

# Caltech

## HOW TO ORDER COMPRESSED GAS THROUGH THE AIRGAS PUNCH-OUT IN TECHMART

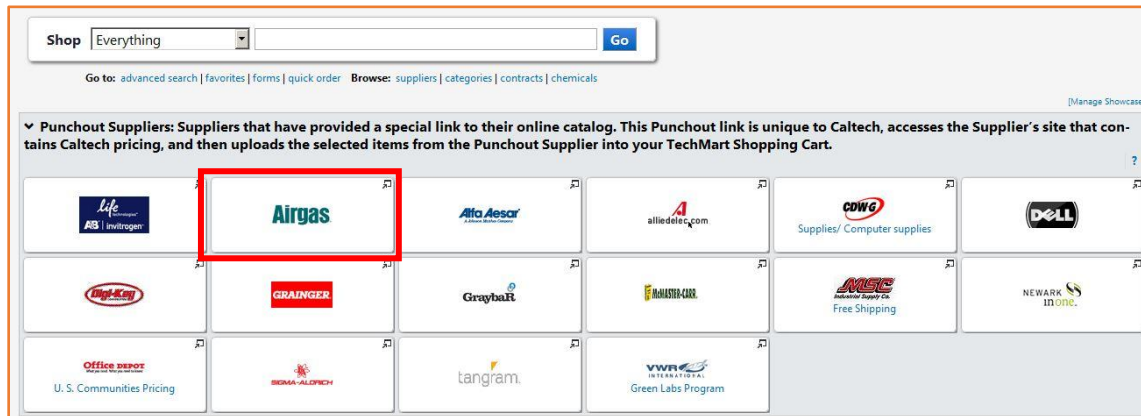
### → STEP 1

Log into TechMart via [access.caltech.edu](http://access.caltech.edu) with your Caltech credentials.

**Note:** If you are not currently set up as a Requisitioner in TechMart, please click [here](#) and fill out the TechMart Access Request form. For TechMart training, please email [techmarthelp@caltech.edu](mailto:techmarthelp@caltech.edu).

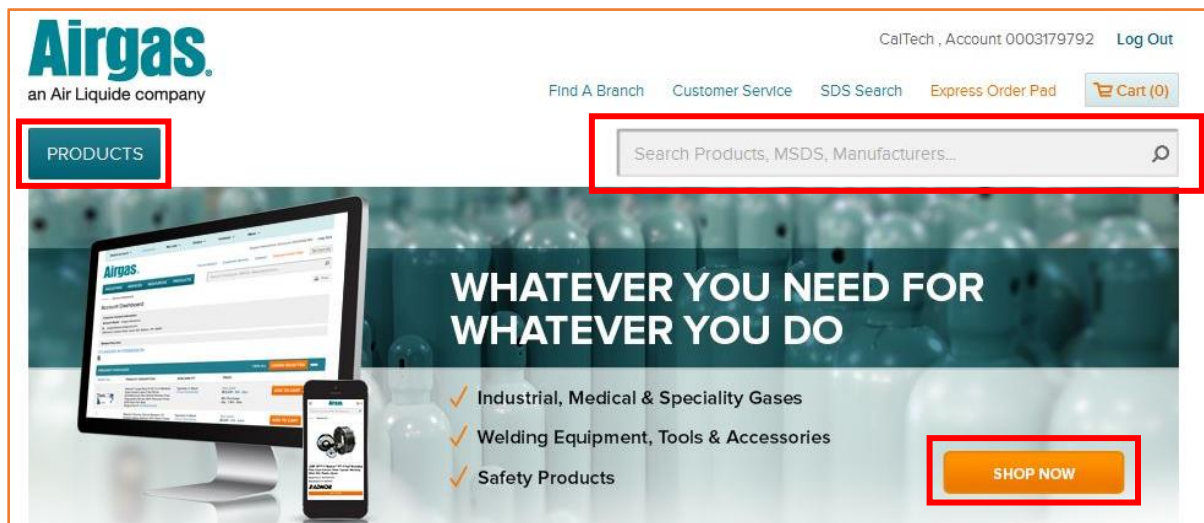
### → STEP 2

Click on the Airgas punch-out tile.



### → STEP 3

In the Airgas punch-out, 1) click the **PRODUCTS** button, 2) enter a product name or part number in the search field, or 3) click the **SHOP NOW** button to locate your product.



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### → STEP 4

Once the product is identified, enter the quantity in the **Qty** field and click **ADD TO CART**.

**Note: Negotiated pricing (see attachment) is automatically reflected in the punch-out. A fee will be charged if Airgas has to use a common carrier to make holiday, weekend, and/or emergency deliveries. For specialty gas pricing, please call the Airgas Contact listed on page 7.**

The screenshot shows a product selection interface with the following elements:

- Sort Results By:** Web Price (High to Low)
- Compare Up to 4 Products:** COMPARE SELECTED
- Product 1:** Helium, Ultra High Purity 5.0 Grade, Size 150A Aluminum Cylinder, CGA-580. Price: \$167.50 /CL. Qty: 1. **ADD TO CART** button is highlighted with a red box.
- Product 2:** Helium, Research 6.0 Grade, Size 300 Cylinder, CGA-580 With Stainless Steel Valve. Price: \$2,707.66 /CL. Qty: 1. **ADD TO CART** button is highlighted with a red box.

### → STEP 5

From the pop-up window, click 1) **CONTINUE SHOPPING** or 2) **GO TO CART**.

The screenshot shows a pop-up window titled "ADDED TO YOUR SHOPPING CART" with the following details:

- Product:** Helium, Ultra High Purity 5.0 Grade, Size 150A Aluminum Cylinder, CGA-580. Price: \$167.50.
- Qty:** 1
- Package Size:** Cylinder
- Price:** \$167.50 / Cylinder
- Buttons:** CONTINUE SHOPPING and GO TO CART are highlighted with a red box.

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### → STEP 6

After clicking **GO TO CART**, review the Shopping Cart and click **CHECKOUT**. You will be directed back to the TechMart Shopping Cart.

**Airgas**  
an Air Liquide company

CalTech, Account 0003179792 Log Out


Find A Branch Customer Service SDS Search Express Order Pad **Cart (1)**

Search Products, MSDS, Manufacturers...

Home / Shopping Cart **Shopping Cart** CLEAR CART

\* Required fields

REQUEST A QUOTE ADD CART TO LIST UPDATE ALL **CHECKOUT**

PRODUCT(S)	AVAILABILITY	QTY	PRICE
 Helium, Ultra High Purity 5.0 Grade, Size 150A Aluminum Cylinder, CGA-580 Airgas Part # HE UHP15A	Estimated Ship Date: 8/17/16	1 Update Remove	\$167.50 \$167.50 / Cylinder Rental Rate

Cart Subtotal: \$167.50  
Taxes: \$19.08  
Estimated Order Total: \$186.58

REQUEST A QUOTE ADD CART TO LIST UPDATE ALL **CHECKOUT**

### → STEP 7

Back in the TechMart Shopping Cart, click **PROCEED TO CHECKOUT**.

**TechMart** Cynthia Rowand 167.50 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 1641031 - Draft Requisition

**Shopping Cart** for Cynthia Rowand **Continue Shopping** 1 Item(s) for a total of **167.50 USD**

Name this cart: 2016-08-17.crowand.01 **Proceed to Checkout**

Have you made changes? Update Help Empty cart Perform an action on 0 items selected... Select All

**Airgas** Airgas, Inc. more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
The following lines cannot be modified, please click link for details. What does this mean?

