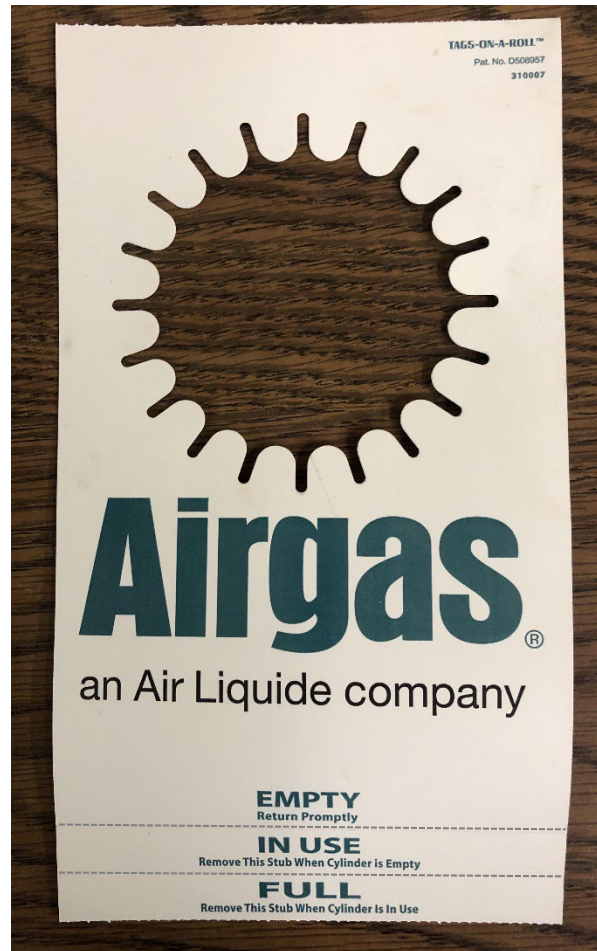




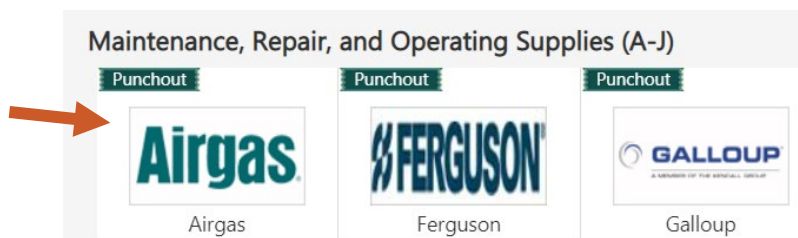
Airgas Punchout: Cylinder Return Feature

Overview: This job aid demonstrates how to prepare cylinders and dewars for return with Airgas, including placing a pickup order in the Airgas punchout within Spartan Marketplace.

1. Each cylinder and liquid dewar from Airgas comes with a collar tag. Upon delivery from Airgas, the tag is complete (as pictured below).

