



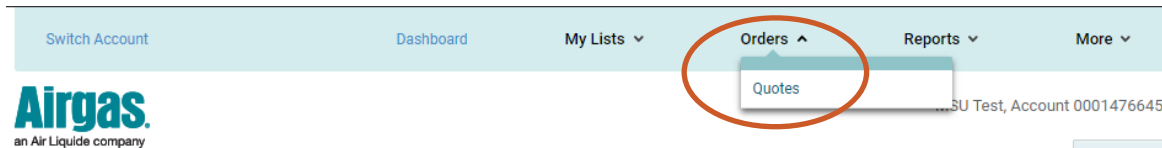
Airgas Punchout: Find a Quote

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.



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



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


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.

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 MSU Test, Account 0001476645

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


[PRODUCTS](#)

Quote Order Detail

| | | |
|--|---|--|
| Sold To Account No 0001476645 MSU STORES ANGELL BLDG 166 SERVICE RD ANGELL BLDG 166 SERVICE RD EAST LANSING, Michigan 48824-7024 US Phone:517-355-1700 | Ship To: Account No 0001476645 MSU STORES ANGELL BLDG 166 SERVICE RD ANGELL BLDG 166 SERVICE RD EAST LANSING, Michigan 48824-7024 US Phone:517-355-1700 | Quote Number: 2008564180 PO Number: test1 Quote Placed: 08/14/2020 |
|--|---|--|

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

ITEMS IN QUOTE (1)

| SELECT ALL | PRODUCT DESCRIPTION ▶ | AVAILABILITY | QTY | PRICE ▶ | |
|--------------------------|---|--|---|-------------------------|--|
| <input type="checkbox"/> |  NI UHP300 -Ultra High Purity 5.0 Grade Nitrogen, Size 300 Cylinder, CGA-580 Airgas Part #: NI UHP300 Customer Part Number 16071620 | Typically in stock Check Availability | <input type="text" value="1"/> Package Size: 1 | \$38.65 \$38.65 / CL | ADD TO CART ADD TO LIST |

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