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.

If you have any questions, please contact the Procurement Department at 355-1700.
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.

If you have any questions, please contact the Procurement Department at 355-1700.
7. Complete the cart information.
   a. Enter the number of new cylinders to order in the **QTY** field.
   b. Enter the number of empty cylinders to be picked up in the **Cylinders Returning** field.

   ![Image of a gas cylinder order form with fields for QTY and Cylinders Returning filled out]

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

   ![Image of a notification that the cart was updated]

   If you have any questions, please contact the Procurement Department at 355-1700.
8. Click the checkout button.

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.

If you have any questions, please contact the Procurement Department at 355-1700.