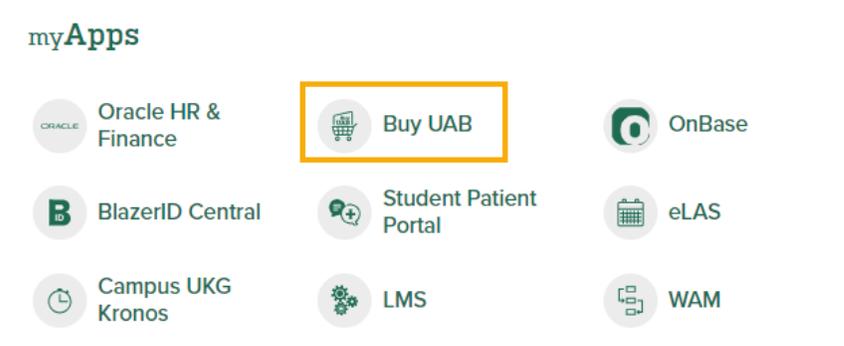


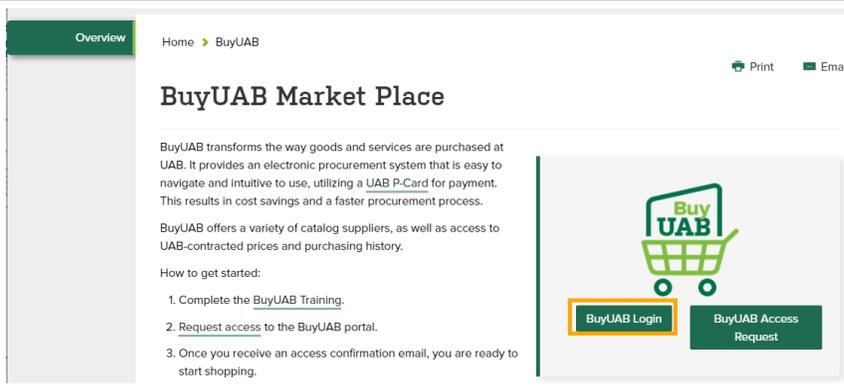


**BuyUAB – Ordering from Airgas**

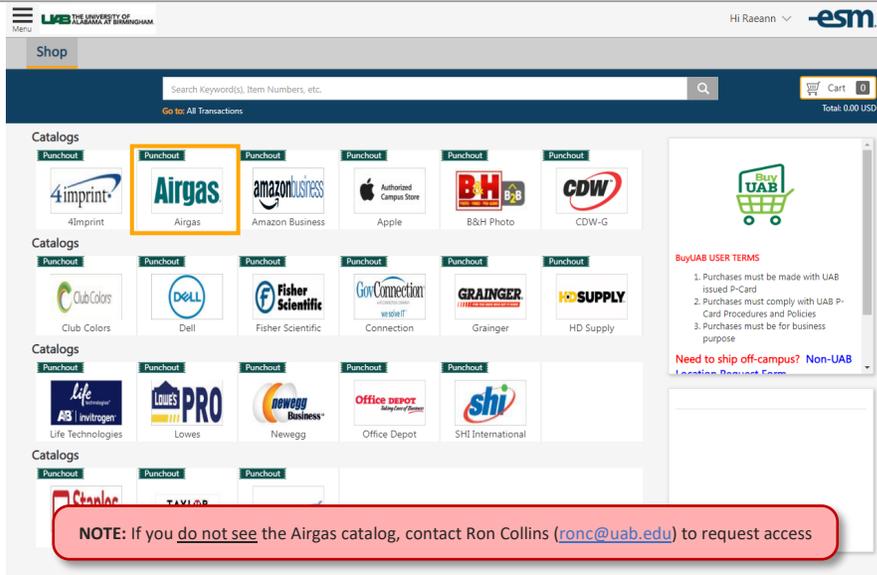
- Log in to **BuyUAB**
- Navigate to **my.uab.edu**
  - Locate and click **BuyUAB** from myApps



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



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





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... Print

Home / Account Dashboard

**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)   |
|---------|--|----------------------|---------|------------|---------|------------|-----------------------|
| 000421  | UAB BLDG MCLM ROOM 917B HARRIS HJELMELAND  | 1918 UNIVERSITY BLVD |         | BIRMINGHAM | Alabama | 35233-2008 | <input type="radio"/> |
| 000380  | UAB BLDG WTI ROOM 330-F-3 - Rajeev Samant  | 1824 6TH AVE S       |         | BIRMINGHAM | Alabama | 35233-3300 | <input type="radio"/> |
| 000401  | UAB BLDG BBRB ROOM 668-A-1 DECKER ORIHUELA | 845 19TH ST S        |         | BIRMINGHAM | Alabama | 35205-3701 | <input type="radio"/> |

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**

Select the type of Gas you wish to purchase

- Click in the image of the gas type
  - For example, **Carbon Dioxide CO<sub>2</sub>**

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)



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<br>Airgas Part #: CD 50 | 1   | Cylinder     | \$8.08<br>\$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<br>By: Airgas<br>Catalog Item #: CD 50<br>Mfg/Provider: na    | 1        | 8.08 / CL   | 8.08           |
|  Industrial Grade Carbon Dioxide, Size 200 High Pressure Steel Cylinder, CGA-320<br>By: Airgas<br>Catalog Item #: CY-CD 50<br>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: Airgas - Hazardous

Order #: 28724

\*\*AUX\*\*:

\* Accept User Terms?: Yes ✕ ▾



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](mailto:noreply@esmsolutions.com) <[noreply@esmsolutions.com](mailto:noreply@esmsolutions.com)>  
 Sent: Thursday, September 2, 2021 9:16 AM  
 To: [redacted]@uab.edu  
 Subject: Transaction Approved: [redacted] 09/02/2021 08:22-Collins-Airgas

Dear Ron,

Transaction [redacted] - 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 [redacted]@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# 1 [REDACTED] has been placed - P.O.# [REDACTED]

To [REDACTED]

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### 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 #: 1105841414      | Payment Terms: NET 30          |
| Ordered Date: 11/23/2021 | Purchase Order #: 2 [REDACTED] |

|                            |                            |
|----------------------------|----------------------------|
| <b>Sold to:</b>            | <b>Shipped to:</b>         |
| Account Number: [REDACTED] | Account Number: [REDACTED] |
| Address: [REDACTED]        | Address: [REDACTED]        |

Account Contact Emails

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

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Shipping Notes: