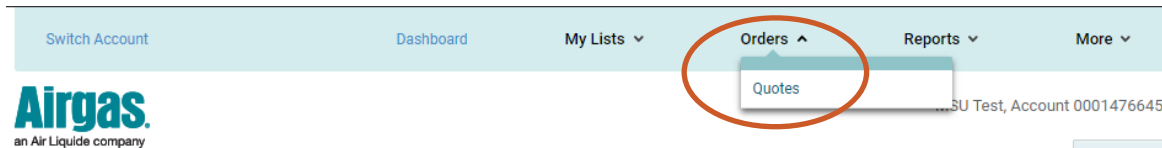# Airgas Punchout: Find a Quote

Overview: This job aid demonstrates how to view quotes in the Airgas punchout within Spartan Marketplace, and how to place orders using a quote.

1. Log into Spartan Marketplace and select the **Airgas** punchout.

Maintenance, Repair, and Operating Supplies (A-J)

Punchout	Punchout	Punchout
Airgas	**FERGUSON**	**GALLOUP**
Airgas	Ferguson	Galloup

2. Click on the **orders** dropdown menu and select the **quotes** option.

Switch Account	Dashboard	My Lists ⌄	Orders ⌃	Reports ⌄	More ⌄

Quotes

Airgas
an Air Liquide company

...SU Test, Account 0001476645

3. On the quotes page, active quotes will appear at the top.

Switch Account	Dashboard	My Lists ⌄	Orders ⌄	Reports ⌄	More ⌄

Airgas
an Air Liquide company

MSU Test, Account 0001476645

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

Airgas response to Coronavirus/COVID-19—Find out about curbside pickup and direct delivery options, and how we're prioritizing essential supplies ▶

PRODUCTS

Search Products or Manufacturers... 🔍

My Quotes

ACTIVE QUOTES

QUOTE DATE	QUOTE NUMBER	CUSTOMER PO
08/20/2020	2008564321	UOM Test
08/14/2020	2008564180	test1
08/05/2020	2008564005	
08/05/2020	2008564023	
08/05/2020	2008564030	

4. Select the **quote number** to open the quote order details.
5. To create an order, select items from the quote using the check box and click the **add to cart** button.