

Navigating the New Airgas Punchout Site

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 sameway 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 displays a list of available pages:

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

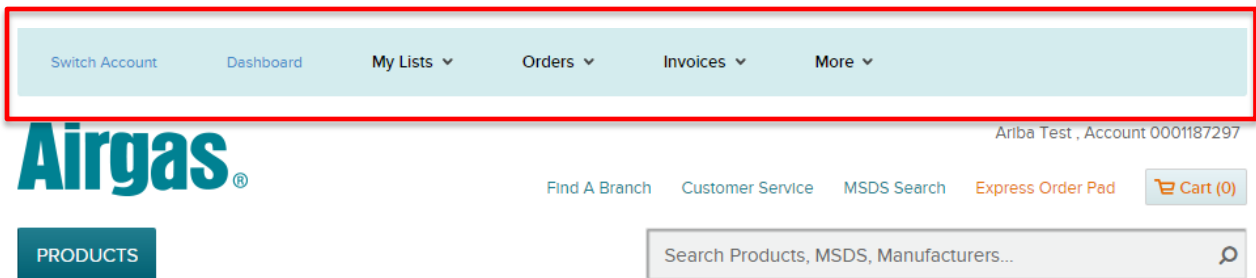
Dashboard a snapshot of your latest account information.

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

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

More > Certificate of Analysis a link to a document issued by Quality Assurance that confirms that a regulated product meets its product specification.

More > MSDS Sheets a link to a library of all gases



1.2.1 Account Dashboard Page

Upon login, you will automatically land on the *Account Dashboard Page*. The Account Dashboard feature allows you to manage your account more efficiently and gives you a snapshot of your latest account information.

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

1.2.2 Switch Accounts Page

The *Switch Accounts Page* is where accounts can be switched for customers who 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. You can 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.

Switch Account

Airgas

Search Products, MSDS, Manufacturers...

You have 27 account(s) associated with your username

ACCOUNT	LOCATION	STREET1	STREET2	CITY	STATE	ZIP	PREFERRED (DEFAULT)
0001332999	Testing The Location Name Field	116 S MAIN ST		ENTERPRISE	Alabama	36330-2532	<input type="radio"/>
0001187297	Ariba ID 26	128 WHARTON RD		BRISTOL	Pennsylvania	19007-1622	<input checked="" type="radio"/>

Select Preferred Account

1.2.3 My Lists

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.

My Lists

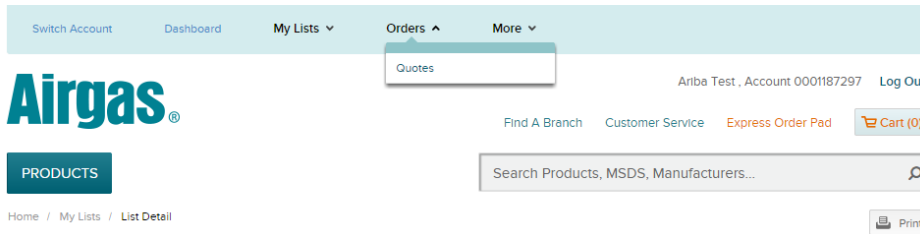
LIST NAME	DATE CREATED	ITEMS
List 2 - 7/2/15 - NCO edit	2015-07-02	1 ADD TO CART
List - 7/2/15 - NCO edit	2015-07-02	1 ADD TO CART

Delete List

Add List to Cart

1.2.4 Orders

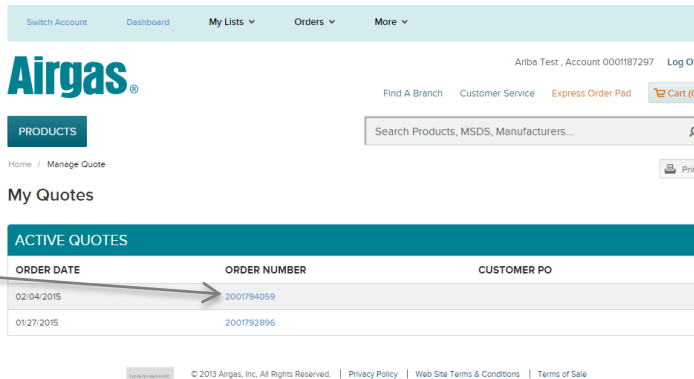
The *Orders* dropdown contains a link to the Quotes Page



