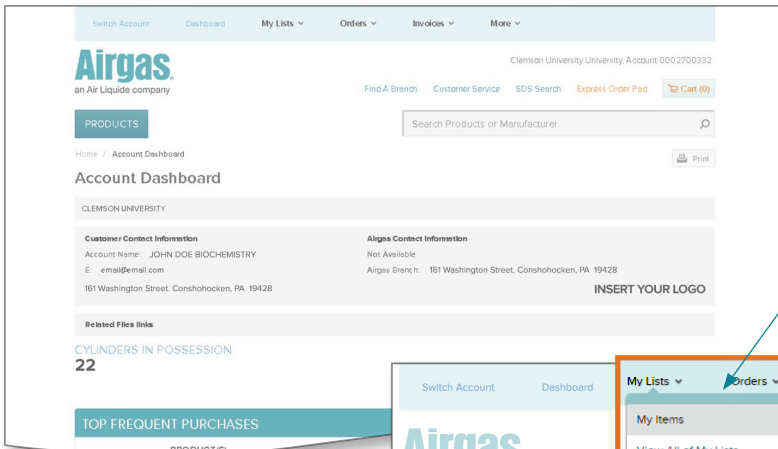


Airgas SupplySync Quick Reference Guide

QUICK CLICK

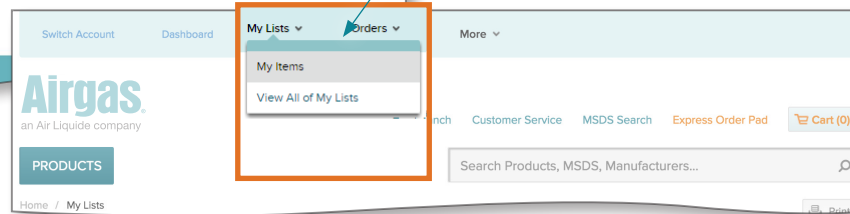
Step 1:

Select **Airgas** and access your Account Dashboard.



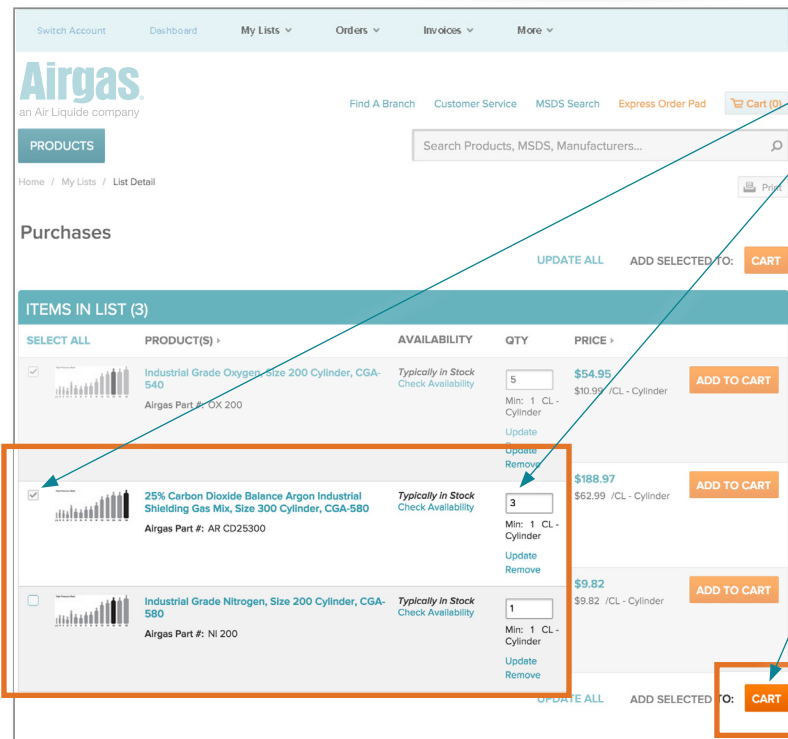
Step 2

Click **My Lists** and select customizable lists from the dropdown menu (see how to create a list on page 2).



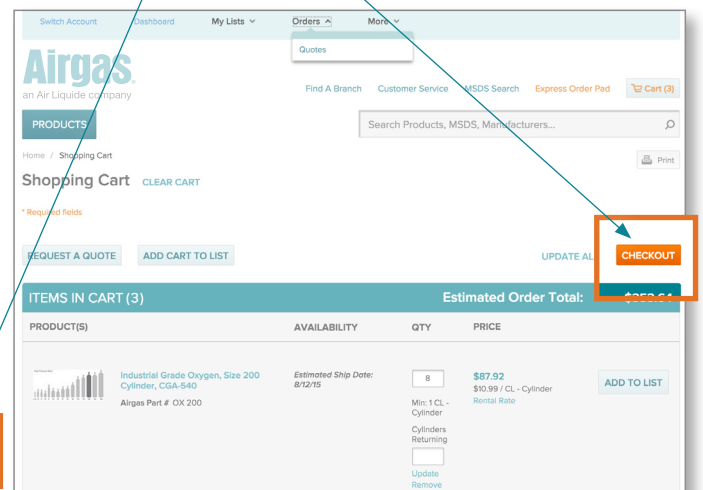
Step 3

Select the **items** you would like to order and specify their **quantities**.



