Step 1: Select Airgas and access your Account Dashboard.

Step 2: Click My Lists and select customizable lists from the dropdown menu (see how to create a list on page 2).

Step 3: Select the items you would like to order and specify their quantities.

Step 4: Click CART and CHECKOUT.
Create a list:
You can create a list of frequently purchased items to make ordering quick and easy.
- Add products to your list from any product detail page, quote, search results or shopping cart by clicking **ADD TO LIST**
- You can add items to an existing list or create a new one.
- You can add multiple products at once by checking multiple items or by clicking **SELECT ALL**.

Search for items:
Search for products by name, manufacturer or part number.
- You can narrow your search by using the refinements area to the left.
- Compare up to four products at a time.
- From your search results, you can also Check Availability, ADD TO LIST, ADD TO CART or Find SDS.

Use Quotes:
Quotes are located in the **Orders** tab.
- The **Quotes** page will list all active online quotes associated with your account.
- The Quote Order Detail page will list important pricing information pertaining to the items you requested and give you an accurate estimate of how much your final order will cost.
- From the quote page, you can place items in your cart to order and add items to your lists.

Find SDS Sheets/Certificate of Analysis:
SDS Sheets:
- Select the **More** tab. **SDS Sheets** and **Certificate of Analysis** can both be found in the dropdown menu.
- From the SDS Search page, you can search for Pure Gases, Mixed Gases and Hard Goods.
- Search by SDS number, Product Name, Chemical Abbreviation or Airgas part number. Click on **VIEW** to open a PDF which you can save or print.
- SDS sheets are also available on the product detail page.

Certificate of Analysis (COA):
COA are available for specialty gases. A search can be done by entering one of the following items:
- Reference number, cylinder number or barcode number.
You can find these on each specialty gas cylinder.
- Click on **SEARCH**. From your search results, open a PDF which you can then save or print.
Navigating the New Airgas Punchout Site - Personalized

Airgas
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1. Getting Started

This document is designed as a guide to assist you while navigating through the New Airgas Punchout site. This guide is intended to educate you on new and existing features and functions while providing you a user friendly shopping experience.

1.1 Logging In

Go to your eProcurement system. You will login the same way you have done in the past with your User ID and password that was provided together with you Airgas Punchout User’s Documentation.

1.2 Main Navigation Menu

The Main Navigation menu contains links to several pages. Some of these links are within the “My Lists”, “Orders”, “Invoices”, and “More” drop down menus:

Switch Account a link to the Switch Accounts Page where the user can have access to multiple accounts.

Dashboard a snapshot of your latest account information.

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

Orders > Order History a link to view your past orders.

Orders > Quotes a link to view all of your created quotes.

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

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.

More > Cylinder Balance a link to a library of all gases

More > MSDS Sheets a link to a library of all gases
1.3 Account Dashboard Page

Once logged in, you will automatically land on the Account Dashboard Page.

The Account Dashboard allows you to manage your account more efficiently and gives you a snapshot of your latest account information.

You can also click on the Dashboard link in the header navigation to reach this page at anytime during the checkout process.

1.4 Switch Accounts Page

The Switch Accounts Page is where accounts can be switched for customers whom have access to multiple accounts.

It is a convenient way to navigate another account and continue shopping without having to log off of the Airgas Punchout Site.

Search for a specific account in the allocated search box.

Select the radio button underneath “PREFERRED (DEFAULT)” and click “Save Preferred Account” to automatically login as any
given account each time you visit the site.

1.5 My Lists Page

My Lists drop down provides a link to your saved shopping list. The purpose is to allow you to shop even when you are not ready to purchase. It stores what you have entered so you can come back at a later time to complete your order.

Add List to Cart  Click on “ADD TO CART” to add the items in the list to the cart.

Delete List  To delete a list click on the “x” that is to the left of the List Name.

1.6 Order History

The Order History page holds the records of your past orders.

You can search orders on the “ORDERS” tab by PO number or order number and further filter the search by date range and/or region.
1.7 Frequently Purchased Items

The *Frequently Purchased Items* page contains a list of items that are frequently purchased.