1.2.4.1 Quotes Page

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

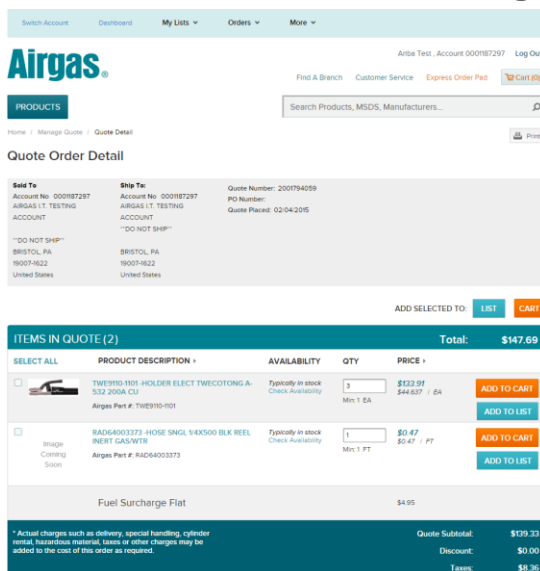
Order Number the displayed order number for each quote is a link. Click the respective order number to view it's corresponding quote.



Order Number
(link to quote)

1.2.4.2 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 names, product quantities, quote total, quote, number, quote date, etc.



1.2.5 More

Certificate of Analysis (COA) Page

A Certificate of Analysis is a document issued by Quality Assurance that confirms that a regulated product meets its product specification.

Switch Account Dashboard My Lists Orders More

Airgas® Arba Test, Account 000187297 Log Out

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

PRODUCTS Search Products, MSDS, Manufacturers...

Home / COA Search Print

Certificate of Analysis (COA) Search

Reference Number (Preferred search #) Cylinder Number Barcode Number

SEARCH

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MSDS Sheets Page

This is a library of all gases. Simply click on the link for detailed information.

Switch Account Dashboard My Lists Orders More

Airgas® Arba Test, Account 000187297 Log Out

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

PRODUCTS Search Products, MSDS, Manufacturers...

Home / MSDS Library - Pure Gases

MSDS Library + Pure Gases Mixed Gases Hardgoods

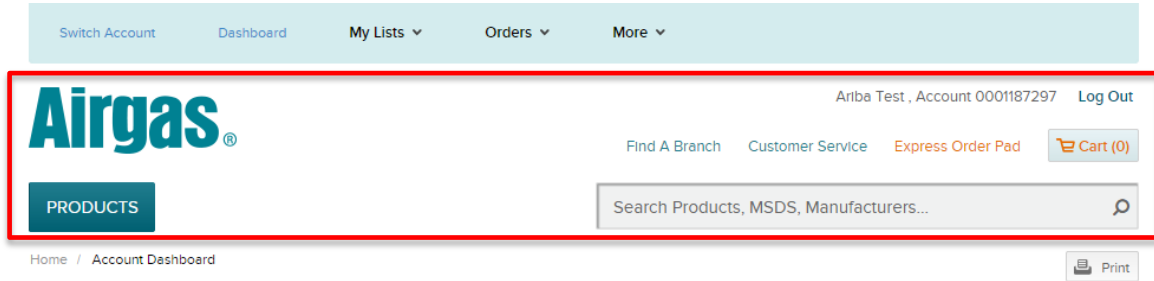
MSDS Library - Pure Gases

All MSDS files are in a PDF format. To save a file to your hard drive, right click and choose Save As. If you're unable to locate an MSDS document you can email Christine Bond or call (919) 368-8518

1-Butene	001009.pdf
1-Hexene	001097.pdf
1-Pentene	001119.pdf
1,2-Butadiene	001101.pdf
1,2-Dichlorotetrafluoroethane (Halocarbon 114)	001019.pdf
1,3-Butadiene	001008.pdf
2-Butene (Mixture of Cis and Trans)	001164.pdf

1.3 Sub-Navigation

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

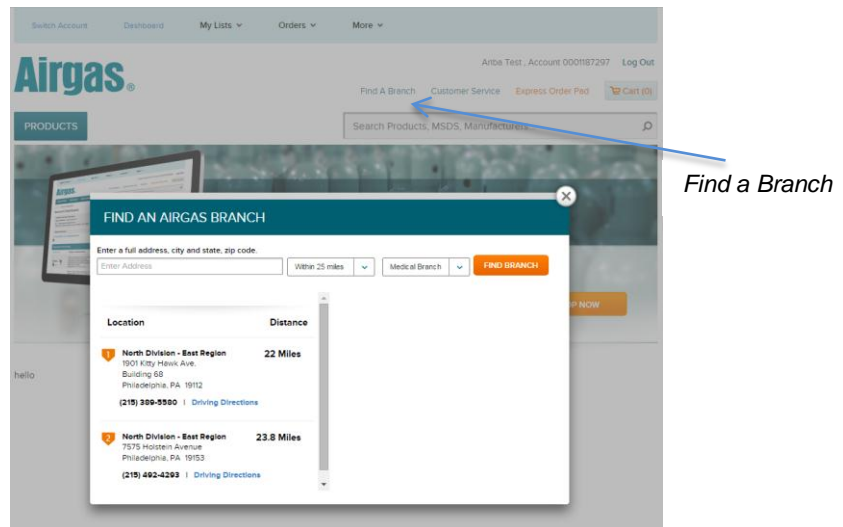


1.3.1 Find a Branch

The *Find a Branch* locator provides a quick way to search for an Airgas branch. As you will see from the image provided there are a few ways to narrow your results including

