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.

---

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