Line(s): 1

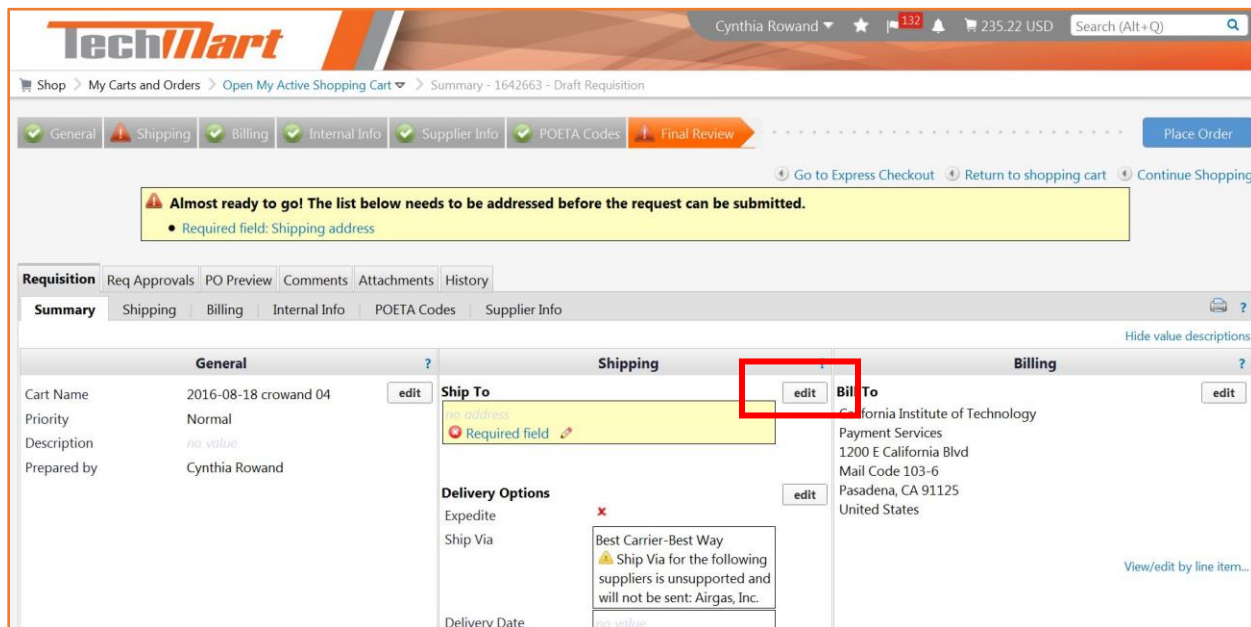
Product Description	Unit Price	Quantity	Total
Item added on Aug 17, 2016 <b>Helium, Ultra High Purity 5.0 Grade, Size 150A Aluminum Cylinder, CGA-580</b> Part Number HE UHP15A	167.50 USD CYL	1	167.50 USD

Add to Favorites Remove More Actions

## HOW TO ORDER COMPRESSED GAS THROUGH THE AIRGAS PUNCH-OUT IN TECHMART

### → STEP 8

From the Advance Checkout screen, click the **EDIT** button in the Shipping section of the Requisition to add a Ship To location.



### → STEP 9

In the new window, scroll down to **Or select a new address...** and enter in the word **CYLINDERS** in the **Nickname / Address Text** field and click the **SEARCH** button. Click **USE** next to the **CYLINDERS** Ship To location that appears.

**IMPORTANT:** All Airgas punch-out orders must use the Ship To location **CYLINDERS**. Requisitions not using **CYLINDERS** will be stopped in Purchasing Services, reviewed, and sent back which may delay the order.



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### Or select a new address...

You can search by address nickname or use the address text field to search for any part of the address (e.g. street, building name, city).

Nickname / Address

Text

Results Per Page

Addresses Found: 1

Page 1 of 1

**CYLINDERS**

[Lab:]

[Bldg:]

[Rm:]

[Contact Name:]

**391 S Holliston Ave**

**Pasadena, CA 91106-3410**

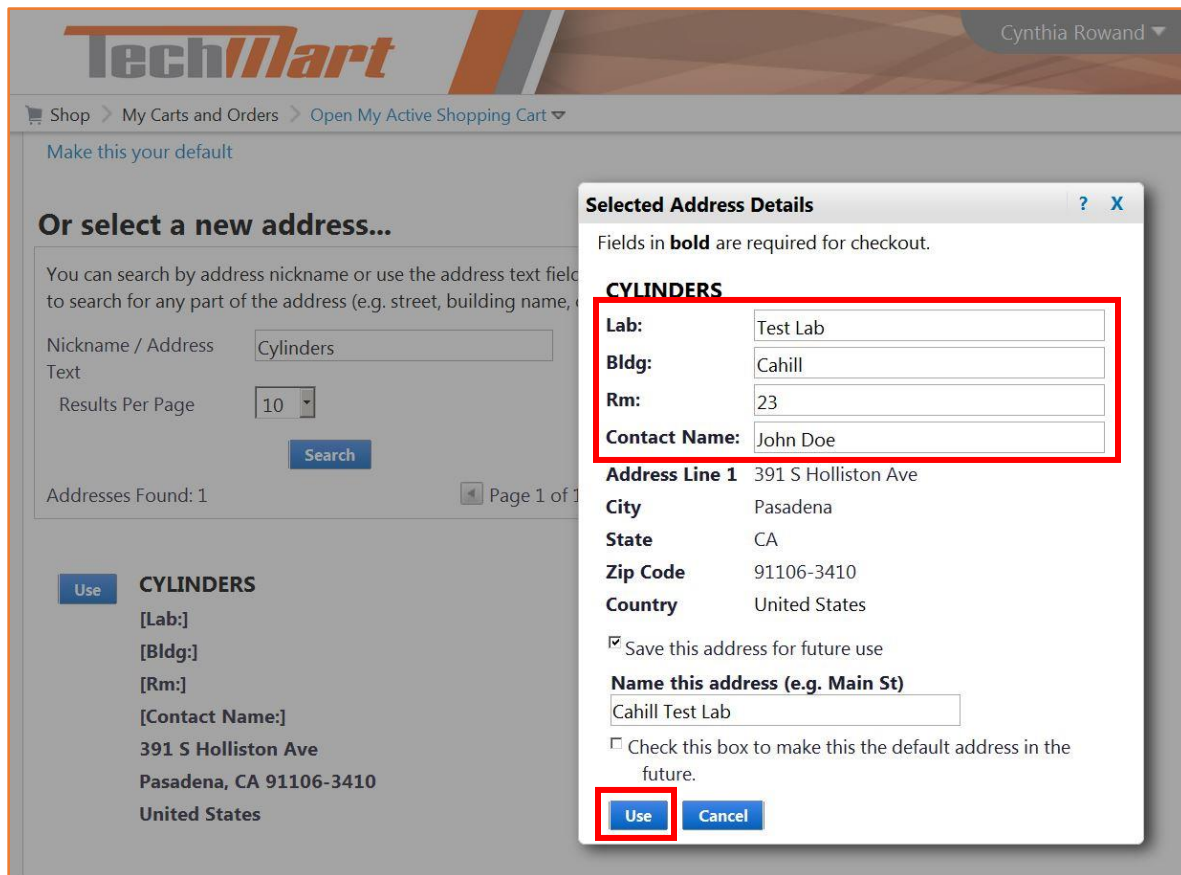
**United States**

### → STEP 10

In the pop-up window, enter the **Lab** name, **Bldg** (Building) name, **Rm** (Room) number, and **Contact Name** in the designated fields. Click **USE**.

**Note:** Users may check off, "Save this address for future use," but we do not recommend checking off, "Check this box to make this the default address in the future." Making this Ship To a default may cause non-Airgas Requisitions with Ship To CYLINDERS to be stopped in Purchasing Services, reviewed, and sent back which may delay the order.