**Add to Cart** this button is located to the right of each item. By clicking it the item will be added to your cart.

**Add Selected To:** *List / Cart* you can check multiple items and then click the “LIST” or “CART” button to add the products to either a list or to your cart.

1.8 Quotes Page

The *Orders* dropdown contains a link to the *Quotes Page*.

The *Quotes Page* displays all of your active quotes.

**Order Number** the displayed order number for each quote is a link.

Click the respective order number to view its corresponding quote.
1.9 Individual Quote Page

An Individual Quote Page will display the details of any given quote. Such details include:

- Sold-to account information
- Ship-to account information
- Product description
- Product availability
- Product quantities
- Quote Pricing
- Quote number

1.10 Invoice History Page

The Invoice History Page displays all of your invoices. You can click on any invoices displayed on this page to view its details.
1.11 Invoice Detail Page

The Invoice Detail Page contains details about an individual invoice such as Sold-To account information, Ship-To account information, PO number, proof of delivery, Order #, date created, total balance, etc.

1.12 Certificate of Analysis (COA) Page

Certificate of Analysis allows you to search and confirm that a regulated product meets its product specification.

1.13 Cylinder Balance Page

The Cylinder Balance Page you can view the status of cylinders that have been shipped to you, cylinders you are using and cylinders that you have returned.
1.14 MSDS Sheets Page

This is a library of all Material Safety Data Sheets. Simply click on the link for detailed information.

1.15 Sub-Navigation

The Sub-Navigation section contains Find a Branch, Customer Service, Express Order Pad, Shopping Cart, the Search feature, and Products.

1.16 Find a Branch

The Find a Branch locator provides a quick way to search for an Airgas branch. Narrow your search results by including:

- Address
- Distance
- Type of branch

Each branch returned from your search provides driving directions and contact information.
### 1.17 Customer Service

Click customer service for assistance with your shopping needs.

### 1.18 Express Order Pad

The *Express Order Pad* is a tool designed to save time ordering specific parts.

- **Part Number** Enter the part number of the desired item in the designated column.
- **Quantity** Entering the number of parts you require for your order.
- **Copy and paste** Allows you to copy part numbers and quantities right into the text box.
- **Order All** Places the Parts requested into your Cart.
- **Add New Lines** Allows you to add additional lines to the express order pad.
1.19 Shopping Cart

The *Shopping Cart* page allows you to review and/or edit your order before you proceed to checkout.

**Request a Quote** click to request a quote

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

**Clear Cart** allows you to empty the carts contents.

**Update All** will update the cart to reflect any quantities you edited in the “QTY” column

**Checkout** and your items will be passed back into your eProcurement system so that you can create a requisition and/or an order to submit to Airgas.

1.20 Search Results

The *Search* allows you to enter a part number, MSDS, Manufacturer or product name (ex. Glasses) to return a list of *Search Results*.

**Increased Filters** apply more filters to your search.

**Compare Selected** select up to 4 products and click “Compare Selected” to compare products side-by-side.

**Sort Result By** search results can be sorted by best match, price, or manufacturer.
1.21 Products

Click on the “PRODUCTS” button to take you to the Category Page.

Or Mouse over of the Products button to view the list of Product Categories you can select from.

1.22 Category Page

We offer a variety of items and have them categorized on the Category Page to allow you to easily find what you are looking for.

To the left in the picture is a breakdown of how many items are in the catalog for each category.
1.23 Category List Page

After clicking a category you will be directed to a Category List Page displaying its corresponding products or sub-categories.

1.24 The Homepage

Though you will not land on the Homepage when you initially log in, it offers navigation options to anywhere on the site. If you find yourself stuck on a feature you can always go back to the homepage to view your full slate of options.
The punchout site is designed to be user friendly and give the customer a simple way to purchase supplies. The more familiar you are with the features and functions the easier and more pleasant your shopping experience will be. We hope this is a good start and reference to the site. Please take the time to review and then practice each of the discussed points to maximize your time.