Step 4

Click **CART** and **CHECKOUT**.

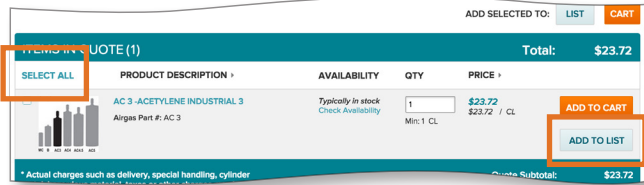


HOW TO

Create a list:

You can create a list of frequently purchased items to make ordering quick and easy.

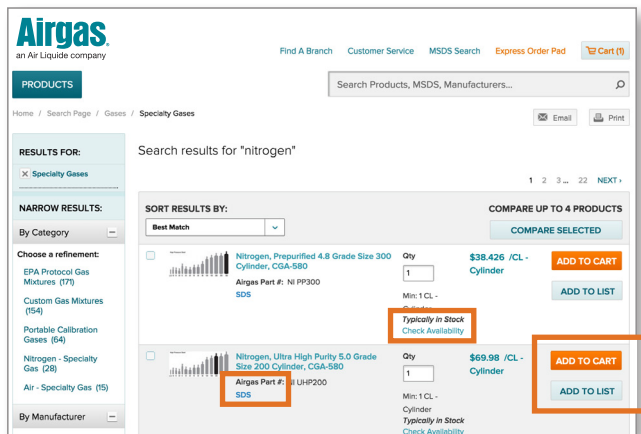
- Add products to your list from any product detail page, quote, search results or shopping cart by clicking **ADD TO LIST**
- You can add items to an existing list or create a new one.
- You can add multiple products at once by checking multiple items or by clicking **SELECT ALL**.



Search for items:

Search for products by name, manufacturer or part number.

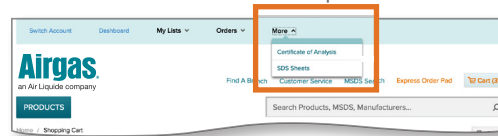
- You can narrow your search by using the refinements area to the left.
- Compare up to four products at a time.
- From your search results, you can also **Check Availability**, **ADD TO LIST**, **ADD TO CART** or Find **SDS**.



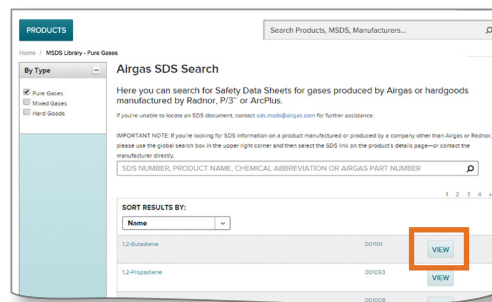
Find SDS Sheets/Certificate of Analysis:

SDS Sheets:

- Select the **More** tab. **SDS Sheets** and **Certificate of Analysis** can both be found in the dropdown menu.



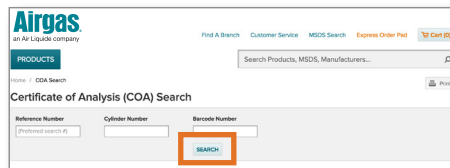
- From the SDS Search page, you can search for Pure Gases, Mixed Gases and Hard Goods.
- Search by SDS number, Product Name, Chemical Abbreviation or Airgas part number. Click on **VIEW** to open a PDF which you can save or print.
- SDS sheets are also available on the product detail page.



Certificate of Analysis (COA):

COA are available for specialty gases. A search can be done by entering one of the following items:

- Reference number, cylinder number or barcode number. You can find these on each specialty gas cylinder.

