

Navigating the New Airgas
Punchout Site – Personalized



Table of Contents

Getting Started	3
Getting to Airgas' Punchout site	3
Main Navigation Menu	3
Account Dashboard	4
My Lists	4
My Items	4
View All My Lists	5
Orders	5
Order History	5
Quotes	6
Quote Order Detail	6
Frequently Purchased Items	7
Invoices	8
Invoice History	8
Invoice Detail Page	8
Proof of Delivery (POD)	9
More	10
Certificate of Analysis (COA)	10
Cylinder Balance Page	10
SDS Sheets Page	10
Sub-Navigation	11
Find a Branch	11
Customer Service	11
Express Order Pad	12
Search Results	12
Shopping	13
Products	13
Category Page	14
Category List Page	14
Shopping Cart	15
Alternate Unit of Measure	15
The Homepage	17

Getting Started

This document is designed as a guide to assist you while navigating through the New Airgas Punchout site. The purpose is to educate you on the new look and feel as well as show you how to get to our features and functions.

Getting to Airgas' Punchout site

Go to your eProcurement system. You will see a list of all the suppliers' for which you can make purchases, chose Airgas.

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:

Dashboard a snapshot of your latest account information.

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

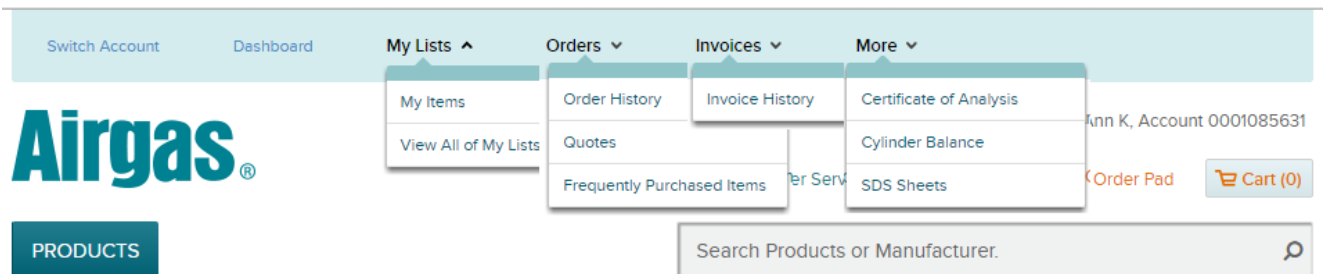
- > **Order History** a link to view your past orders.
- > **Quotes** a link to view all of your created quotes.
- > **Frequently Purchased Items** a link to view items that you regularly purchase.

Invoices

- > **Invoice History** a link to view your invoices.
- > **Proof of Delivery (POD's)**

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 a library of all gases.
- > **MSDS Sheets** a link to a library of all gases.



Account Dashboard

Once on the site, you will be brought to your *Account Dashboard Page*.

The *Account Dashboard* allows you to see account information more efficiently and provides an up-to-date snapshot of your account.

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

My Lists




My Items

My Items will bring back all contracted items and any items in your accounts' sales history.

My Items can be filtered to show only "Contract Items" or "Sales History" items.

You can also search for any item and/or category to pull back relevant items.

This feature gives you the comfort of knowing you are receiving contracted pricing.

SELECT ALL	PRODUCT(S)	AVAILABILITY	QTY	PRICE
<input type="checkbox"/>	 3M [®] Standard N95 8511 Disposable Particulate Respirator With Cool Flow [™] Exhalation Valve, Braided Headband And Adjustable M-Nose Clip - Meets NIOSH And OSHA Standards (10 Each Per Box) Airgas Part #: 3MR8511	Typically in Stock Check Availability	10	\$161 /Each
<input type="checkbox"/>	 Ansell Large Blue 9 1/2" TNT [®] Blue 5 mil Nitrile Ambidextrous Powder-Free Disposable Gloves With Textured Finger Tip Finish And Rolled Beaded Cuff Airgas Part #: ANE92-675-L	Typically in Stock Check Availability	1	\$7.96 /Box
<input type="checkbox"/>	 Ansell X-Large Blue 9 1/2" TNT [®] Blue 5 mil Nitrile Ambidextrous Powder-Free Disposable Gloves With Textured Finger Tip Finish And Rolled Beaded Cuff	Typically in Stock Check Availability	1	\$7.96 /Box

View All My Lists

View All My Lists provides the ability to show any previously created shopping list.

Add List to Cart Simply click "ADD TO CART". This will add the items in the list to the cart. You will get a message indicating the items have been added to your cart. Click "OK" and you can continue shopping and/or go to your cart.

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

The screenshot shows the 'My Lists' page. At the top, there's a navigation bar with 'My Lists' selected. Below it, the Airgas logo is on the left, and user information 'Ann K, Account 0001085631' and a 'Log Out' link are on the right. A search bar is present. The main content area is titled 'My Lists' and contains a 'LIST SEARCH' section with an input field and a 'SEARCH' button. Below this is a table with columns: LIST NAME, DATE CREATED, and ITEMS. A single row is shown for 'List 1' with a date of '2016-05-06' and '2' items. An 'ADD TO CART' button is next to the row. There is also an 'X' icon to the left of the list name for deletion.

Orders

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.

By clicking on the order number, you will be brought to all the items you purchased for this order. You can re-order these items by selecting the ones you want and click "Order Selected". You can also create a new list by selecting items and clicking "Add to List".

Order history also shows tracking information.

The screenshot shows the 'Order History' page. At the top, there's a navigation bar with 'Orders' selected. Below it, the Airgas logo is on the left, and user information 'Ann K, Account 0001085631' and a 'Log Out' link are on the right. A search bar is present. The main content area is titled 'Order History' and contains account information: 'Account No. 0001085631', 'Ann K', and address 'STE 102 1650 CENTRAL FLORIDA PKWY ORLANDO, Florida 32837-9411'. Below this, there are tabs for 'ORDERS' and 'TOP FREQUENT PURCHASES'. A 'SEARCH HISTORY' section has a dropdown menu set to 'Search by Order Number', an input field for 'Enter Order or PO number', and filters for 'Date Range' (From 04/05/2016 To 05/05/2016), 'South', and a 'SEARCH' button. Below the search section is a table with columns: ORDER NUMBER, ORDER DATE, CUSTOMER PO, and STATUS. A single row is shown for order number '1046754797' with date '04/20/2016', customer PO '5500256501', and status 'COMPLETE'. A 'VIEW' button is next to the row.

Quotes

An Airgas associate can create a quote in our SAP environment. This quote will then be seen on the Airgas punchout site.

My Quotes displays all of your active quotes.

Quote Number is displayed for each quote. By clicking on the link, this will bring up the Quote Order Detail. You can also click the Customer PO to get to the Quote Order Detail.

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 either add to your Cart and/or List.

If you purchase item(s) from a Quote, item(s) will subsequently show up in the Sales History and Order History pages.

QUOTE DATE	QUOTE NUMBER	CUSTOMER PO
05/05/2016	2005032746	TEST



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SELECT ALL	PRODUCT DESCRIPTION	AVAILABILITY	QTY	PRICE
<input type="checkbox"/>	 RAD64056508 -GLV LG 13GA NYLN SMLS BLK LTX PLM Airgas Part #: RAD64056508	Typically in stock Check Availability	1	\$1.53 \$1.53 / Pair
	Handling Fee			\$5.25

Quote Subtotal:	\$6.78
Discount:	\$0.00
Taxes:	\$0.45
Shipping:	\$0.00

Frequently Purchased Items

Frequently Purchased Items lists the top 25 items you have purchased in the last 3 months. This is a rolling history of your item purchases. There may or may not be a total of 25 items.

After selecting items, you can either add those items to your **"CART"** or add/create a **"LIST"**.

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

Ann K, Account 0001085631

[Find A Branch](#)
[Customer Service](#)
[SDS Search](#)
[Express Order Pad](#)
[Cart \(0\)](#)

Home / Frequently Purchased Items
Print

Top Frequent Purchases

Account No. 0001085631
Ann K
STE 102 1650 CENTRAL FLORIDA PKWY ORLANDO, Florida
32837-9411

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

TOP FREQUENT PURCHASES (16)