- Address
- Distance
- Type of branch

In addition each branch returned from your search provides driving directions and contact information.



1.3.2 Customer Service

Click customer service for assistance with your shopping needs.

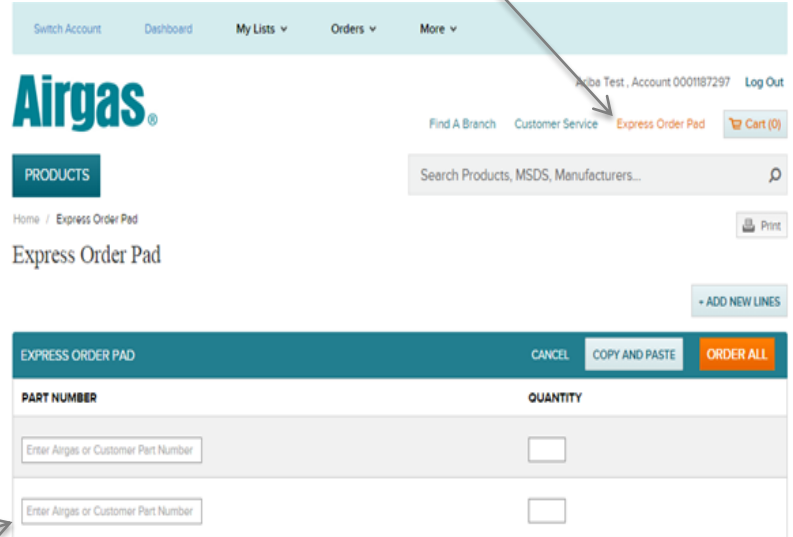
1.3.3 Express Order Pad

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. Follow that by entering the quantity and clicking on the order all button (orange button)

The copy and paste feature allows you to copy part numbers and quantities right into the text box to filter into your cart.

Express Order Pad link



Enter Part Number

1.3.4 Shopping Cart

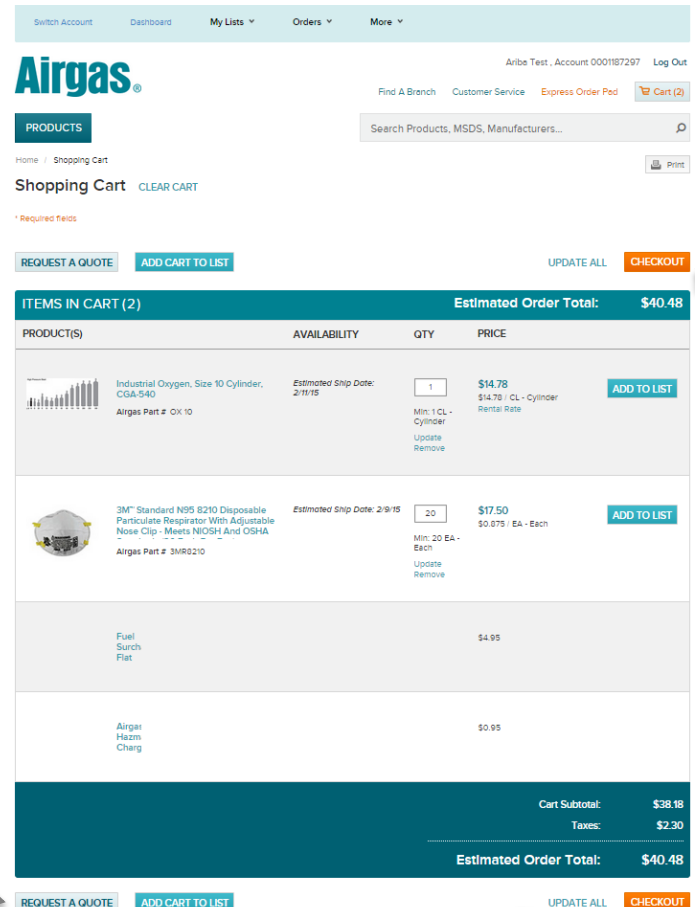
The *Shopping Cart* page is where you can review and/or edit your order before you proceed to checkout.