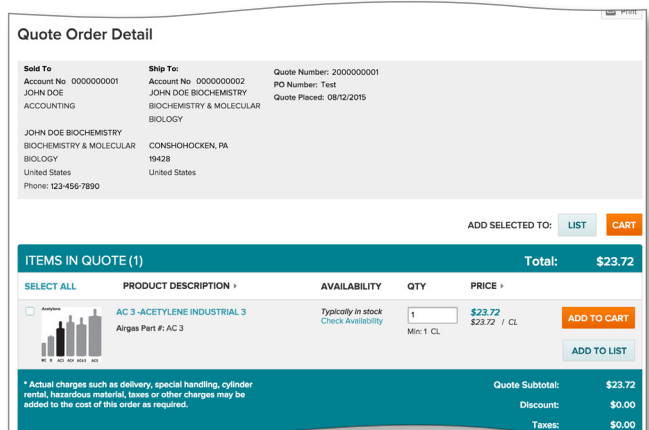
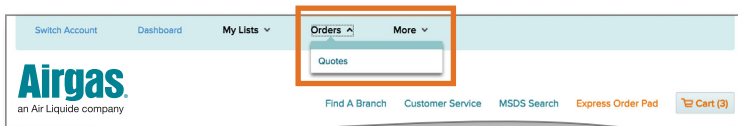


- Click on **SEARCH**. From your search results, open a PDF which you can then save or print.

Use Quotes:

Quotes are located in the **Orders** tab.

- The **Quotes** page will list all active online quotes associated with your account.
- The Quote Order Detail page will list important pricing information pertaining to the items you requested and give you an accurate estimate of how much your final order will cost.
- From the quote page, you can place items in your cart to order and add items to your lists.



Navigating the New Airgas Punchout Site - Personalized

Airgas

Table of Contents

1. GETTING STARTED.....	3
1.1 LOGGING IN.....	3
1.2 MAIN NAVIGATION MENU.....	3
1.3 ACCOUNT DASHBOARD PAGE.....	4
1.4 SWITCH ACCOUNTS PAGE.....	4
1.5 MY LISTS PAGE.....	5
1.6 ORDER HISTORY.....	5
1.7 FREQUENTLY PURCHASED ITEMS.....	6
1.8 QUOTES PAGE.....	6
1.9 INDIVIDUAL QUOTE PAGE.....	7
1.10 INVOICE HISTORY PAGE.....	7
1.11 INVOICE DETAIL PAGE.....	8
1.12 CERTIFICATE OF ANALYSIS (COA) PAGE.....	8
1.13 CYLINDER BALANCE PAGE.....	8
1.14 MSDS SHEETS PAGE.....	9
1.15 SUB-NAVIGATION.....	9
1.16 FIND A BRANCH.....	9
1.17 CUSTOMER SERVICE.....	10
1.18 EXPRESS ORDER PAD.....	10
1.19 SHOPPING CART.....	11
1.20 SEARCH RESULTS.....	11
1.21 PRODUCTS.....	12
1.22 CATEGORY PAGE.....	12
1.23 CATEGORY LIST PAGE.....	13
1.24 THE HOMEPAGE.....	13

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

Go to your eProcurement system. You will login the sameway you have done in the past with your User ID and password that was provided together with you Airgas Punchout User's Documentation.

1.2 Main Navigation Menu

The *Main Navigation* menu contains links to several pages. Some of these links are within the "My Lists", "Orders", "Invoices", and "More" drop down menus:

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 > Order History a link to view your past orders.

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

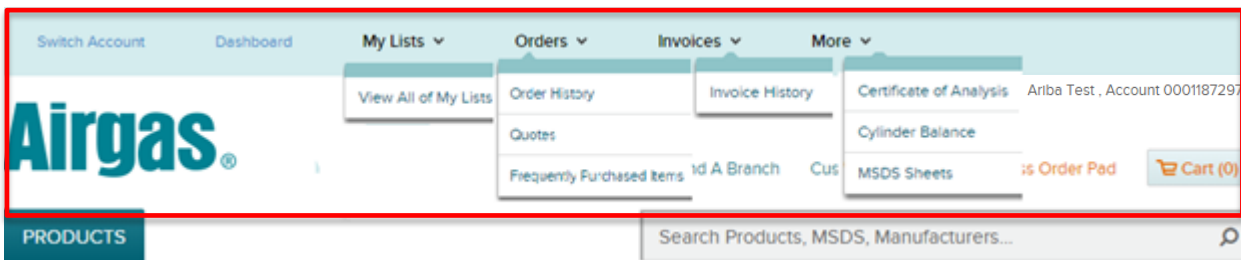
Orders > Frequently Purchased Items a link to view items that you regularly purchase.

Invoices > Invoice History a link to view your invoices.

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

More > Cylinder Balance a link to a library of all gases

More > MSDS Sheets a link to a library of all gases



1.3 Account Dashboard Page

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

The *Account Dashboard* 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.

