

How To Order Specialty Gases

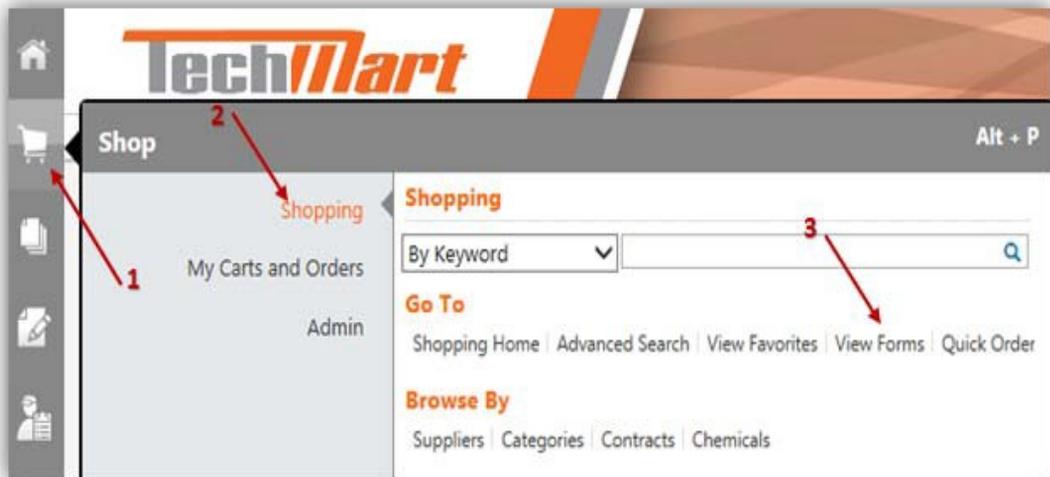
(Gases not available in the Airgas Punchout)

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).

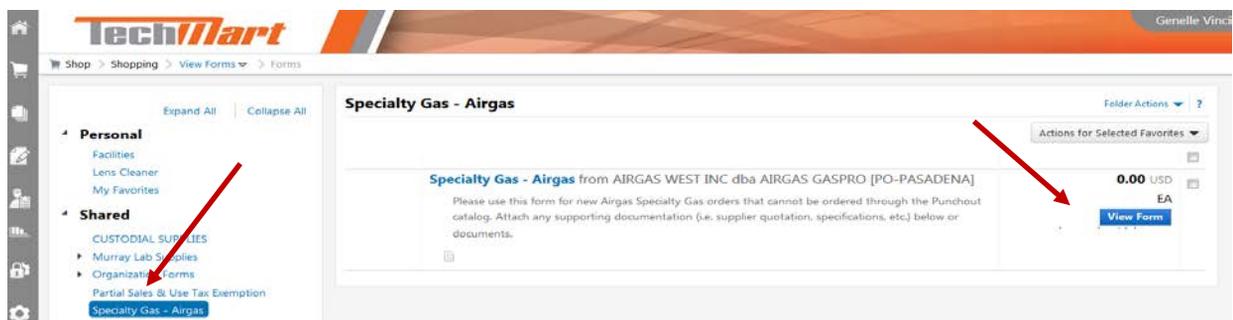
If you do not currently have access to TechMart and would like access, please click [here](#) and fill out an access request form. For TechMart training, please email techmarthelp@caltech.edu.

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.

Shipping

Ship To
Attention: Genelle Meyer
391 S Holliston Ave
Pasadena, CA 91125
United States

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: Cylinders
Results Per Page: 10
Search

Addresses Found: 1 Page 1 of 1

Use **CYLINDERS**
[Lab:]
[Bldg:]
[Rm:]
[Contact Name:]
391 S Holliston Ave
Pasadena, CA 91106-3410
United States

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.

Project	Task	Award	Expenditure	Organization
FN00006 PURCHASING/PAYMENT SERVICES	1.1 (PURCHASING) PURCHASING	G8.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech

Questions?

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