



BuyUAB - Ordering from Airgas

Log in to BuyUAB

- Navigate to myUAB or AdminSys
- Locate and click
 BuyUAB

myUAB Portal (my.uab.edu)

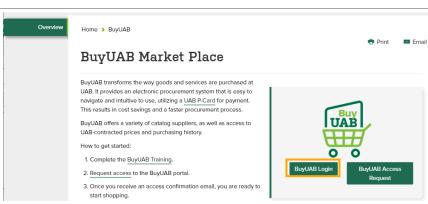


AdminSys (uab.edu/adminsys)



Log in to BuyUAB

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



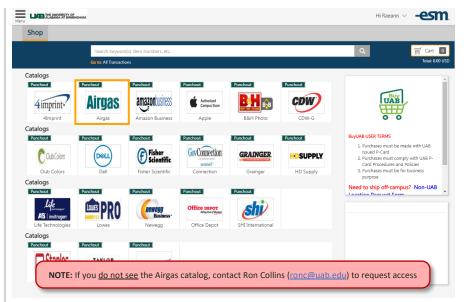
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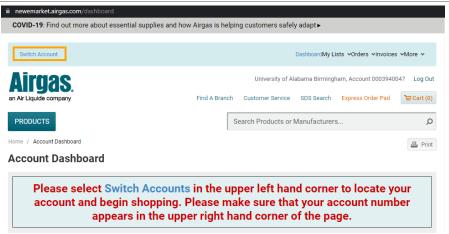
Punchout to the Airgas catalog

Click the Airgas catalog image/link



Switch Account

Click Switch
 Account at the top left of the page

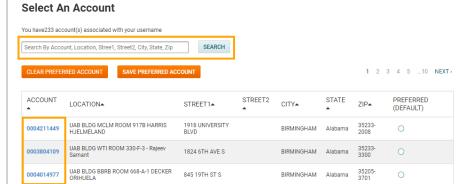


Select Account

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

Navigate to the Products catalog

• Click the **Products** button



AITUSS



Home / Account Dashboard

Account Dashboard

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ADD TO LIST

Package Size: 1

Typically in Stock

Check Availability

Select the category of University of Alabama Birmingham, Account 0004286735 Log Out product you wish to **⊉** Cart (0) Find A Branch Customer Service SDS Search Express Order Pad purchase Click the Search Products or Manufacturers... Q **PRODUCTS** appropriate product category Home / Category Page Print For example, RESULTS FOR: Gases PRODUCT CATEGORIES NARROW RESULTS: Previously Purchased |-View Previously
Purchased Items (16) By Category Choose a refinement: GAS EQUIPMENT TOOLS AND HARDWARE Gas Equipment Gases (1,765) Safety Products (36.234)Tools and Hardware (20,150) Welding Products (15,382) WELDING PRODUCTS Home / Category Page / Gases Select the type of Gas ⊠ Email Print you wish to purchase RESULTS FOR: GASES Click in the × Gases image of the gas NARROW RESULTS: type For example, Previously Purchased _ Carbon C,H. View Previously
Purchased Items (13) Ar CO, Air Dioxide CO₂ By Category ACETYLENE CARBON DIOXIDE ΔIR ARGON Choose a refinement: Search for your Airgas Search Products or Manufacturers. Q **PRODUCTS** Part # Home / Category Page / Gases / Carbon Dioxide Use the search ⊠ Email Print field to search RESULTS FOR: Don't see a cylinder size or gas grade? for the Airgas × Carbon Dioxide Part # you want Has your company placed this order before? NARROW RESULTS: to purchase CONTACT CUSTOMER SERVICE EXPRESS ORDER PAD See NOTE Gas Grade Indicate the Qty Choose a refi NOTE: If you do not know your Part #, call Airgas at (205) 322-3730 Food (19) Industrial (19) desired USP Medical (16)
Instrument (6)
Research (6) Click ADD TO **CART** on the Show More.. SORT RESULTS BY: COMPARE UP TO 4 PRODUCTS appropriate Previously Purchased |-Top Products ~ COMPARE SELECTED item(s) View Previously
Purchased Items (1) Industrial Grade Carbon Dioxide, Size 200 \$8.08 /CL ADD TO CART High Pressure Steel Cylinder, CGA-320 Cylinder Size Airgas Part #: CD 50

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Choose a refinement:

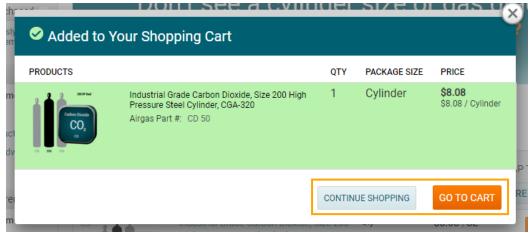
2.5Lb Steel HP (1) 5Lb Aluminum HP (1)





