

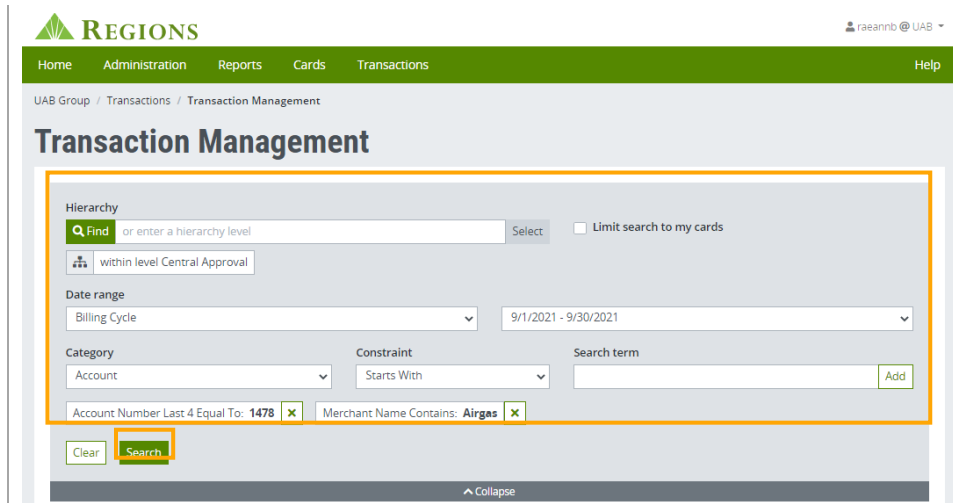


**BuyUAB – Locating Airgas Invoice(s)**

You may have gotten an e-mail from Regions Intersect stating that you have new charges from Airgas. Follow the directions below to locate and download your invoice(s).

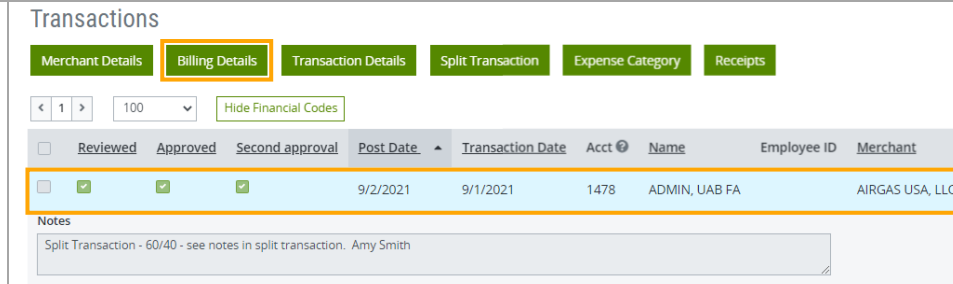
**From Transaction Management in Regions Intersect**

- Enter search parameters to **locate transaction(s)**
  - i.e. Date range, Merchant Name, Acct. #, etc.
- Click **Search**

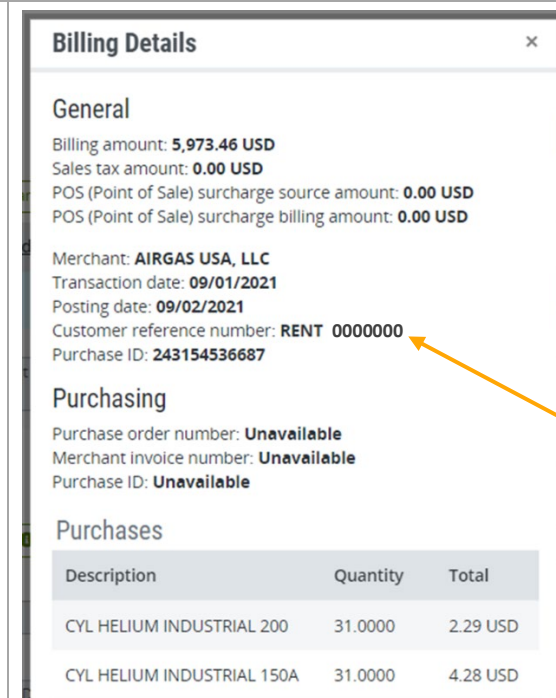


**Scroll to the Transactions heading**

- Locate the Airgas transaction, and **click the line item** to select it (line will turn light blue)
- Click on the **Billing Details** button



**Review Billing Details to determine which Airgas Account made the purchase**



**Customer reference number will display 1 of 3 things:**

1. RENT [Acct#]
2. PI Name + Date
3. BuyUAB PO#



Log in to **BuyUAB**

- Navigate to **myUAB** or **AdminSys**
- Locate and click **BuyUAB**

**myUAB Portal (my.uab.edu)**

**myApps**

The screenshot shows a grid of application icons. The 'BuyUAB' icon, which features a shopping cart with 'UAB' inside, is highlighted with an orange border. Other icons include BlazerID Central, eLAS, LMS, Oracle HR & Finance, LinkedIn Learning, OnBase, Campus Kronos, Box.com, Zoom, Campus, UAB Report, Insite, Qualtrics, and UAB For Me.

**AdminSys (uab.edu/adminsys)**

The screenshot shows a grid of application buttons. The 'BuyUAB' button is highlighted with an orange border. Other buttons include AskIT, Axiom, Banner, BlazerID Central, Box.com, Canvas, P-Card Intersect, Contracts, Faculty Profiles, Insite, IDEA Faculty, Campus Learning, Medicine Learning, International Travel, OneDrive, OptiDoc / WebIT, and OnBase.