SELECT ALL	PRODUCT(S) >	AVAILABILITY	QTY	PRICE >	
<input type="checkbox"/>	<p>3M™ Standard N95 8511 Disposable Particulate Respirator With Cool Flow™ Exhalation Valve, Braided Headband And Adjustable M-Nose Clip - Meets NIOSH And OSHA Standards (10 Each Per Box) Airgas Part #: 3MR8511</p>	Typically in Stock Check Availability	<input type="text" value="10"/> <small>Package Size: 10 EA</small>	<p>\$1610 \$161 /Each</p>	ADD TO CART ADD TO LIST
<input type="checkbox"/>	<p>Moldex® PlugStation® Dispenser (Includes 250 Pair Single Use SparkPlugs® Curved Shape Extra-Soft Foam Uncorded Earplugs) Airgas Part #/Airgas Part #: MOL6644 NRR33™****</p>	Typically in Stock Check Availability	<input type="text" value="1"/> <small>Package Size: 1 DI</small>	<p>\$29.36 \$29.36 /Display</p>	ADD TO CART ADD TO LIST
<input type="checkbox"/>	<p>Ansell Medium Blue 9 1/2" TNT® Blue 5 mil Nitrile Ambidextrous Lightly Powdered Disposable Gloves With Textured Finger Tip Finish And Rolled Beaded Cuff Airgas Part #: ANE92-575-M</p>	Typically in Stock Check Availability	<input type="text" value="1"/> <small>Package Size: 1 BX</small>	<p>\$770 \$770 /Box</p>	ADD TO CART ADD TO LIST

Invoices

Invoice History

Invoice History shows a list of your invoices for the last 365 days.

You can open a PDF version of each respective invoice by clicking “” to the left of each invoice.

Here you can also check to see if there is a POD (Proof of Delivery). This is a new feature on the Airgas Punchout site.

Invoice Detail Page

By clicking on the Invoice No., the *Invoice Detail* page will open showing specific details about the invoice including product and shipping information.

The Invoice Detail page also provides a link to check to see if there is a POD (Proof of Delivery).

Invoice History/Invoice Detail are the only pages on the site that shows POD information.



Proof of Delivery (POD)

By clicking on either POD link, from the Invoice History or Invoice Detail page(s), the link will open a PDF version of the POD, if available.



DELIVERY ORDER

FOR LOCATION NEAREST YOU VISIT WWW.AIRGAS.COM

SHIPPER:
AIRGAS USA, LLC
5006 MIDDLEBROOK PIKE
KNOXVILLE, TN 37921-5907
865-584-6390

SOLD BY:
AIRGAS USA, LLC
5006 MIDDLEBROOK PIKE
KNOXVILLE, TN 37921-5907
865-584-6390

DELIVERY ORDER #
PAGE 1 OF 1
ORDER DATE: 05/03/2016
SCH SHIP DATE: 05/04/2016
PRINTED: 14:58 05/03/2016
SALES ORDER:
SHIPMENT:

SHIP TO:

SOLD TO:

CUST PO #
RELEASE #
ORD BY

ENT BY DAVIHUTT

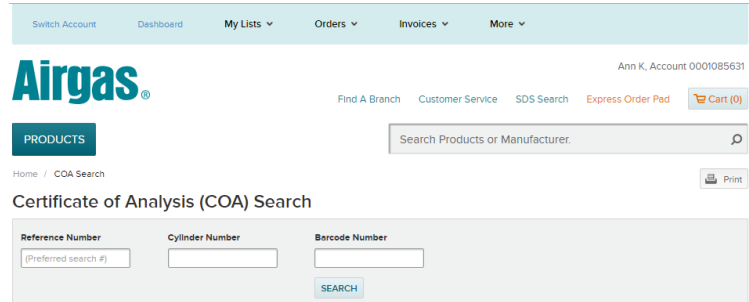
Order Type	Payment Terms	Incoterm	Route	Sales Office	Plant	Sales Org	Total Containers Ship	Containers Return
Standard Order	NET 30	Airgas Truck	Airgas Truck	S203	S203	SO00	1	0

Qty Ship	UOM Type	HM	Description & Hazard Class	Qty Order	Containers Ship	Containers Ret	Vol /Wt	Unit Price	Extend Price
1	CL	X	UN1956 COMPRESSED GAS, N.O.S. (NITROGEN, HYDROGEN) 2.2 Line# 10 Material# NI HY5300 Stor. Loc. F001 NITROGEN 95 HY 5 SIZE 300 CGA 350 S/N: <u>KA E 245</u>	1	1	0	311 SCF 160.481 LB	26.50 /CL	26.50

