



BuyUAB – Ordering from Airgas

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 'Buy UAB' icon, which features a shopping cart with 'Buy UAB' text, 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. It includes a navigation bar with 'Overview' and 'Home > BuyUAB', and links for 'Print' and 'Email'. The main content area contains an introduction to BuyUAB, a list of suppliers, and a 'How to get started' section with three numbered steps. A large graphic on the right side of the page features the BuyUAB shopping cart logo and two buttons: 'BuyUAB Login' (highlighted with an orange box) and 'BuyUAB Access Request'.



Punchout to the Airgas catalog

- Click the **Airgas catalog** image/link

Shop

Search Keyword(s), Item Numbers, etc.

Go to: All Transactions

Catalogs

4imprint Airgas Amazon Business Apple B&H Photo CDW-G

Club Colors Dell Fisher Scientific Glow Connection Grainger HD Supply

Life Technologies Lowe's PRO Newegg Business Office Depot SHI International

BuyUAB USER TERMS

- Purchases must be made with UAB issued P-Card
- Purchases must comply with UAB P-Card Procedures and Policies
- Purchases must be for business purpose

Need to ship off-campus? Non-UAB Location Request Form

NOTE: If you do not see the Airgas catalog, contact Ron Collins (ronc@uab.edu) to request access

Switch Account

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

newmarket.airgas.com/dashboard

COVID-19: Find out more about essential supplies and how Airgas is helping customers safely adapt

Switch Account Dashboard My Lists Orders Invoices More

Airgas an Air Liquide company

University of Alabama Birmingham, Account 0003940047 Log Out

Find A Branch Customer Service SDS Search Express Order Pad Cart (0)

PRODUCTS Search Products or Manufacturers...

Home / Account Dashboard Print

Account Dashboard

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

Select An Account

You have 233 account(s) associated with your username

Search By Account, Location, Street1, Street2, City, State, Zip SEARCH

CLEAR PREFERRED ACCOUNT SAVE PREFERRED ACCOUNT

1 2 3 4 5 ...10 NEXT

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"/>

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.

Navigate to the Products catalog

- Click the **Products** button

Airgas an Air Liquide company

PRODUCTS

Home / Account Dashboard

Account Dashboard



Select the category of product you wish to purchase

- Click the appropriate product category
 - For example, **Gases**

University of Alabama Birmingham, Account 0004286735 Log Out

Find A Branch Customer Service SDS Search Express Order Pad Cart (0)

Search Products or Manufacturers...

Home / Category Page

PRODUCTS

RESULTS FOR:

NARROW RESULTS:

Previously Purchased

View Previously Purchased Items (16)

By Category

Choose a refinement:

- Gas Equipment (4,593)
- Gases (1,765)
- Safety Products (36,234)
- Tools and Hardware (20,150)
- Welding Products (15,382)

PRODUCT CATEGORIES

GAS EQUIPMENT GASES SAFETY PRODUCTS TOOLS AND HARDWARE

WELDING PRODUCTS

Select the type of Gas you wish to purchase

- Click in the image of the gas type
 - For example, **Carbon Dioxide CO₂**

Home / Category Page / Gases

RESULTS FOR:

Gases

NARROW RESULTS:

Previously Purchased

View Previously Purchased Items (13)

By Category

Choose a refinement:

GASES

ACETYLENE AIR ARGON CARBON DIOXIDE

Search for your Airgas Part #

- Use the search field to search for the **Airgas Part #** you want to purchase
 - See **NOTE**
- Indicate the **Qty** desired
- Click **ADD TO CART** on the appropriate item(s)

Home / Category Page / Gases / Carbon Dioxide

Search Products or Manufacturers...

RESULTS FOR:

Carbon Dioxide

NARROW RESULTS:

Gas Grade

Choose a refinement:

- Food (19)
- Industrial (19)
- USP Medical (16)
- Instrument (6)
- Research (6)

Previously Purchased

View Previously Purchased Items (1)

Cylinder Size

Choose a refinement:

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

Don't see a cylinder size or gas grade?
Has your company placed this order before?