Log in to **BuyUAB**

- Click **BuyUAB Login** button from resulting webpage
- Follow login prompts for **BlazerID/Strong Password**

The screenshot shows the 'BuyUAB Market Place' webpage. The 'BuyUAB Login' button is highlighted with an orange border. The page includes an overview section with text about the system and a list of steps to get started: 1. Complete the BuyUAB Training, 2. Request access to the BuyUAB portal, 3. Once you receive an access confirmation email, you are ready to start shopping. There is also a 'BuyUAB Access Request' button.



Punchout to the Airgas catalog

The screenshot shows the UAB Shop interface with a grid of vendor catalogs. The Airgas catalog is highlighted with a yellow border. Other visible catalogs include 4imprint, Amazon Business, Apple, B&H Photo, CDW-G, Club Colors, Dell, Fisher Scientific, GoConnection, Grainger, HD Supply, Life Technologies, Lowe's PRO, Newegg Business, Office Depot, and SHI International. A 'Buy UAB USER TERMS' sidebar is visible on the right.

Switch Account

- Click **Switch Account** at the top left of the page

The screenshot shows the Airgas account dashboard. A 'Switch Account' button is highlighted with a yellow box in the top left corner. A large red text box in the center reads: "Please select Switch Accounts in the upper left hand corner to locate your account and begin shopping. Please make sure that your account number appears in the upper right hand corner of the page."

Select Account

- Use the **search field** to locate appropriate Account based on Location
- Click the **Account #** link to switch to that Account view

The screenshot shows the 'Select An Account' page. A search field is highlighted with a yellow box. Below it is a table of accounts with columns for Account, Location, Street1, Street2, City, State, Zip, and Preferred (Default). The first row is highlighted with a yellow box.

ACCOUNT	LOCATION	STREET1	STREET2	CITY	STATE	ZIP	PREFERRED (DEFAULT)
0004211449	UAB BLDG MCLM ROOM 917B HARRIS HJELMELAND	1918 UNIVERSITY BLVD		BIRMINGHAM	Alabama	35233-2008	<input type="radio"/>
0003804109	UAB BLDG WTI ROOM 330-F-3 - Rajeev Samant	1824 6TH AVE S		BIRMINGHAM	Alabama	35233-3300	<input type="radio"/>
0004014977	UAB BLDG BBRB ROOM 668-A-1 DECKER ORIHUELA	845 19TH ST S		BIRMINGHAM	Alabama	35205-3701	<input type="radio"/>



**Locate Invoice**

- Scroll to the **Recent Invoices** table
- Click **All Invoices**

**Customer Contact Information**

Account Name: UAB BLDG MCLM ROOM 917B  
 E: email@email.com  
 UAB BLDG MCLM ROOM 917B HARRIS HJELMELAND BLDG MCLM  
 FL 9TH RM 917B 1918 UNIVERSITY BLVD BIRMINGHAM, Alabama  
 35233-2008 US

**Airgas Contact Information**

Not Available  
 Airgas Branch: 3021 Messer Airport Highway Birmingham, Alabama 35203

Related Files links

**CYLINDERS IN POSSESSION** (as of previous day)  
 2

**TOP FREQUENT PURCHASES** ADD SELECTED TO: [LIST](#) [CART](#) [VIEW ALL](#) ^

**RECENT LISTS** [VIEW ALL](#) ^

**RECENT INVOICES** [All Invoices](#) ^

DATE	BALANCE	DELIVERY DATE	DOC NO.	PO NO.	INVOICE NO.	OPTION(S)
09/30/2021	\$6.60	09/30/2021		RENT	9982954749	⋮
09/16/2021	\$165.07	09/16/2021	8113816656	24925	9117661410	⋮
08/31/2021	\$6.82	08/31/2021		RENT	9982205072	⋮
08/16/2021	\$165.07	08/16/2021	8112873171	22996	9116558821	⋮

**Locate Invoice**

- **Search or filter** invoices by Date Range or PO # (based on Billing Details from Intersect)

**Invoice History**

**SEARCH & FILTER INVOICE HISTORY**

Date Range (Maximum search period is one year)
 



Reset

DATE	BALANCE	DELIVERED	DOC NO.	PO NO.	INVOICE NO.	OPTION(S)
10/04/2021	\$91.45	10/04/2021	8114428585	DUTTA 100421	9118275051	⋮
09/30/2021	\$54.00	09/30/2021		RENT	9982932459	⋮
09/27/2021	\$87.93	09/27/2021	8114181239	DUTTA 092721	9118021759	⋮
09/20/2021	\$87.93	09/20/2021	8113973586	DUTTA 092021	9117771864	⋮
09/13/2021	\$87.93	09/13/2021	8113737241	DUTTA 091321	9117521496	⋮

**Download Invoice**

- Click in the **Options** column of the invoice line item
- Choose to **View Details**, **Get Invoice (PDF)**, or **Get Proof of Delivery (POD)** as a PDF
  - PDFs will open in a new browser tab to print or download

**Invoice History**

**SEARCH & FILTER INVOICE HISTORY**

Date Range (Maximum search period is one year)
 



Reset

DATE	BALANCE	DELIVERED	DOC NO.	PO NO.	INVOICE NO.	OPTION(S)
10/04/2021	\$91.45	10/04/2021	8114428585	DUTTA 100421	9118275051	⋮
09/30/2021	\$54.00	09/30/2021		RENT	9982932459	⋮
09/27/2021	\$87.93	09/27/2021	8114181239	DUTTA 092721	9118021759	⋮
09/20/2021	\$87.93	09/20/2021	8113973586	DUTTA 092021	9117771864	⋮
09/13/2021	\$87.93	09/13/2021	8113737241	DUTTA 091321	9117521496	⋮