More

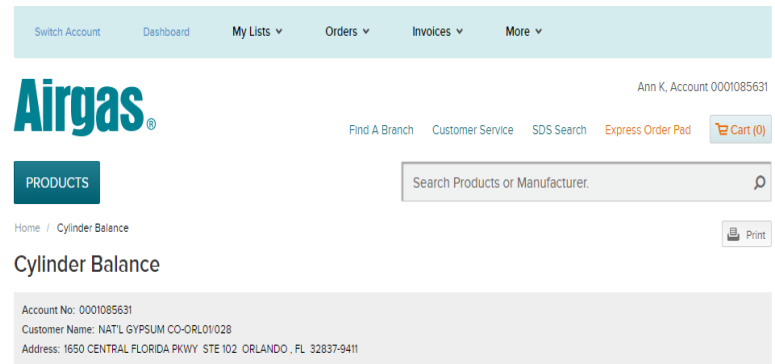
Certificate of Analysis (COA)

Certificate of Analysis allows you to search and confirm that a regulated product meets its product specification. You can also print this information and retain for your records.



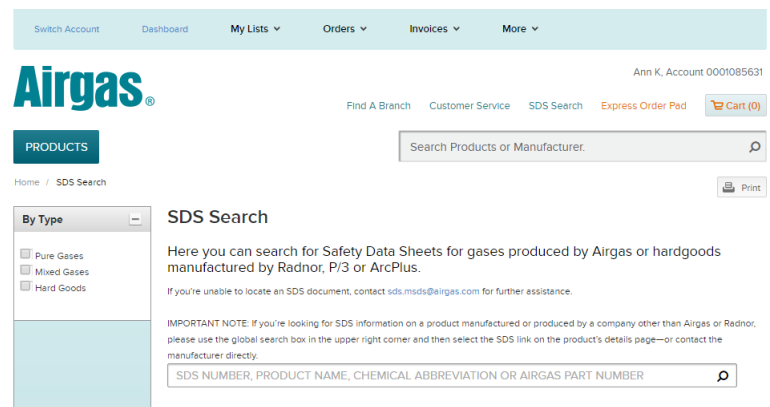
Cylinder Balance Page

On 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.



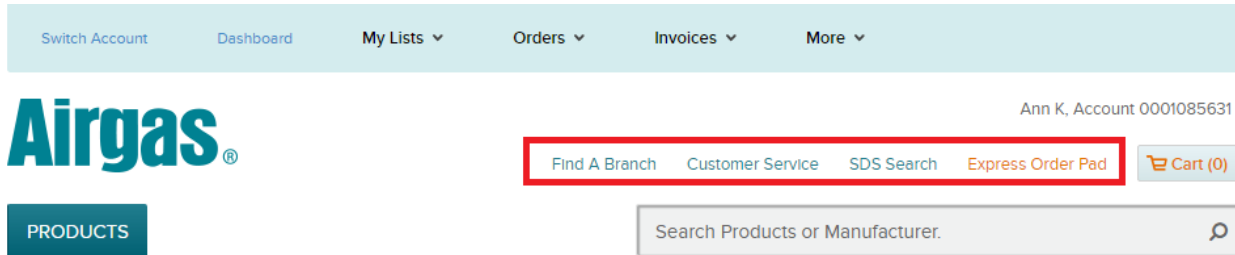
SDS Sheets Page

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



Sub-Navigation

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

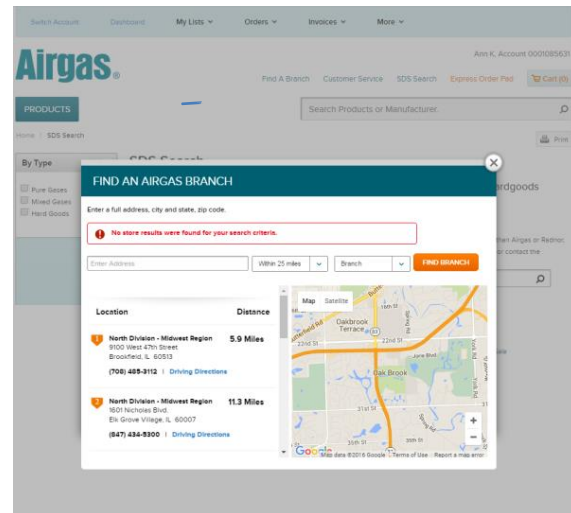


Find a Branch

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

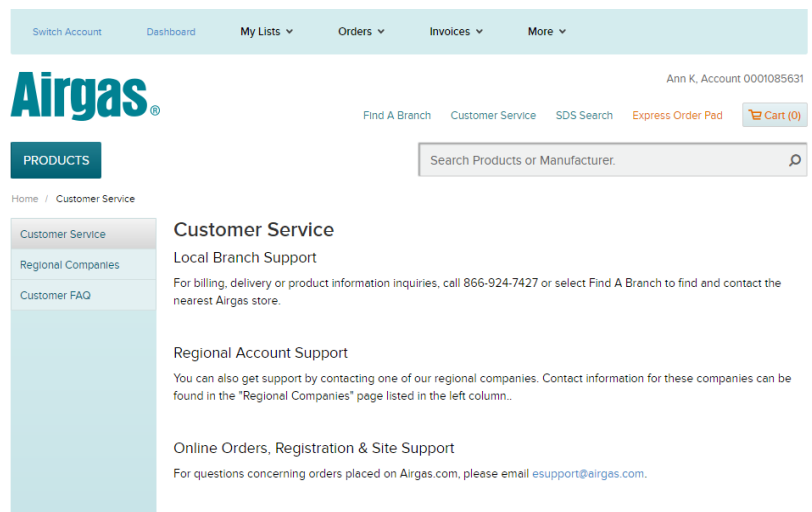
Each branch returned from your search provides driving directions and contact information.



Customer Service

The Customer Service page provides information about your local branch as well as Airgas Regional support. It is best to contact your local Airgas representatives for information about the ***delivery*** of your order.

This page also has a Frequently Asked Questions (FAQ) link which will help with typical questions, and could save an email or call to eSupport.



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 Enter 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.

Search Results

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

Increased Filters applies more filters to your search.

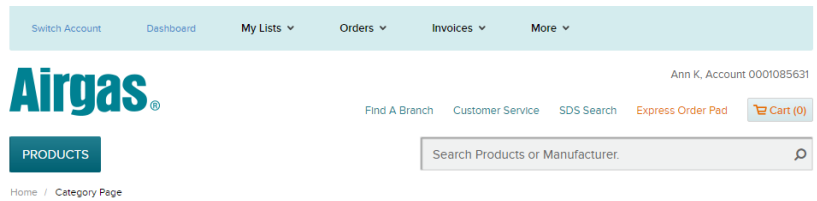
Compare Selected Select up to 4 products and click “Compare Selected” to compare products side by side.

Sort Result By Search results can be sorted by best match, price, or manufacturer.

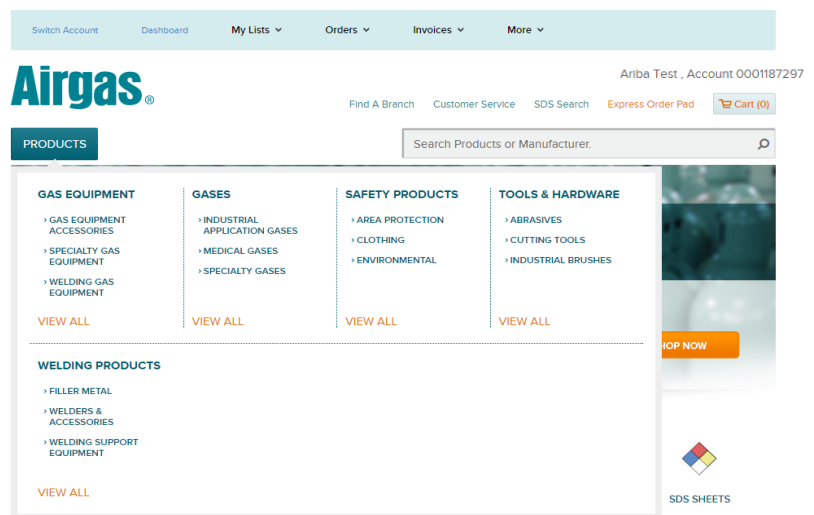
Shopping

Products

Click on the "PRODUCTS" button to take you to the Category Page.