The screenshot shows the Airgas Account Dashboard. At the top, there is a navigation bar with links for 'Switch Account', 'Dashboard', 'My Lists', 'Orders', 'Invoices', and 'More'. The Airgas logo is prominently displayed. Below the logo, there is a search bar for products, MSDS, and manufacturers. The main content area is titled 'Account Dashboard' and includes sections for 'Customer Contact Information', 'Airgas Contact Information', and 'Related Files links'. Below these are sections for 'CYLINDERS IN POSSESSION', 'FREQUENT PURCHASES', 'RECENT INVOICES', 'LISTS', and 'ORDER HISTORY', each with a 'VIEW ALL' link and a status indicator.

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.

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

The screenshot shows the 'Switch Account' page. At the top, there is a navigation bar with a 'Switch Account' link highlighted. Below the navigation bar is the Airgas logo and a search bar. The main content area is titled 'Switch Account' and includes a search box for accounts. Below the search box is a table of accounts with columns for 'ACCOUNT', 'LOCATION', 'STREET1', 'STREET2', 'CITY', 'STATE', 'ZIP', and 'PREFERRED (DEFAULT)'. The table contains two rows of account information. The second row has a radio button selected under the 'PREFERRED (DEFAULT)' column. Arrows point to the search box and the selected radio button.

ACCOUNT	LOCATION	STREET1	STREET2	CITY	STATE	ZIP	PREFERRED (DEFAULT)
0001332999	Testing The Location Name Field	116 S MAIN ST		ENTERPRISE	Alabama	36330-2532	<input type="radio"/>
0001187297	Ariba ID 26	128 WHARTON RD		BRISTOL	Pennsylvania	19007-1622	<input checked="" type="radio"/>

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.

Delete List

Add List to Cart

1.6 Order History

The *Order History* page holds the records of your past orders.

You can search orders on the “ORDERS” tab by PO number or order number and further filter the search by date range and/or region.

1.7 Frequently Purchased Items

The *Frequently Purchased Items* page contains a list of items that are frequently purchased.

Add to Cart this button is located to the right of each item. By clicking it the item will be added to your cart

Add Selected To: **List / Cart** you can check multiple items and then click the “LIST” or “CART” button to add the products to either a list or to your cart.

1.8 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.

Order Number (link to quote)

1.9 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

Switch Account Dashboard My Lists Orders Invoices More

Airgas® Arriba Test, Account 0001187297

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

Search Products, MSDS, Manufacturers...

Home / Manage Quote / Quote Detail Print

Quote Order Detail

Sold To Account No 0001187297 ABC CONSTRUCTION "DO NOT SHIP" BRISTOL, PA 19007-1622 United States	Ship To: Account No 0001187297 AIRGAS I.T. TESTING ACCOUNT "DO NOT SHIP" BRISTOL, PA 19007-1622 United States	Quote Number: 2001794409 PO Number: Quote Placed: 06/16/2015
--	---	--

ADD SELECTED TO: LIST CART

ITEMS IN QUOTE (1)					Total:	\$62.41
SELECT ALL	PRODUCT DESCRIPTION	AVAILABILITY	QTY	PRICE		
<input type="checkbox"/> Medical	OX USPE -OXYGEN USP MEDICAL PURE E CGA 870 Airgas Part #: OX USPE	Typically in stock Check Availability	1 Min: 1 CL	\$22.40 \$22.40 / CL	<input type="button" value="ADD TO CART"/> <input type="button" value="ADD TO LIST"/>	
	Delivery Flat Fee			\$20.00		
	Fuel Surcharge Flat			\$18.00		
	Airgas Hazmat Charge			\$2.01		
* Actual charges such as delivery, special handling, cylinder rental, hazardous material, taxes or other charges may be added to the cost of this order as required.					Quote Subtotal:	\$62.41
					Discount:	\$0.00
					Taxes:	\$0.00

1.10 Invoice History Page

The *Invoice History Page* displays all of your invoices.

You can click on any invoices displayed on this page to view its details.

Switch Account Dashboard My Lists Orders Invoices More

Airgas® Arriba Test, Account 0001187297

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

Search Products, MSDS, Manufacturers...

Home / Invoice History Print

Payments Due

INVOICE HISTORY

Search & Filter Invoice History

Select

Search Date Range (Maximum search period is one year)
 From 01/11/2015 To 02/10/2015 South

FILE	INVOICE NO.	CUSTOMER PO	POD	AGE(MO)	AMOUNT	INVOICE DATE
	9015812126		CHECK FOR POD	0	\$138.88	2015-02-10

1.11 Invoice Detail Page

The *Invoice Detail Page* contains details about an individual invoice such as Sold-To account information, Ship-To account information, PO number, proof of delivery, Order #, date created, total balance, etc.

Switch Account Dashboard My Lists Orders Invoices More

Airgas®

Arriba Test, Account 0001187297

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

Search Products, MSDS, Manufacturers...

Home / Invoice History / View Invoice Print

Invoice Detail

Sold To:
Account No:0001808173
Testing Account
PO Testing Box
WINCHESTER, KY
40392-0707
United States

Ship To:
Testing Account: DALE
POWER STATION-SAFETY
ONLY
2225 Testing Dr
WINCHESTER, KY
40391-9228
United States

Invoice #: 9015812166
PO #: Testing127
Proof of Delivery: CHECK FOR ROD
Order #: 1014521448
Payment Term: 2% 10 NET 30
Date Created: 01/27/2015

INVOICE: 9015812166

PRODUCT DESCRIPTION	QUANTITIES	PRICE
RAD64056508 -GLOVE LG 13 GA NYLN SMLS KNT BLK LTX Airgas Part Number RAD64056508	5	\$7.40 \$1.48 / PR
		Subtotal: \$7.40
		Discount: \$0.00
		Shipping: \$0.00
		Tax: \$0.00
		Total Balance: \$7.40

1.12 Certificate of Analysis (COA) Page

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

Switch Account Dashboard My Lists Orders More

Airgas®

Arriba Test, Account 0001187297

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

Search Products, MSDS, Manufacturers...

Home / COA Search Print

Certificate of Analysis (COA) Search

Reference Number (Preferred search #) Cylinder Number Barcode Number

SEARCH

1.13 Cylinder Balance Page

The *Cylinder Balance Page* you can view the status of cylinders that have been shipped to you, cylinders you are using and cylinders that you have returned.

Switch Account Dashboard My Lists Orders Invoices More

Airgas®

Arriba Test, Account 0001187297

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

Search Products, MSDS, Manufacturers...

Home / Cylinder Balance Print

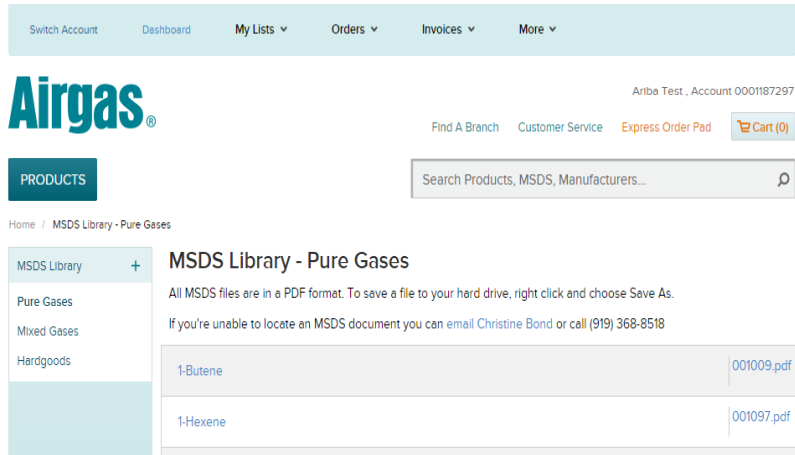
Cylinder Balance

Account No: 0001187297
Customer Name: AIRGAS I.T. TESTING ACCOUNT
Address: 128 WHARTON RD. BRISTOL, PA 19007-1622

SIZE/TYPE	DESCRIPTION	BEGINNING BAL	SHIPPED	RETURNED	ADJUSTMENTS	CURRENT BAL
+ RRCYLIG	Rent Cylinder Industrial Large	1	0	0	0	1
+ RRCYLSLG	Rent Cylinder Specialty Large	1	0	0	0	1

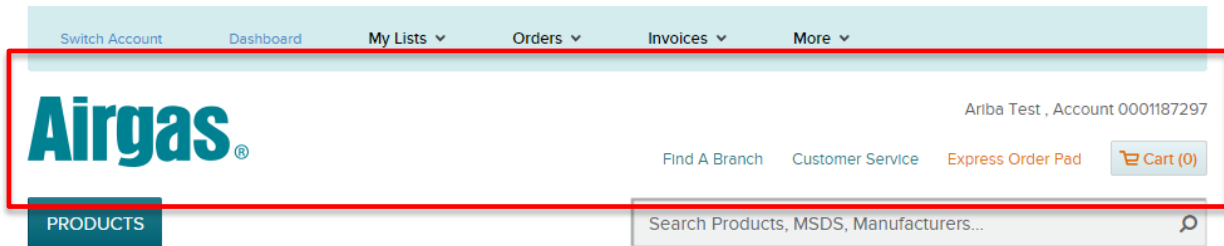
1.14 MSDS Sheets Page

This is a library of all *Material Safety Data Sheets*. Simply click on the link for detailed information.



