M@rketplace

PUNCHOUT SUPPLIER REFERENCE GUIDE

Airgas®

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COMPANY OVERVIEW

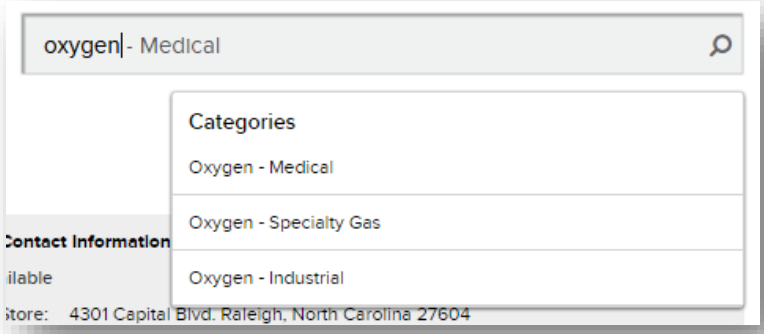
Airgas is a supplier of gases, welding and safety products. Airgas supports the University's labs and research activities.

PUNCH-OUT ACCESS

To access Airgas from within the M@rketplace, navigate to the "Shopping Home" and click the Airgas catalog sticker:

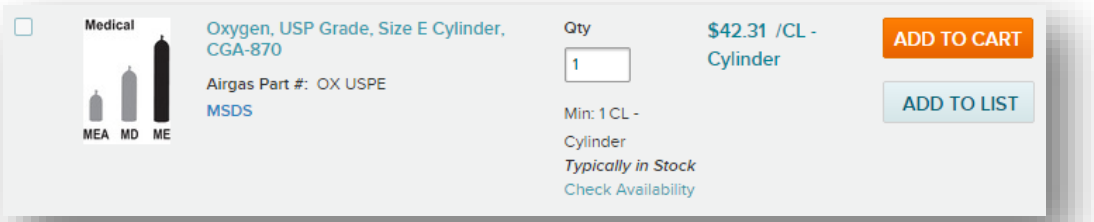
SEARCH

Airgas provides a robust search function that is located on every page within their punch-out site. You can search via plain text or product number, and the dynamic search will return possible matches as you type.



Type your search text, and select the search icon or press the "enter" key.

SHOPPING



ADD TO CART

To add an item to your cart:

- Update the item quantity

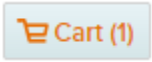
- Select

Once your item is added to the cart a popup window will appear and you will have the option to

or

.

VIEW YOUR CART

You may view your cart at any time by scrolling to the top of the Airgas punch-out page and selecting the 

icon.

MODIFY CART

You may update or remove items in your cart.

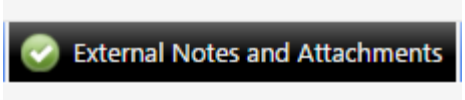
- Following your desired changes, select "Update" under the items quantity box.
- To remove an item, select "Remove" under the items quantity box.

