

When creating a List, please include your Name in the List title to locate when needed. All MSU buyer Lists will be stored on the punchout.

## Be MORE organized with Airgas.com!

Airgas.com helps you to make shopping a breeze with 'Lists'. This feature allows you to quickly and easily create and manage multiple lists. Never forget what you need to order again!

### **Why can't I find the 'Add to List' button?**

Lists are only available for registered customers. Make sure you're logged in.

### **Is the 'Add to List' option only available on product pages?**

No. The 'Add to List' button is available wherever you see products on Airgas.com. You can see it when you are looking for products, in the shopping cart, in your previous orders and several other places.

### **How do I find the list I have just created?**

Simply click on 'My Lists' in the top ribbon. The dropdown menu will show your top five lists, as well as give you the option to view all of your lists.

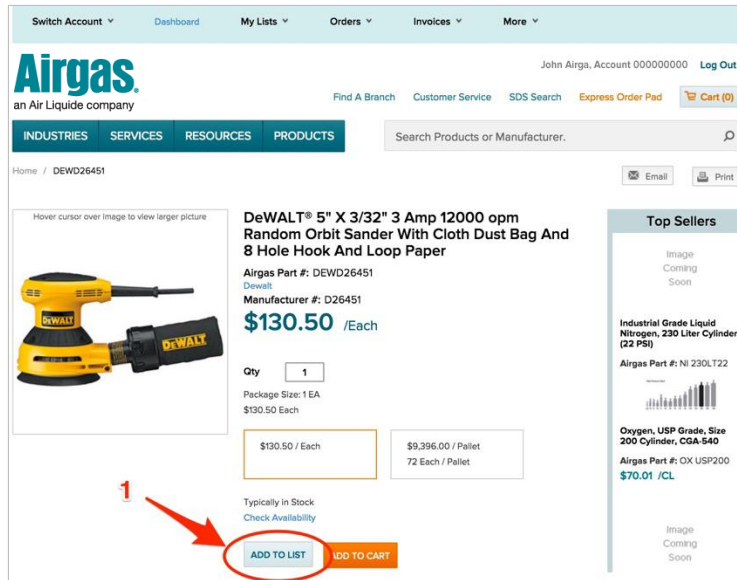
### **Do I have to create new lists all the time?**

No. Once you have created one or more lists, you will be presented with the 'Add to Existing List' option on the pop up.

**What if I can't remember the name of the list?** Don't worry. We bring up your five most recent lists in the pop up and we also provide a search function.

**Can I share my lists to employees who have individual logins?** This can be set up by an eService representative who you can contact at [eservice@airgas.com](mailto:eservice@airgas.com). Please provide your name and location so they can identify your EBM (eBusiness manager). They are able to copy lists across different user accounts.

**For further technical website information:** Please contact the [eservice@airgas.com](mailto:eservice@airgas.com) or call 1-866-935-3370 to speak to a representative.



### **Creating a shopping list is as easy as 1, 2, 3:**

- Log in to Airgas.com
- Select the account you'd like to save a list to
- Search for the first product you want to add
- Set the quantity you want to add
- Click on the 'Add to List' button
- A pop up will appear
- Select 'Create a List' and enter a name
- Click 'Save List'
- Your list is created and is available in the top toolbar under 'My Lists'