1.15 Sub-Navigation

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

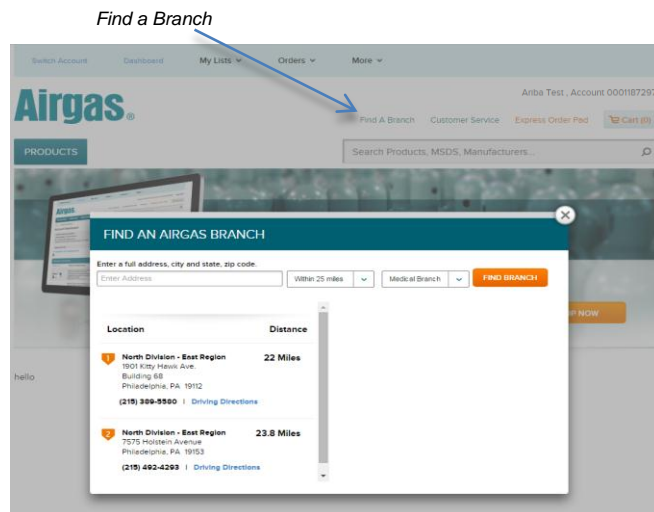


1.16 Find a Branch

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

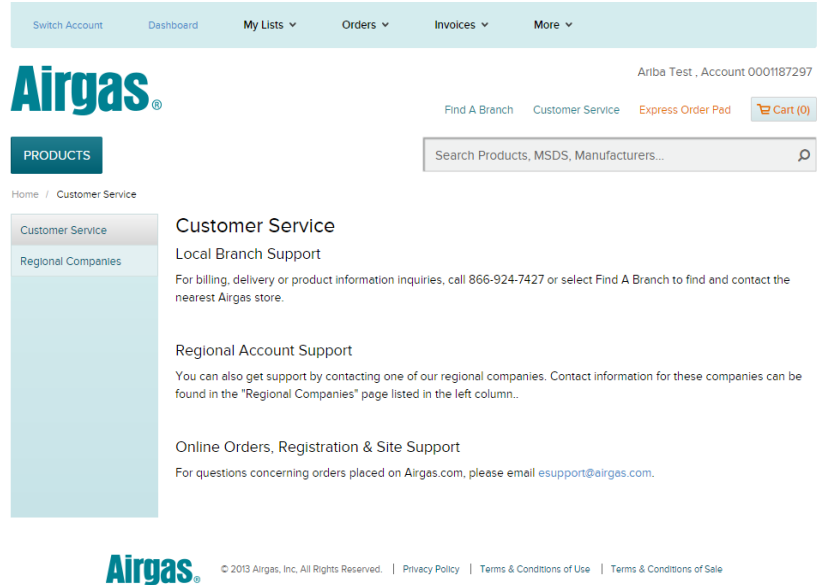
- Address
- Distance
- Type of branch

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



1.17 Customer Service

Click customer service for assistance with your shopping needs.



1.18 Express Order Pad

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

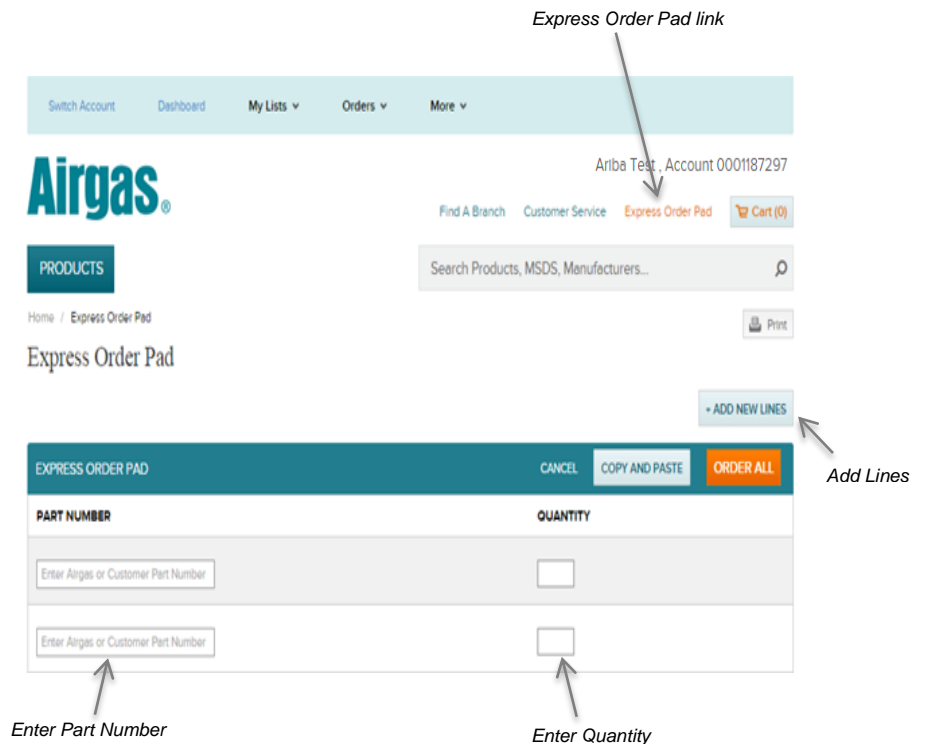
Part Number Enter the part number of the desired item in the designated column.