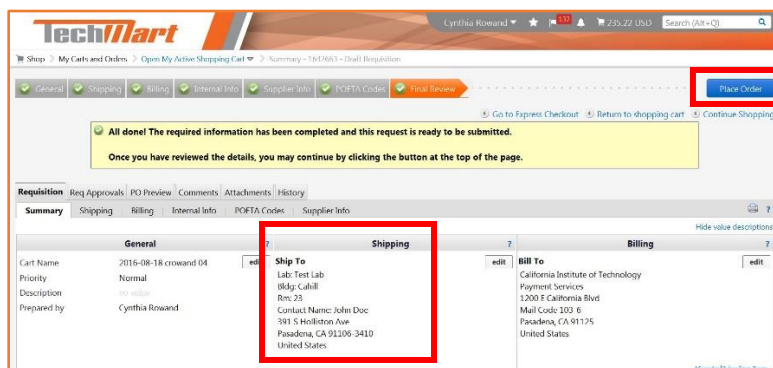
## HOW TO ORDER COMPRESSED GAS THROUGH THE AIRGAS PUNCH-OUT IN TECHMART



### → STEP 11

Verify the **Ship To** information is correct. Complete the remainder of the TechMart Requisition as normal and click **PLACE ORDER** to complete the order.

**Note: A Purchase Order will automatically generate and be sent to Airgas, Inc. No further action required.**



# Caltech

## HOW TO ORDER COMPRESSED GAS THROUGH THE AIRGAS PUNCH-OUT IN TECHMART

### → AIRGAS CONTACT

Mike Martinez

[mike.martinez@airgas.com](mailto:mike.martinez@airgas.com)