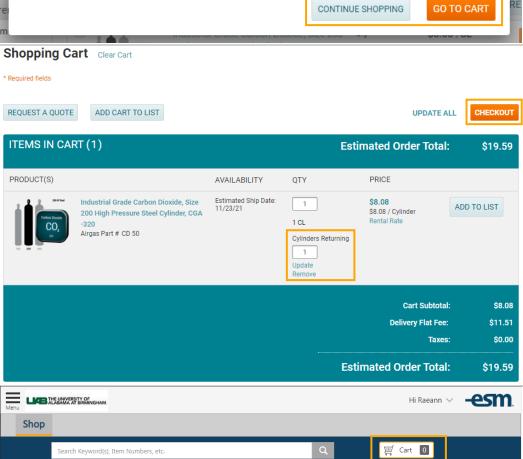
Continue shopping, or go to Cart to check out

• Click **GO TO CART** to proceed



Review Shopping Cart

- Indicate in the Cylinders Returning field if you have empty cylinders to return to Airgas
- Click CHECKOUT to return to BuyUAB and complete purchase



It may appear that your BuyUAB Cart is empty

 Click on the Cart icon to refresh and open the Cart Summary

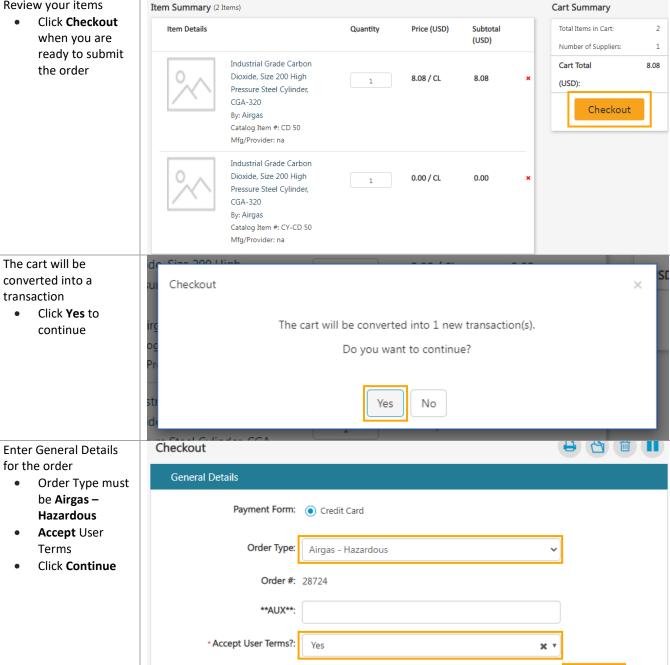
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Continue

Review your items



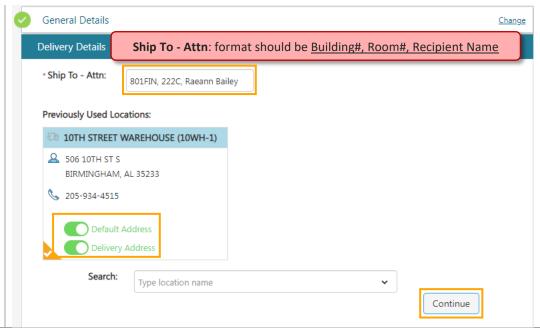
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Enter Delivery Details for the order

- Ship To Attn: must be
 Building#,
 Room#,
 Recipient Name
- Indicate Shipping Location (Delivery Address)





See the **BuyUAB Checkout Instructions** to complete the checkout process

After the above BuyUAB Checkout process is complete...

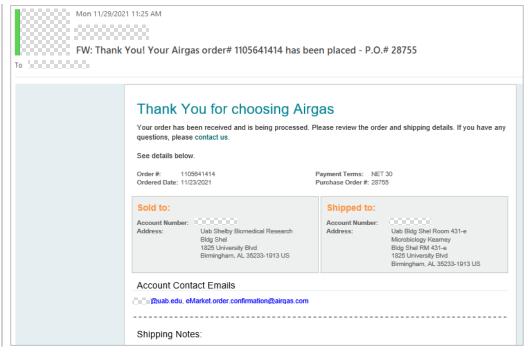
- The order is sent to the UAB Environmental Health & Safety (EHS) team for review/approval
- When approved by EHS, you will receive an e-mail directing you to review/prepare the order for release (see screenshot)

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Airgas will send a confirmation e-mail when the order is received



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