**

Step 4: One click on the blue hyperlinked account number will take you to the Account Dashboard to begin shopping.

When future visits you will land on the Account Dashboard of your preferred account. Use the **Clear Preferred Account** to reset.

Hint: if you don't see your account number contact eSupport@airgas.com

Main Navigation Menu



Switch Account displays a list of accounts to select from or save as default account for shopping

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

Switch Account

Dashboard My Lists Orders Invoices More

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University of South Florida, Account 0003 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!

Please make sure that your account number appears in the upper right hand corner of the page.

Customer Contact Information
Account Name: NEUROLOGY
E: email@email.com
NEUROLOGY IDR8125 DR JUAN SANCHEZ BLDG IDRB RM 125 3720 SPECTRUM BLVD TAMPA, Florida 33612-9421 US

Airgas Contact Information
MIKE PERROTTI
E: mike.perrotti@airgas.com

Airgas Branch:
6601 E 14th Ave
Tampa, Florida 33619
P: 813-621-8041

CYLINDERS IN POSSESSION (as of previous day)
5

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

Home / Cylinder Balance

Print

Cylinder Balance (as of previous day)

Account No: 0003
Customer Name: NEUROLOGY
Address: NEUROLOGY IDR8125 DR JUAN SANCHEZ BLDG IDRB RM 125 3720 SPECTRUM BLVD TAMPA, Florida 33612-9421 US

SIZE/TYPE	DESCRIPTION	BEGINNING BAL	SHIPPED	RETURNED	ADJUSTMENTS	CURRENT BAL
RRCYLILG	Rent Cyl Industrial Large	4	0	0	0	4
CY-CD 50	CYL CARBON DIOXIDE IND 200 CGA 320	1	0	0	0	1
CY-NI 300	CYL NITROGEN INDUSTRIAL 300	3	0	0	0	3
RRCYLSLG	Rent Cyl Specialty Large	1	0	0	0	1
CY-AR UHP300	CYL ARGON UHP GR 5.0 SIZE 300	1	0	0	0	1

Account Dashboard / Lists, Quotes, Invoices, Orders

The screenshot displays the Airgas Account Dashboard with the following sections:

- TOP FREQUENT PURCHASES**: Shows a list of items with a "Select All" checkbox, a quantity selector (set to 1), and an "ADD TO CART" button. A red arrow points to the "ADD TO CART" button. Below the item details is an "SDS" link.
- RECENT LISTS**: A table with columns for LIST NAME, DATE CREATED, and ITEMS. A "VIEW ALL" link is present.
- RECENT QUOTES**: A table with columns for CREATION DATE, EXPIRATION DATE, QUOTE NUMBER, and CUSTOMER PO. A "All Quotes" link is present.
- RECENT INVOICES**: A table with columns for DATE, BALANCE, DELIVERY DATE, DOC NO., PO NO., INVOICE NO., and OPTION(S). An "Invoice History" link is present.
- RECENT ORDERS**: A table with columns for DATE, STATUS, DOC NO., ORDER NO., PO NO., and OPTION(S). An "Order History" link is present.

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

Switch Account Dashboard My Lists Orders Invoices More

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University of South Florida, Account [redacted] Log Out

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

Search Airgas.com

Home / Order History / Order Detail

Order Detail

Print

Sold To: [redacted] Ship To: [redacted] Ordered By: Phone order
Account No: [redacted] Account No: [redacted] Order Number: [redacted]
USF COLLEGE OF MEDICINE - DR MATTHEW ANDERSON
UMSA COLLEGE OF MEDICINE PO Number: 2 TAMPA
UNIVERSITY OF SOUTH Dr. Matthew Anderson GENERAL H012
FLORIDA 12901 BRUCE B DOWNS BLVD Payment Term: NET 30
HARBORSIDE MED BLDG-USF TAMPA, FL 33612-4799 US Date Created: 07/18/2024
OB/GYN
2 TAMPA GENERAL CIR
TAMPA, FL 33606-3571 US

Order History ADD TO LIST ORDER SELECTED

Items Ordered: (2) Order Total: \$179.67

SELECT ALL	PRODUCT DESCRIPTION	QUANTITIES	PRICE	SHIPPING	TRACKING NUMBER
<input type="checkbox"/>	Industrial Grade Nitrogen, 180 Liter Liquid Cylinder (22 PSI) Airgas Part #: NI 180LT22	Ordered / 1 Shipped / 1	[redacted]	Airgas Truck	
	Energy Charge		[redacted]		
	CYL NITROGEN IND LIQ 160LT 230PSI Airgas Part #: CY-NI 160LT230	Ordered / 1 Shipped / 1	[redacted]	Airgas Truck	

*Actual charges such as delivery, special handling, cylinder rental, hazardous material, taxes or other charges may be added to the cost of this order as required.

Subtotal: [redacted]
Tax: \$0.00
Order Total: [redacted]

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.