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 you Cart.

Add New Lines Allows you to add additional lines to the express order pad.



1.19 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 carts 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.

The screenshot shows the Airgas Shopping Cart interface. At the top, there are navigation links: Switch Account, Dashboard, My Lists, Orders, and More. The Airgas logo is prominent. Below the logo, there are buttons for 'REQUEST A QUOTE' and 'ADD CART TO LIST'. The main section is titled 'ITEMS IN CART (2)' and contains a table with columns for 'PRODUCT(S)', 'AVAILABILITY', 'QTY', and 'PRICE'. The table lists items like 'Industrial Oxygen, Size 10 Cylinder, CGA-540' and '3M Standard N95 8210 Disposable Particulate Respirator'. At the bottom, there is a summary section with 'Cart Subtotal: \$38.18', 'Taxes: \$2.30', and 'Estimated Order Total: \$40.48'. Callouts with arrows point to various elements: 'Clear Cart' points to the 'CLEAR CART' link; 'Request a Quote' points to the 'REQUEST A QUOTE' button; 'Add Cart to List' points to the 'ADD CART TO LIST' button; 'Update All' points to the 'UPDATE ALL' button; and 'Link to Cart' points to the 'Cart (2)' icon in the top right.

1.20 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.

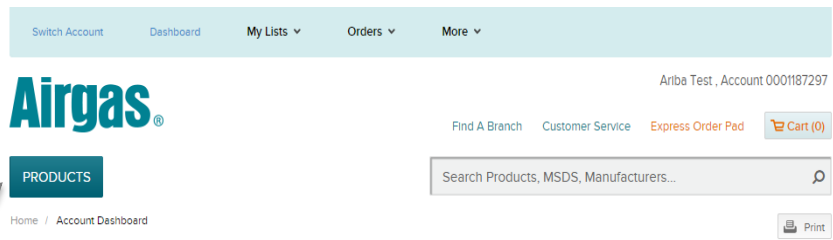
Sort Result By search results can be sorted by best match, price, or manufacturer.

The screenshot shows the Airgas Search Results page for the search term "shirt". The page features a navigation bar at the top with links for Switch Account, Dashboard, My Lists, Orders, and More. The Airgas logo is displayed. Below the logo, there are buttons for 'REQUEST A QUOTE' and 'ADD CART TO LIST'. The main section is titled 'Search results for "shirt"' and contains a table with columns for 'Manufacturer A-Z', 'Web Price (Low to High)', 'Web Price (High to Low)', 'Qty', 'Price', and 'ADD TO CART'. The table lists items like 'All White 27 3/4" Safespec™ Tyvek® Disposable Shirt With Closure, Collar, Open Wrist Sleeves (50 Per Case)' and 'DuPont™ 6X White 47 1/2" Safespec™ 2.0 5.7 mil Tyvek® Disposable Shirt With 5 Snap Front Closure, Collar, Open Wrist And Long Sleeves (50 Per Case)'. Callouts with arrows point to various elements: 'Sort Results' points to the 'SORT RESULTS BY:' dropdown menu; 'Compare Selected' points to the 'COMPARE SELECTED' button.

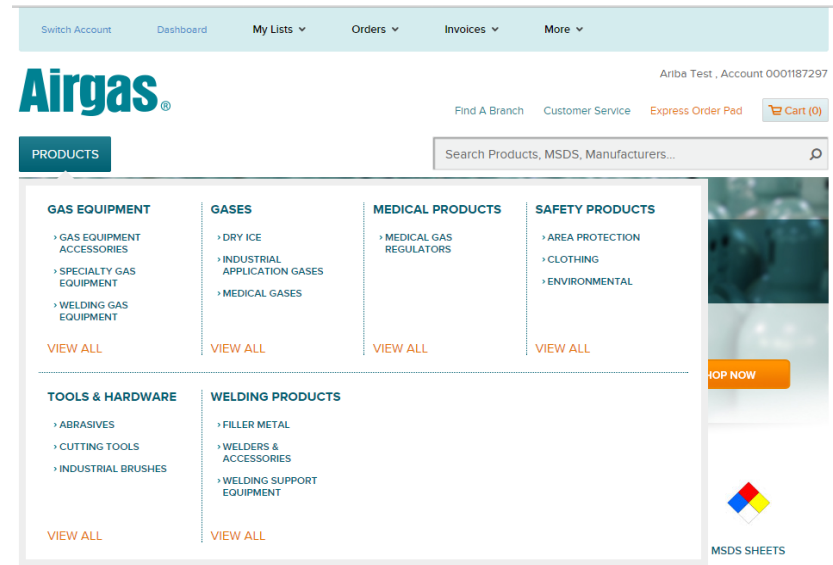
1.21 Products

Click on the "PRODUCTS" button to take you to the Category Page.