EXPRESS ORDER PAD CONTACT CUSTOMER SERVICE

NOTE: If you do not know your Part #, call Airgas at (205) 322-3730

1 2 3 4 5 ...5 NEXT >

SORT RESULTS BY: Top Products

COMPARE UP TO 4 PRODUCTS

COMPARE SELECTED

Industrial Grade Carbon Dioxide, Size 200 High Pressure Steel Cylinder, CGA-320

Airgas Part # CD.50

Qty 1 \$8.08 /CL

ADD TO CART

ADD TO LIST

Package Size: 1 Typically in Stock Check Availability



Continue shopping, or go to Cart to check out

- Click **GO TO CART** to proceed

PRODUCTS	QTY	PACKAGE SIZE	PRICE
Industrial Grade Carbon Dioxide, Size 200 High Pressure Steel Cylinder, CGA-320 Airgas Part #: CD 50	1	Cylinder	\$8.08 \$8.08 / Cylinder

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



Review your items

- Click **Checkout** when you are ready to submit the order

Item Summary (2 Items)			
Item Details	Quantity	Price (USD)	Subtotal (USD)
 Industrial Grade Carbon Dioxide, Size 200 High Pressure Steel Cylinder, CGA-320 By: Airgas Catalog Item #: CD 50 Mfg/Provider: na	1	8.08 / CL	8.08
 Industrial Grade Carbon Dioxide, Size 200 High Pressure Steel Cylinder, CGA-320 By: Airgas Catalog Item #: CY-CD 50 Mfg/Provider: na	1	0.00 / CL	0.00

Cart Summary

Total Items in Cart: 2

Number of Suppliers: 1

Cart Total 8.08 (USD):

Checkout

The cart will be converted into a transaction

- Click **Yes** to continue

Checkout ✕

The cart will be converted into 1 new transaction(s).

Do you want to continue?

Enter General Details for the order

- Order Type must be **Airgas – Hazardous**
- **Accept** User Terms
- Click **Continue**

Checkout

General Details

Payment Form: Credit Card

Order Type:

Order #: 28724

AUX:

* Accept User Terms?: ✕ ▾



Enter Delivery Details for the order

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

✓ General Details
[Change](#)

Delivery Details **Ship To - Attn: format should be Building#, Room#, Recipient Name**

* Ship To - Attn:

Previously Used Locations:

📍 10TH STREET WAREHOUSE (10WH-1)

👤 506 10TH ST S
BIRMINGHAM, AL 35233

☎ 205-934-4515

Default Address
 Delivery Address

Search:



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*)

From: noreply@esmsolutions.com <noreply@esmsolutions.com>
 Sent: Thursday, September 2, 2021 9:16 AM
 To: @uab.edu>
 Subject: Transaction Approved: 2543746 - 09/02/2021 08:22-Collins-Airgas

Dear Ron,

Transaction 2543746 - 09/02/2021 08:22-Collins-Airgas has been approved. Please [click here](#) to log into the ESM Purchase application to review and prepare the order for release.

If you wish to contact the approver, please do so at jmcbride@uab.edu.

Thank you,

ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



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

Mon 11/29/2021 11:25 AM

FW: Thank You! Your Airgas order# 1105641414 has been placed - P.O.# 28755

To [redacted]

Thank You for choosing Airgas

Your order has been received and is being processed. Please review the order and shipping details. If you have any questions, please [contact us](#).

See details below.

Order #: 1105641414	Payment Terms: NET 30
Ordered Date: 11/23/2021	Purchase Order #: 28755

Sold to:	Shipped to:
Account Number: [redacted]	Account Number: [redacted]
Address: Uab Shelby Biomedical Research Bldg Shel 1825 University Blvd Birmingham, AL 35233-1913 US	Address: Uab Bldg Shel Room 431-e Microbiology Kearney Bldg Shel RM 431-e 1825 University Blvd Birmingham, AL 35233-1913 US

Account Contact Emails

[\[redacted\]@uab.edu](mailto:[redacted]@uab.edu), eMarket.order.confirmation@airgas.com

Shipping Notes: