Navigating the New Airgas Punchout Site – Non Personalized

Airgas
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1. Getting Started

This document is designed as a guide to assist you while navigating through the New Airgas Punchout site. This guide is intended to educate you on new and existing features and functions while providing you a user-friendly shopping experience.

1.1 Logging In

You can access our punchout site via your eProcurement system.

1.2 Main Navigation Menu

The *Main Navigation* menu displays a list of available pages:

- **Switch Account** a link to the Switch Accounts Page where the user can have access to multiple Accounts.

- **Dashboard** a snapshot of your latest account information.

- **My Lists > View All of My Lists** a link to your saved shopping list(s)

- **Orders > Quotes** a link to view all of your created quotes.

- **More > Certificate of Analysis** a link to a document issued by Quality Assurance that confirms that a regulated product meets its product specification.

- **More > MSDS Sheets** a link to a library of all *Material Safety Data Sheets* that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product.
1.3 **Account Dashboard Page**

Once logged in, you will automatically land on the **Account Dashboard Page**.

The **Account Dashboard** feature allows you to manage your account more efficiently and gives you a snapshot of your latest account information.

You can also click on the **Dashboard** link in the header navigation to reach this page at anytime during the checkout process.

1.4 **Switch Accounts Page**

The **Switch Accounts Page** is where accounts can be switched for customers whom have access to multiple accounts. It is a convenient way to navigate another account and continue shopping without having to log off of the Airgas Punchout Site.

You can search for a specific account in the allocated search box.

Select the radio button underneath “PREFERRED (DEFAULT)” and click “Save Preferred Account” to automatically login as any given account each time you visit the site.
1.5 My Lists Page

*My Lists* drop down provides a link to your saved shopping list. The purpose is to allow you to shop even when you are not ready to purchase. It stores what you have entered so you can come back at a later time to complete your order.

**Add List to Cart** Click on “ADD TO CART” to add the items in the list to the cart.

**Delete List** To delete a list click on the “x” that is to the left of the List Name.

1.6 Quotes Page

The *Orders* dropdown contains a link to the *Quotes Page*.

The *Quotes Page* displays all of your active quotes.

**Order Number** the displayed order number for each quote is a link.

Click the respective order number to view its corresponding quote.
1.7 Individual Quote Page

An Individual Quote Page will display the details of any given quote. Such details include:

- Sold-to account information
- Ship-to account information
- Product description
- Product availability
- Product quantities
- Quote pricing
- Quote number

1.8 Certificate of Analysis (COA) Page

Certificate of Analysis allows you to search and confirm that a regulated product meets its product specification.
1.9 MSDS Sheets Page

A library of all Material Safety Data Sheets that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product.

1.10 Sub-Navigation

The Sub-Navigation section contains Find a Branch, Customer Service, Express Order Pad, Shopping Cart, Search, and Products.

1.11 Find a Branch

The Find a Branch locator provides a quick way to search for an Airgas branch. Narrow your search results by including:

- Address
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- Distance
- Type of branch

Each branch returned from your search provides driving directions and contact information.

1.12 Customer Service

Click customer service for assistance with your shopping needs.

1.13 Express Order Pad

The Express Order Pad is a tool designed to save time ordering specific parts.

**Part Number** Enter the part number of the desired item in the designated column.

**Quantity** Entering the number of parts you require for your order.

**Copy and paste** Allows you to copy part numbers and quantities right into the text box.

**Order All** Places the Parts requested into your Cart.

**Add New Lines** Allows you to add additional lines to the express order pad.
1.14 Shopping Cart

The *Shopping Cart* page allows you to review and/or edit your order before you proceed to checkout.

**Request a Quote** click to request a quote

**Add Cart to List** will add all items in the cart to a new or current list.

**Clear Cart** allows you to empty the cart's contents.

**Update All** will update the cart to reflect any quantities you edited in the "QTY" column.

**Checkout** and your items will be passed back into your eprocurement system so that you can create a requisition and/or an order to submit to Airgas.

1.15 Search Results
The Search allows you to enter a part number, MSDS, Manufacturer or product name (ex. Glasses) to return a list of Search Results.

**Increased Filters** apply more filters to your search.

**Compare Selected** select up to 4 products and click “Compare Selected” to compare products side-by-side.

**Sort Result By** search results can be sorted by best match, price, or manufacturer.

### 1.16 Products

Click on the “PRODUCTS” button to take you to the Category Page.

Or Mouse over the Products button to view the list of Product Categories you can select from.
1.17 Category Page

We offer a variety of items and have them categorized on the **Category Page** to allow you to easily find what you are looking for.

To the left in the picture is a breakdown of how many items are in the catalog for each category.

1.18 Category List Page

After clicking a category you will be directed to a **Category List Page** displaying its corresponding products or sub-categories.

1.19 The Homepage
The *Airgas logo* in the Sub-navigation or Footer navigation will direct you to the *Homepage*.

The *Homepage* offers navigation options to anywhere on the site.

*The punchout site is designed to be user friendly and give the customer a simple way to purchase supplies. The more familiar you are with the features and functions the easier and more pleasant your shopping experience will be. We hope this is a good start and reference to the site. Please take the time to review and then practice each of the discussed points to maximize your time.*