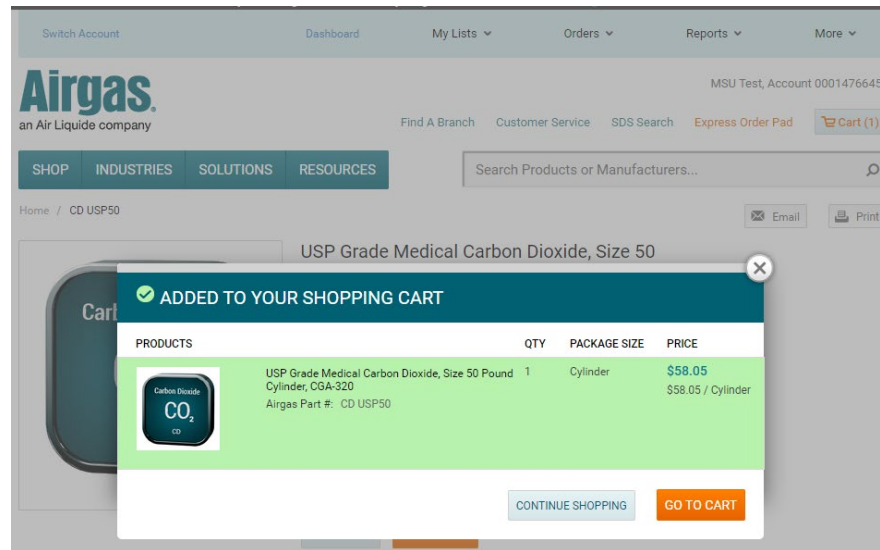


2. When the cylinder or dewar is put into use, tear off the strip reading **FULL**.
3. When the cylinder or dewar is empty, tear off the strip reading **IN USE**.
4. When one or more cylinders or dewars are empty and ready for Airgas pickup, log into [Spartan Marketplace](#) and select the **Airgas** punchout.

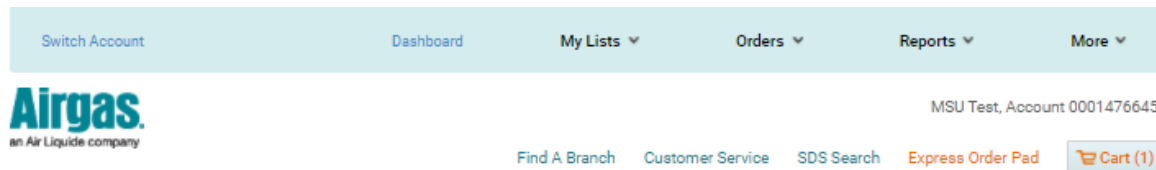




5. Search the cylinder you need to return, and add the item to the cart.



6. Once all necessary cylinder types are added to cart, click the go to cart button or the cart icon.



7. Complete the cart information.

- Enter the number of new cylinders to order in the **QTY** field.
- Enter the number of empty cylinders to be picked up in the **Cylinders Returning** field.

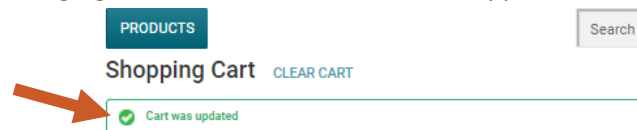
PRODUCT(S)	AVAILABILITY	QTY	PRICE
USP Grade Medical Carbon Dioxide, Size 50 Pound Cylinder, CGA-320 Airgas Part # CD USP50	Estimated Ship Date 8/27/20	<input type="text" value="1"/> 1 Cylinders Returning <input type="text"/> Update Remove	\$58.05 \$58.05 / Cylinder Rental Rate

Estimated Order Total: \$60.93

Cart Subtotal: \$58.05
Product Surcharge: \$2.88
Taxes: \$0.00
Estimated Order Total: \$60.93


REQUEST A QUOTE ADD CART TO LIST UPDATE ALL CHECKOUT

- Click update after changing either field. A notification will appear at the top of the page.





8. Click the checkout button.

ITEMS IN CART (1)				Estimated Order Total:	\$0.00
PRODUCT(S)	AVAILABILITY	QTY	PRICE		
 USP Grade Medical Carbon Dioxide, Size 50 Pound Cylinder, CGA-320 Airgas Part # CD USP50	Estimated Ship Date Not Available	<input type="text" value="0"/> 1 Cylinders Returning <input type="text" value="1"/> Update Remove	\$0.00 \$58.05 / Cylinder Rental Rate	ADD TO LIST	
				Cart Subtotal:	\$0.00
				Taxes:	\$0.00
				Estimated Order Total:	\$0.00

[REQUEST A QUOTE](#) [ADD CART TO LIST](#) [UPDATE ALL](#) [CHECKOUT](#)

9. After you complete the checkout process, the Airgas branch will receive a pickup request for the indicated location.
10. Upon arrival, the Airgas driver will scan the barcode of the empty cylinder or dewar and that will log the return in the Airgas system. The driver will leave a paper receipt that lists the barcode for departmental record.