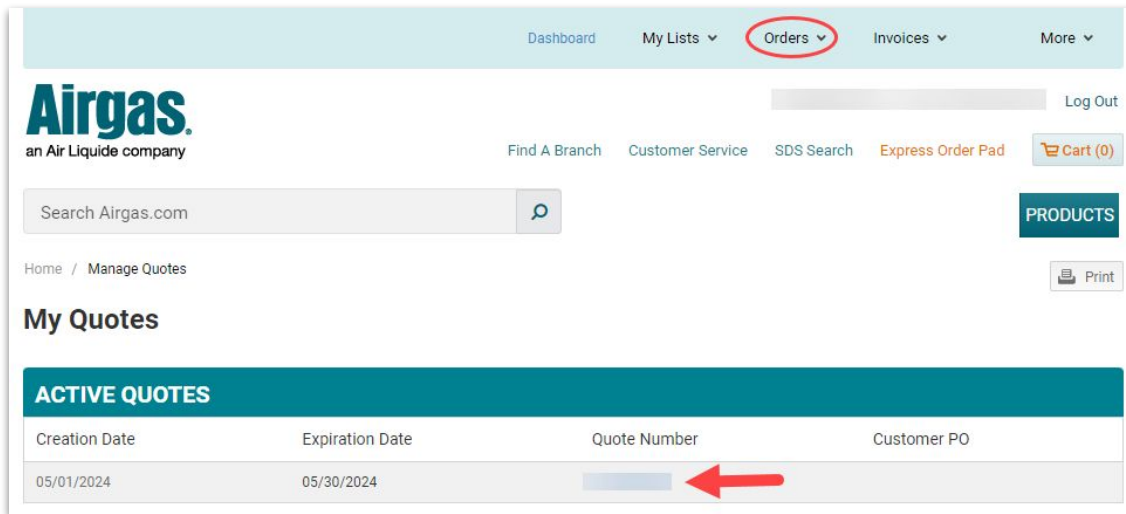
Accessing Quotes

Quote Number is displayed for each active quote. By clicking on the link, this will bring up the [Quote Order Detail](#).

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.



The screenshot shows the Airgas eBusiness portal interface. At the top, there is a navigation bar with links for Dashboard, My Lists, Orders (circled in red), Invoices, and More. Below this is the Airgas logo and a search bar. The main content area is titled 'My Quotes' and features a table of 'ACTIVE QUOTES'. The table has columns for Creation Date, Expiration Date, Quote Number, and Customer PO. A red arrow points to the 'Quote Number' column in the first row of the table.

Creation Date	Expiration Date	Quote Number	Customer PO
05/01/2024	05/30/2024	[Link]	

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 eBusiness website interface. At the top, there is a navigation bar with links for 'Switch Account', 'Dashboard', 'My Lists', 'Orders', 'Invoices', and 'More'. Below this is the Airgas logo and the text 'an Air Liquide company'. A search bar is located at the top left, with a red arrow pointing to it. The search results are displayed in a grid format, showing three products. Each product entry includes a product image, a title, a description, a price, and an 'ADD TO CART' button. The 'Narrow Results' section on the left side of the screen provides filters for 'By Category' and 'By Manufacturer'.

Search results for "wire"

Products	SDS	Industries & Solutions
7828 results	78 results	0 results

Sort by: Best Match

Product Image	Product Name	Price	Action
	.035" ER70S-6 SuperArc® L-56® Carbon Steel MIG Wire 44 lb Fiber Spool Airgas Part #: LINED021274 SDS	/ US pound	ADD TO CART
	.035" ER70S-6 RADNOR™ P/3® S-6 Carbon Steel MIG Wire 45 lb 11.75" Spool Airgas Part #: RAD64004189 SDS	/ US pound	ADD TO CART
	.035" ER70S-6 RADNOR™ Precision™ ER70S-6 Carbon Steel MIG Wire 44 lb Plastic Spool Airgas Part #: RAD64004311 SDS	/ US pound	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.

Invoices & Delivery Tickets (PODs)

Switch Account Dashboard My Lists Orders **Invoices** More

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University of South Florida, Account 0005 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 Enter Invoice or PO number Date Range (Maximum search period is one year) From 02/01/2024 To 07/29/2024 South SEARCH Reset

Export

Get Invoice (PDF)	BALANCE	DELIVERED	DOC NO.	PO NO.	INVOICE NO.	OPTION(S)
<input checked="" type="checkbox"/> Get Invoice (CSV)	\$	03/12/2024	814	F	914	<input checked="" type="checkbox"/> View Details <input checked="" type="checkbox"/> Get Invoice (PDF) <input checked="" type="checkbox"/> Get POD (PDF)
<input checked="" type="checkbox"/>	\$	05/09/2024	814	F		
<input checked="" type="checkbox"/>	\$	06/28/2024	8144	F		

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”**

Note: electronic invoices are not available.



Shopping Cart

My Cart (1)
Clear Cart

Industrial Grade Nitrogen, Size 300 High Pressure Steel Cylinder, CGA 580
Airgas Part # NI 300

Airgas Truck
Estimated Delivery by 07/30/24

Qty: 1 / Cylinder
Returns: 0

ADD TO LIST | REMOVE

My Costs

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

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 “**Returns**” 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 **Platform** eProcurement system to create a requisition and submit the order to Airgas.

Airgas Punchout Support

Questions/Issues Concerning PO Status: Contact your Local Airgas Branch and Account Manager

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

Questions/Issues Concerning Order Confirmations: usairgas-usf-edocsupport@airgas.com

Questions Regarding Punchout Featured Information: Contact ebusinesssouthdivision@airgas.com

Questions Regarding Dry Ice: tampa.dry.ice@airgas.com