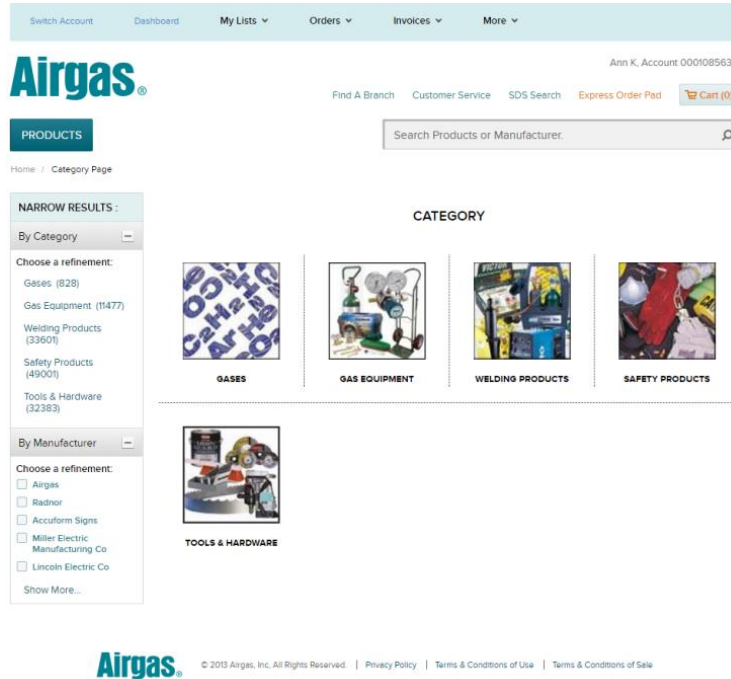
Or mouse over the Products button to view the list of product categories you can select from.



Category Page

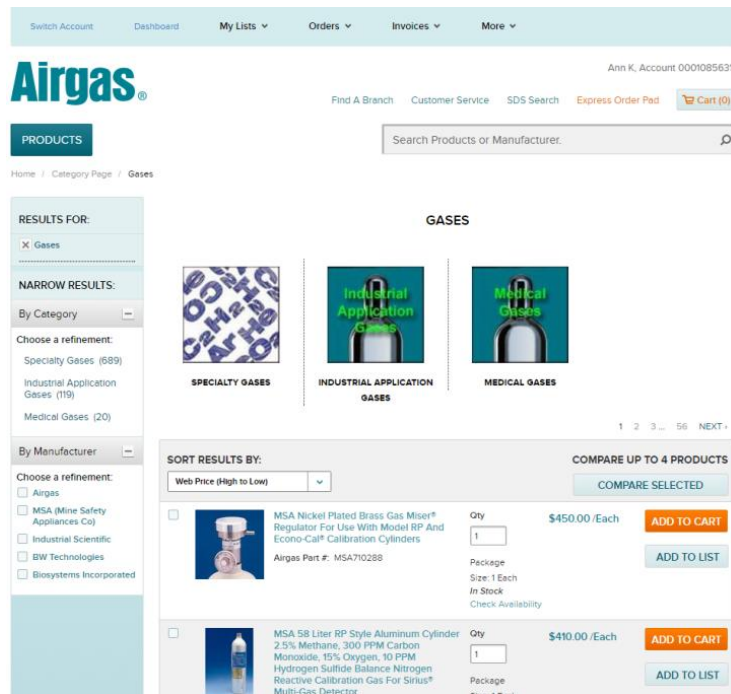
We offer a variety of items and have them categorized on the *Category Page* to allow you to easily find what you are looking for.

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



Category List Page

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



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. An email will be sent to the corresponding Airgas branch for them to create a quote which can then be viewed on the punchout.

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.