"Products" button



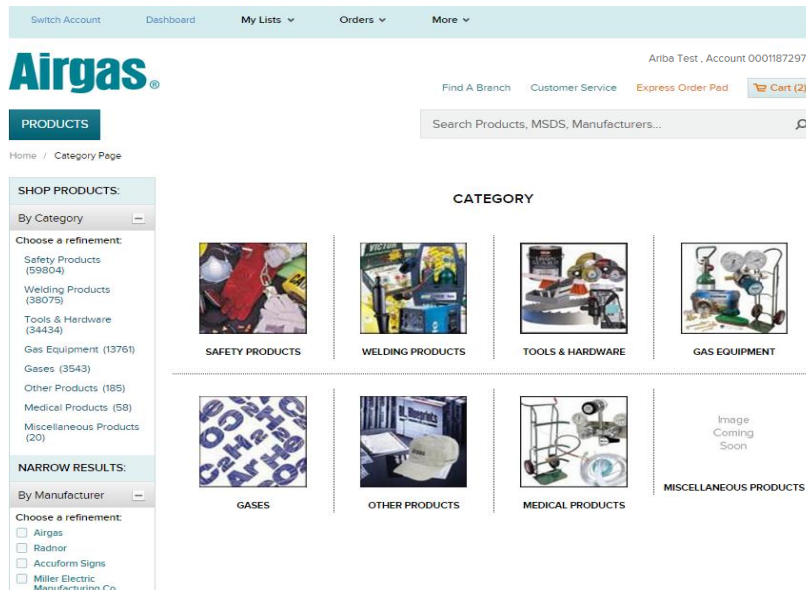
Or Mouse over of the Products button to view the list of Product Categories you can select from.



1.22 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.



1.23 Category List Page

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

The screenshot shows the 'Welding Products' category page. At the top, there is a navigation bar with 'Switch Account', 'Dashboard', 'My Lists', 'Orders', and 'More'. The Airgas logo is prominently displayed. Below the logo, there are links for 'Find A Branch', 'Customer Service', 'Express Order Pad', and a 'Cart (0)' icon. A search bar is located below these links. The main content area is titled 'WELDING PRODUCTS' and features three sub-category images: 'FILLER METAL', 'WELDERS & ACCESSORIES', and 'WELDING SUPPORT EQUIPMENT'. On the left side, there is a sidebar with 'RESULTS FOR: X Welding Products' and 'NARROW RESULTS: By Category'. Below this, there are 'Choose a refinement' sections for 'By Category' (Filler Metal, Welders & Accessories, Welding Support Equipment) and 'By Manufacturer' (Airgas, Radnor, Miller Electric Manufacturing Co, Lincoln Electric Co, Abicor Binzel Corporation, ESAB, Hypertherm). The main product list is titled 'SORT RESULTS BY: Web Price (Low to High)' and shows two items: 'Radnor® #8 X 5/16" Pan Head Screw' and 'Radnor® 3/32" X 7/8" Roll Pin'. Each item has a quantity selector, price, and 'ADD TO CART' and 'ADD TO LIST' buttons. A 'COMPARE UP TO 4 PRODUCTS' button is also visible.

1.24 The Homepage

Though you will not land on the *Homepage* when you initially log in, it offers navigation options to anywhere on the site. If you find yourself stuck on a feature you can always go back to the homepage to view your full slate of options.

The screenshot shows the Airgas eMarket homepage. At the top, there is a navigation bar with 'Switch Account', 'Dashboard', 'My Lists', 'Orders', 'Invoices', and 'More'. The Airgas logo is prominently displayed. Below the logo, there are links for 'Find A Branch', 'Customer Service', 'Express Order Pad', and a 'Cart (0)' icon. A search bar is located below these links. The main content area features a large banner with the text 'WHATEVER YOU NEED FOR WHATEVER YOU DO' and three bullet points: 'Industrial, Medical & Speciality Gases', 'Welding Equipment, Tools & Accessories', and 'Safety Products'. A 'SHOP NOW' button is located at the bottom right of the banner. Below the banner, there are five navigation icons: 'SHOP PRODUCTS', 'PAY INVOICES', 'EXPRESS ORDER PAD', 'MANAGE LISTS', and 'MSDS SHEETS'.

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.