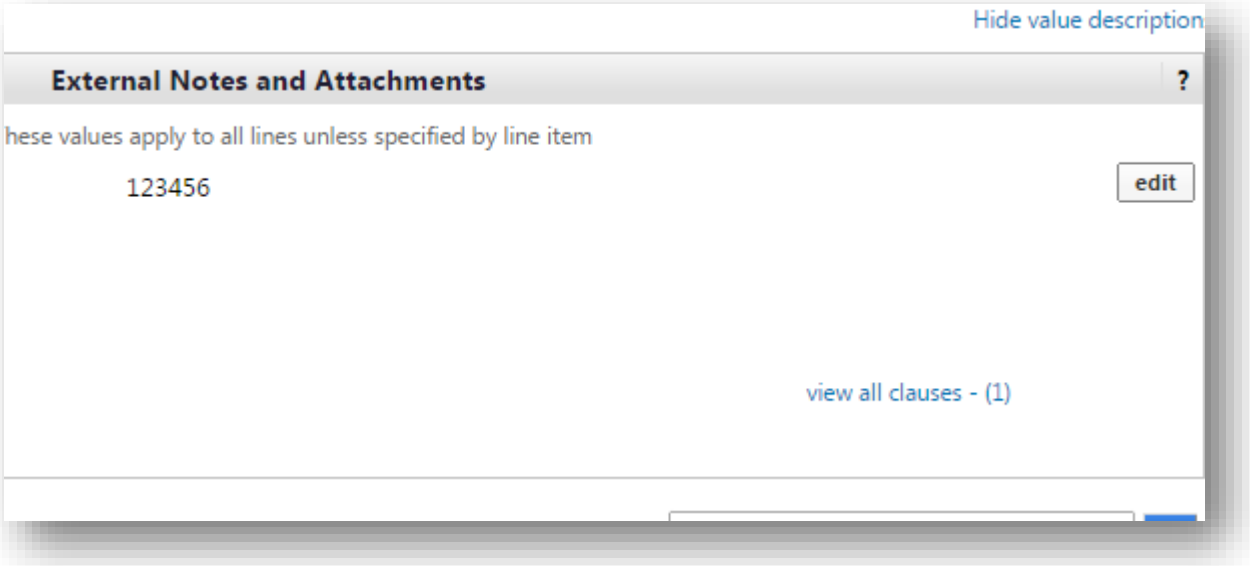
CHECKOUT

To checkout from within the cart, select the

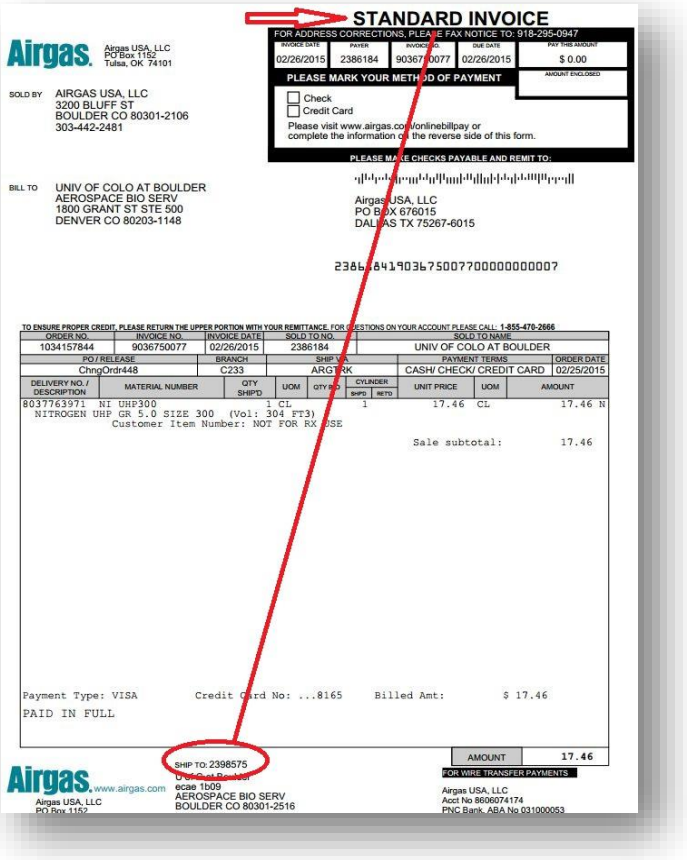
button to send your order to M@rketplace.

To identify the correct location for product shipping/delivery, the Airgas ship to number **must** be typed into the external notes area.





The Airgas Ship To number, which is a unique location identifier, can be found on the bottom of any previous Standard Invoice, or Cylinder Rental Invoice.


STANDARD INVOICE

Airgas USA, LLC
PO Box 1152
Tulsa, OK 74101

FOR ADDRESS CORRECTIONS, PLEASE FAX NOTICE TO: 918-295-0947

INVOICE DATE	PAYER	INVOICE NO.	DUE DATE	PAY THIS AMOUNT
02/26/2015	2386184	9036750077	02/26/2015	$ 0.00

PLEASE MARK YOUR METHOD OF PAYMENT

AMOUNT ENCLOSED

Check
Credit Card

Please visit www.airgas.com/onlinebillpay or complete the information on the reverse side of this form.

PLEASE MAKE CHECKS PAYABLE AND REMIT TO:

Airgas USA, LLC
PO BOX 676015
DALLAS TX 75267-6015

SOLD BY AIRGAS USA, LLC
3200 BLUFF ST
BOULDER CO 80301-2106
303-442-2481

BILL TO UNIV OF COLO AT BOULDER
AEROSPACE BIO SERV
1800 GRANT ST STE 500
DENVER CO 80203-1148

TO ENSURE PROPER CREDIT, PLEASE RETURN THE UPPER PORTION WITH YOUR REMITTANCE. FOR QUESTIONS ON YOUR ACCOUNT PLEASE CALL: 1-855-470-2666

ORDER NO.	INVOICE NO.	INVOICE DATE	SOLD TO NO.	SOLD TO NAME
1034157844	9036750077	02/26/2015	2386184	UNIV OF COLO AT BOULDER

PO / RELEASE	BRANCH	SHIP VIA	PAYMENT TERMS	ORDER DATE
ChngOrdr448	C233	ARGTRK	CASH/ CHECK/ CREDIT CARD	02/25/2015

DELIVERY NO. / DESCRIPTION	MATERIAL NUMBER	QTY SHIPD	UOM	QTY BO	CYLINDER SHPD	CYLINDER RETD	UNIT PRICE	UOM	AMOUNT
803776397	NI UHP300	1	CL		1		17.46	CL	17.46 N
NITROGEN UHP GR 5.0 SIZE 300 (Vol: 304 FT3)									
Customer Item Number: NOT FOR RX USE									

Sale subtotal: 17.46

Payment Type: VISA Credit Card No: ...8165 Billed Amt: $ 17.46

PAID IN FULL

AMOUNT 17.46

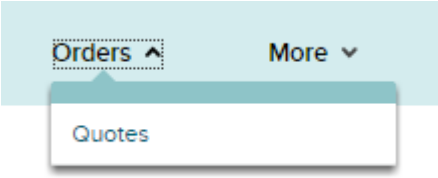
FOR WIRE TRANSFER PAYMENTS

Airgas USA, LLC
Acct No 8606074174
PNC Bank, ABA No 031000053

SHIP TO: 2398575
ecae 1b09
AEROSPACE BIO SERV
BOULDER CO 80301-2516

www.airgas.com
Airgas USA, LLC
PO Box 1152

RETRIEVE A QUOTE



If you have received a quote select “Orders” > “Quotes” from the top navigation bar in the Airgas punch-out catalog. The quotes page will load, and you can simply select your quote from the list to view the “Quote Order Detail”.

FAVORITES

While in the Airgas punch-out saving Favorites are referred to as **Lists**.

Lists are a great way to store frequently purchased items and quickly add them to your cart.

TO ACCESS YOUR LIST

1. Select “My Lists” from the top navigation
2. Select “View All of My Lists”

3. Scroll to your list, and select ADD TO CART

All of the list items will be transferred to your cart, so you may need to Remove Items once in your Shopping Cart

TO CREATE A LIST:

1. Navigate to the desired product and select ADD TO LIST
2. You will then have the option to "Add to existing list" or "Create a new list".
    a. If you elect to create a new list please use the following naming format when creating your list. Campus-Department-Identifier (eg. SYS-PSC-Chemicals).
3. Once you have created your list, select SAVE LIST

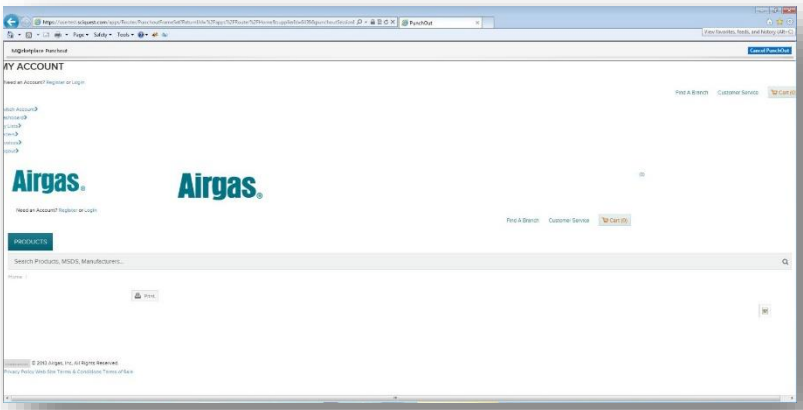
MSDS SHEETS

To view MSDS sheets, select "More" > "MSDS Sheets" from the top navigation bar.

HELPFUL HINTS

KNOWN ISSUES

The Airgas punch-out is **NOT** compatible with Internet Explorer v. 9, and this will cause an illegible user interface (see an example to the right).



In order to utilize the punch-out you will need either use Internet Explorer v.10 or later or another browser.

SUPPORT

For assistance, please contact FinProHelp@cu.edu / (303) 837-2161 or use the FinProHelp Chat.