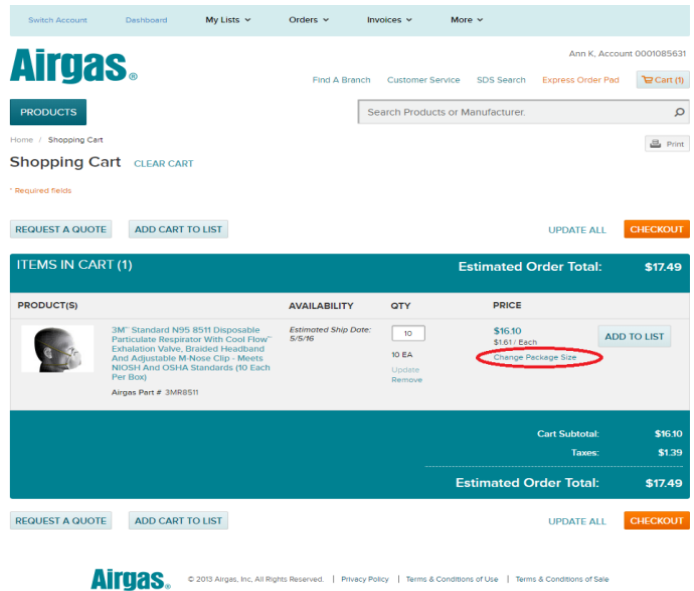
Checkout Your items will be passed back into your eProcurement system so that you can create requisition and/or to submit to Airgas.

Alternate Unit of Measure

Alternate unit of measure can be selected on the product detail page.

This is a new feature on the punchout site. If the item you are shopping for has alternate units of measure, you can chose the package size you are interested in buying and add to either your Cart or a List.

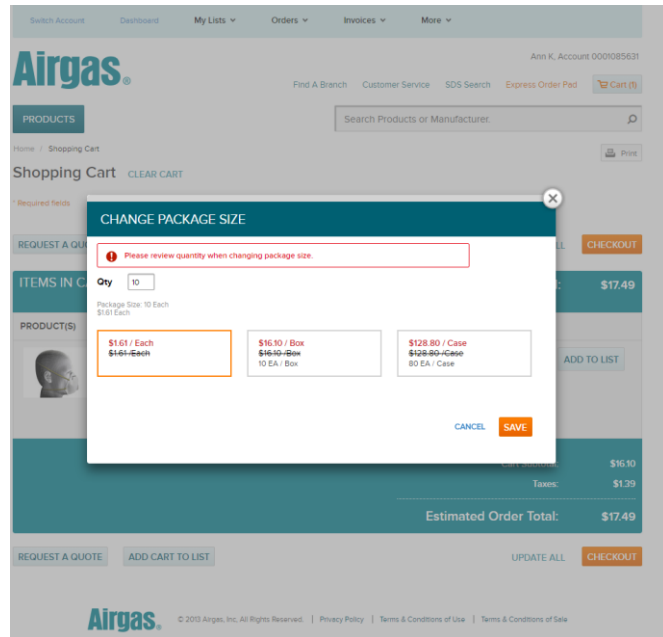
Additionally, if you wanted to order a different package size, you can also modify "Change Package Size" in the cart. Simply click on the link "Change Package Size" in the cart and chose the package size you wish to purchase.



When the "Change Package size" link is clicked, a pop up will appear enabling the unit of measure to be changed.

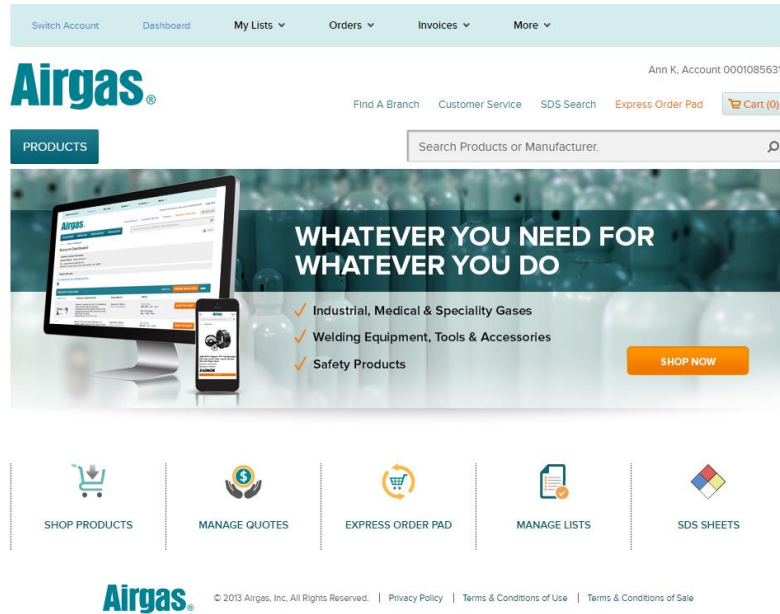
Make sure you review the "Quantity" when you change the package size.

After changing the new package size, click Save and the item will update in your cart.



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