(818) 253-7484 or (800) 931-4327

### → QUESTIONS?



**Procurement Services Hotline** – (626) 395-8900



**TechMart Support** – [techmarthelp@caltech.edu](mailto:techmarthelp@caltech.edu)

<b>Airgas</b>	<b>RESEARCH LAB GASES</b>				
<b>Material</b>	<b>Airgas Description</b>	<b>Price</b>	<b>Unit</b>	<b>Volume</b>	<b>Unit</b>
AC 3	ACETYLENE INDUSTRIAL 3	\$ 22.04	cyl	65	cft
AC B	ACETYLENE IND B CGA 520	\$ 14.92	cyl	35	cft
AC MC	ACETYLENE IND MC CGA 200	\$ 10.40	cyl	8	cft
AC 4	ACETYLENE IND #4 CGA 510	\$ 25.44	hh	132	cft
AI 200	AIR INDUSTRIAL 200 CGA 590	\$ 33.72	cyl	236	cft
AI USP200	AIR USP 200 CGA 346	\$ 13.72	cyl	236	cft
AI USP20	AIR USP 20 CGA 346	\$ 5.42	cyl	18	cft
AI Z200	AIR ZERO 200 CGA 590	\$ 83.73	cyl	236	cft
AI Z300	AIR ZERO 300 CGA 590	\$ 110.69	cyl	312	cft
AI UZ300	AIR UZ 300 CGA 590	\$ 138.37	cyl	312	cft
AI UZ200	AIR UZ 200 CGA 590	\$ 104.66	cyl	236	cft
AI B200	AIR BREATHING 200 CGA 346	\$ 23.72	cyl	236	cft
AR 160LT230	ARGON IND LIQ 160LT 230PSI	\$ 329.91	cyl	4558	cft
AR 160LT22	ARGON IND LIQ 160LT 22PSI	\$ 319.92	cyl	4420	cft
AR 200	ARGON INDUSTRIAL 200 CGA 580	\$ 18.10	cyl	250	cft
AR 300	ARGON INDUSTRIAL 300 CGA 580	\$ 24.32	cyl	336	cft
AR 3K	ARGON IND 3K-3000 PSI CGA 680	\$ 65.83	cyl	382	cft
AR UHP3K	ARGON UHP 3K	\$ 90.15	cyl	382	cft
AR UHP200	ARGON UHP GR 5.0 SIZE 200	\$ 54.18	cyl	250	cft
AR R200	ARGON RESEARCH 200 CGA 580	\$ 225.00	cyl	250	cft
AR CD2580	INM 25 % CD/AR 80	\$ 26.86	cyl	89	cft
EY R80	ETHYLENE RESEARCH GR 4.5 SIZE 80	\$ 636.00	cyl	11	lbs
EY CP300	ETHYLENE CP GRADE SZ 300	\$ 298.41	cyl	37	lbs
ME CP200	METHANE CP GRADE SIZE 200	\$ 208.89	cyl	262	cft
ME R200	METHANE RESEARCH GRADE SIZE 200	\$ 436.00	cyl	262	cft
ME UHP200	METHANE UHP GRADE SIZE 200	\$ 188.50	cyl	262	cft
CD FG20	CARBON DIOXIDE FG/IND 20LB	\$ 4.80	cyl	20	lbs
CD 50	CARBON DIOXIDE IND 200 CGA 320 50 lbs	\$ 9.53	cyl	50	lbs
CD 50S	CARBON DIOXIDE IND 50 POUND CGA 320 50 lbs	\$ 9.53	cyl	50	lbs
CD I200	CARBON DIOXIDE INST 200 CGA 320 60 lbs	\$ 56.64	cyl	60	lbs
CD I200S	CARBON DIOXIDE INST 200 CGA 320 60 lbs	\$ 56.64	cyl	60	lbs
PP PLP7	PROPYLENE POLYMER LP7	\$ 162.50	cyl	25	lbs
PP 25	PROPYLENE 25LBS	\$ 26.63	cyl	25	lbs
HE 60	HELIUM INDUSTRIAL 60 CGA 580	\$ 16.07	cyl	50	cft
HE 80A	HELIUM INDUSTRIAL 80A CGA 580	\$ 25.38	cyl	79	cft
HE 200	HELIUM INDUSTRIAL 200 CGA 580	\$ 70.36	cyl	219	cft
HE UHP80	HELIUM UHP 80 CGA 580	\$ 46.24	cyl	75	cft
HE UHP6K	HELIUM UHP SIZE 6K	\$ 146.80	cyl	512	cft
HE UHP200	HELIUM UHP 200	\$ 103.82	cyl	219	cft
HE UHP300	HELIUM UHP 300 CGA 580	\$ 134.11	cyl	291	cft
HE BL200	HELIUM BALLOON 200 CGA 580	\$ 70.37	cyl	219	cft
HY 200	HYDROGEN INDUSTRIAL SIZE 200	\$ 18.71	cyl	197	cft