Update All will update the cart to reflect any quantities you edited in the "QTY" column

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.

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.



Checkout

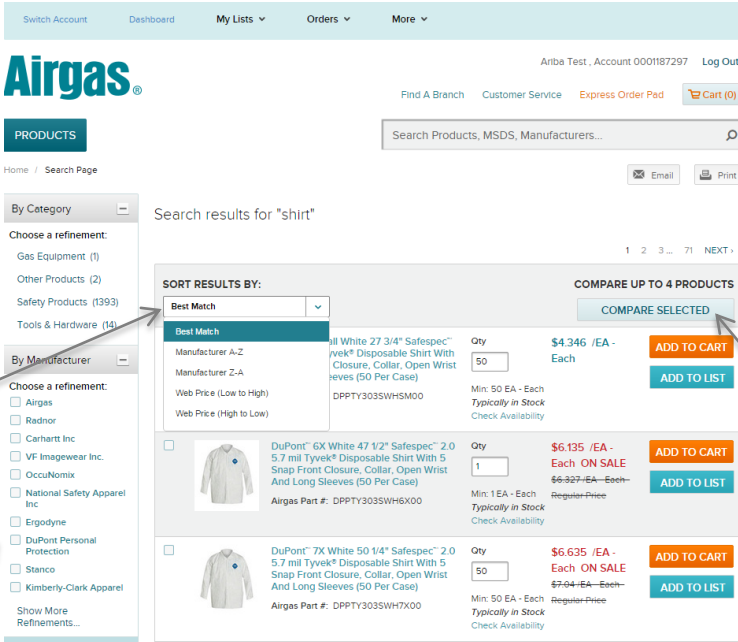
Request a Quote

Add Cart to List

Update All

1.3.5 Search Results

The search feature allows you to enter a part number, MSDS, Manufacturer or item description (ex. gloves, gas) to return a list of *Search Results*.



Sort Results By

Increased Filters

Increased Filters apply more filters to your search.

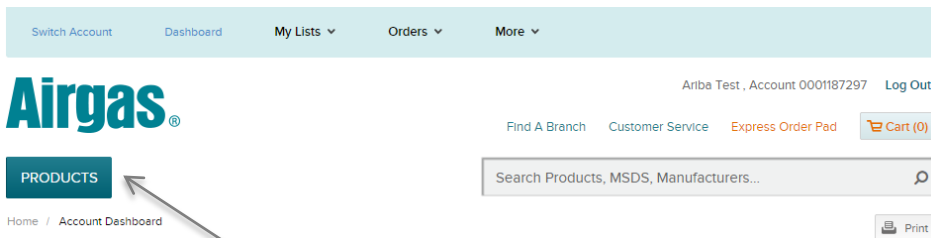
Compare Selected select up to 4 products and click "Compare Selected" to compare them side-by-side.

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

Compare Selected

1.3.6 Products

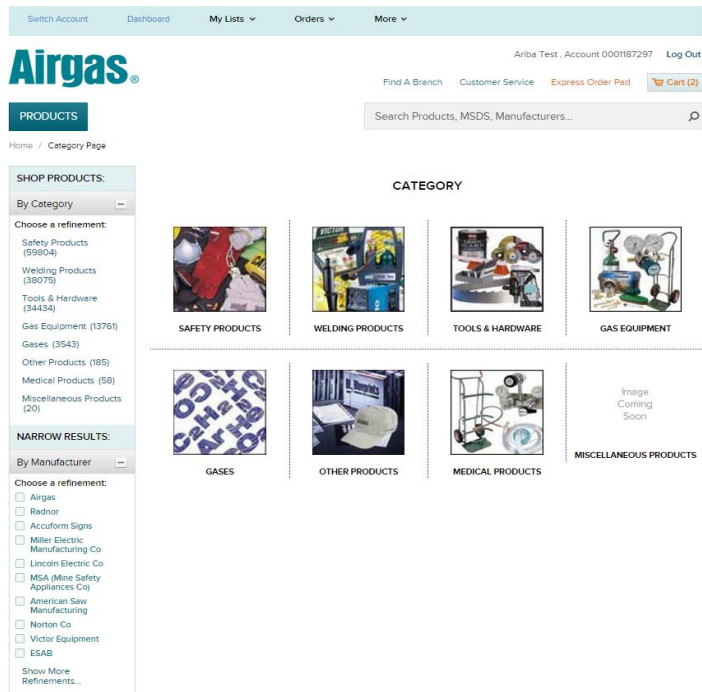
Click on the "PRODUCTS" button to view the Category Page. The Category Page is discussed in the next section.



