How To Order Specialty Gases
(Gases not available in the Airgas Punchout)

The Facilities Department has transitioned from their current process of ordering cylinders of specialty gases for lab use to a more efficient and streamlined way. To simplify the ordering process, research groups can now order specialty gases from Airgas, Inc. directly through Purchasing Services’ e-Procurement system, TechMart, rather than through the Facilities Department. TechMart pricing reflects the negotiated discounts (starting at a minimum of 35% off list price).

If you do not currently have access to TechMart and would like access, please click here and fill out an access request form. For TechMart training, please email techmarthelp@caltech.edu.

Basic Ordering Instructions

Step 1. Log into TechMart through access.caltech.edu. Once in TechMart, click on 1) the Shopping Cart icon 2) Shopping and then 3) View Forms.

Step 2. 1) Select the Specialty Gas - Airgas form under the Shared folder 2) Click the blue View Form button on the right.
Step 3. Airgas Inc. will default as the Supplier on the Specialty Gas - Airgas non-catalog form. Proceed to add all the items to the cart, as normal.

For pricing on Specialty gas, please contact Mike Martinez at Airgas @ mike.martinez@airgas.com (818) 253-7484 or (800) 931-4327.

Step 4. Required Step  (Failure to follow this step may delay your order)

When the Specialty Gas – Airgas form is complete, select Add and go to Cart from the Available Actions, in the upper right corner, and click Go. In the Advance Checkout screen, click the Edit button in the Shipping section of the Requisition and complete the Ship To information by selecting a new address. Type in “Cylinders” and click “Search”. The “Cylinders” result will populate, select “Use” and enter the Lab Name, Building Name and Room Number.

Finally, complete the POETA Codes (Project, Task, Award and Expenditure) section and click Place Order in the upper right corner.

Your shopping cart will then get forwarded to your Buyer for completion.

Questions?

Please feel free to email techmarthelp@caltech.edu or contact Genelle Vinci of Purchasing Services at genelle.vinci@caltech.edu or x6276.