<b>Airgas</b>	<b>RESEARCH LAB GASES</b>				
<b>Material</b>	<b>Airgas Description</b>	<b>Price</b>	<b>Unit</b>	<b>Volume</b>	<b>Unit</b>
HY UHP200	HYDROGEN UHP 200 CGA 350	\$ 44.50	cyl	197	cft
HY UHP300	HYDROGEN UHP GR 5 SIZE 300	\$ 58.96	cyl	261	cft
HY Z200	HYDROGEN ZERO 200 CGA 350	\$ 75.44	cyl	197	cft
NI 20	NITROGEN INDUSTRIAL 20 CGA 580	\$ 4.80	cyl	18	cft
NI 200	NITROGEN INDUSTRIAL 200 CGA 580	\$ 9.20	cyl	230	cft
NI 3KC	NITROGEN IND 3K-3000 PSI CGA 680 C/O	\$ 16.86	cyl	335	cft
NI UHP150	NITROGEN UHP 150 CGA 580	\$ 13.54	cyl	143	cft
NI UHP200	NITROGEN UHP 200 CGA 580	\$ 25.78	cyl	230	cft
NI UHP300	NITROGEN UHP 300 CGA 580	\$ 34.07	cyl	304	cft
NI PP200	NITROGEN PP GR 4.8 SIZE 200	\$ 21.78	cyl	230	cft
OX 80C	OXYGEN INDUSTRIAL 80 CGA 540 C/O	\$ 8.50	cyl	85	cft
OX 20C	OXYGEN INDUSTRIAL 20 CGA 540 C/O	\$ 4.90	cyl	19	cft
OX 200	OXYGEN INDUSTRIAL 200 CGA 540	\$ 25.10	cyl	251	cft
OX USP200	OXYGEN USP MEDICAL PURE 200 CGA 540	\$ 25.10	cyl	251	cft
OX USPE	OXYGEN USP MEDICAL PURE E CGA 870	\$ 4.40	cyl	25	cft
OX UHP200	OXYGEN UHP SIZE 200	\$ 97.33	cyl	251	cft
OX UHP300	OXYGEN UHP 300 CGA 540	\$ 130.68	cyl	337	cft
OX UPC200	OXYGEN UPC SIZE 200	\$ 97.33	cyl	251	cft
Z02OX9512000000	USP 5% CD/OX 200 1900 PSI	\$ 100.00	cyl	221	cft
CM R200	CARBON MONOXIDE RES 200 CGA 350	\$ 573.33	cyl	180	cft
	<b>CENTRAL PLANT GASES</b>				
NI CZ15ACCT	NITROGEN CEM-CAL ZERO 150A CGA 580	\$ 151.67	cyl	142	cft
E02NI99E15A0291	EP 15PPM NC / NI 15A	\$ 230.00	cyl	144	cft
E02NI91E15A3101	EP 9% OX / NI 15A	\$ 191.67	cyl	145	cft
E02NI99E15A0712	EP 8PPM CM / NI 15A	\$ 223.33	cyl	144	cft
E02NI79E15A0099	EP 20.9% O2 / N2 15A	\$ 191.67	cyl	147	cft
E02NI99E15A0962	EP 4PPM NC / NI 15A	\$ 230.00	cyl	144	cft
E02NI99E15A0050	EP 350PPM SD / NI 15A	\$ 230.00	cyl	144	cft
E02NI99E15A0663	EP 2.5PPM NC / NI 15A	\$ 230.00	cyl	144	cft
E02NI99E15A0367	EP 10PPM NC / NI 15A	\$ 230.00	cyl	144	cft
E02NI99E15AC2U2	EP 2.775PPM CM/NI 15A 2.61-2.94PPM	\$ 208.33	cyl	144	cft
E02NI99E15A3003	EP 5.78 PPM CM/NI 15A	\$ 208.33	cyl	144	cft
E02NI95E15A3186	EP 5% OX / NI 15A	\$ 191.67	cyl	145	cft
E02AI99E15W00A7	EP 4PPM ND/AI 15W	\$ 375.00	cyl	146	cft
E02AI99E15W0026	EP 16PPM ND/AI 15W	\$ 375.00	cyl	146	cft
	<b>CYLINDER RENT PER CYLINDER PER DAY</b>				
	<b>SPECIALTY GAS CYLINDER RENTAL</b>	\$ 0.22	DAY		
	<b>INDUSTRIAL GAS CYLINDER RENTAL</b>	\$ 0.13	DAY		
	<b>LIQUID CYLINDER RENTAL</b>	\$ 1.75	DAY		
	<b>Cylinder delivery fee per delivery</b>	Included	PER		
	<b>Cylinder delivery fee per delivery RUSH</b>	\$ 200.00	PER		
	<b>Cylinder delivery fee per delivery RUSH WEEKEND AND HOLIDAYS</b>	\$ 350.00	PER		
	<b>Liquid cylinder delivery fee per delivery</b>	\$ 44.55	PER		
	<b>Liquid cylinder delivery fee per delivery RUSH</b>	\$ 200.00	PER		
	<b>Liquid cylinder delivery fee per delivery RUSH WEEKEND AND HOLIDAYS</b>	\$ 350.00	PER		