"Products" button

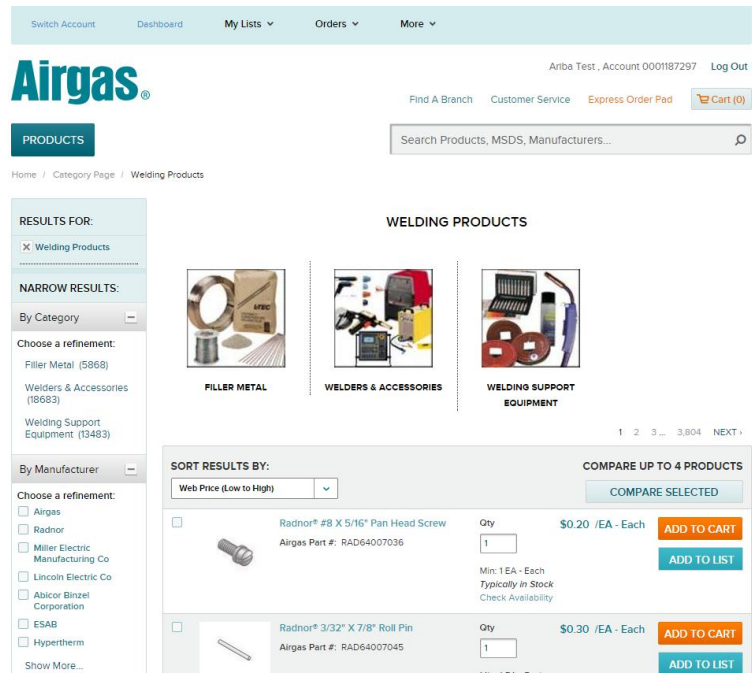
1.3.7 Category Page

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.



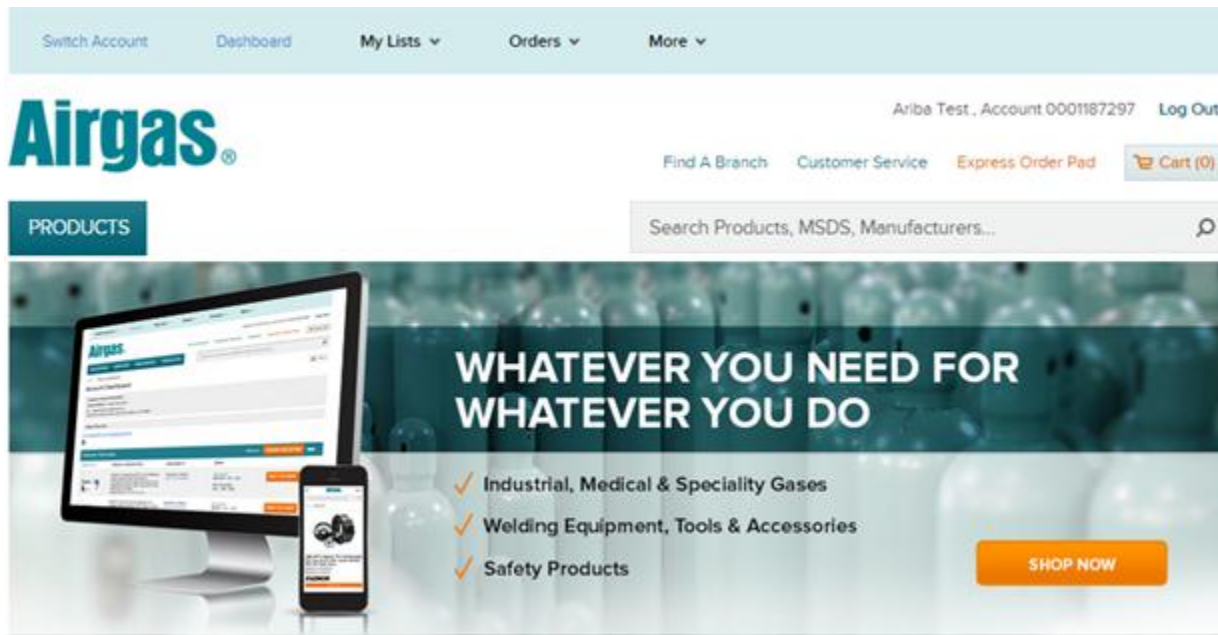
1.3.8 Category List Page

After clicking a category you will be directed to a *Category List Page* displaying it's corresponding products or subcategories.



1.4 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.



- ❖ Note the different toolbars and dropdown menus displayed which will be explained further throughout this document.

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.