BuyUAB – Ordering from Airgas

Log in to BuyUAB
- Navigate to myUAB or AdminSys
- Locate and click BuyUAB

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

Select Account
- Use the search field to locate appropriate Account based on Location
- Click the **Account #** link to switch to that Account view

Navigate to the Products catalog
- Click the **Products** button

NOTE: If you do not see the Airgas catalog, contact Ron Collins (ronc@uab.edu) to request access
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 CO₂**

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)

**NOTE:** If you do not know your **Part #**, call Airgas at (205) 322-3730
Continue shopping, or go to Cart to check out
- Click **GO TO CART** to proceed

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

The cart will be converted into a transaction
- Click **Yes** to continue

Enter General Details for the order
- Order Type must be **Airgas – Hazardous**
- Accept User Terms
- Click **Continue**
Enter Delivery Details for the order

- **Ship To – Attn:** format should be **Building#, Room#, Recipient Name**
- **Indicate Shipping Location (Delivery Address)**

**General Details**

*Ship To - Attn:*

*Previously Used Locations:*

- **10TH STREET WAREHOUSE (10WH-3)**
  - 506 10TH ST S
  - BIRMINGHAM, AL 35233
  - 205-934-4513

- **Default Address**
- **Delivery Address**

*Search:*

*Continue*

---

**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@eamsolutions.com

To: ********@uab.edu

Subject: Transaction Approved: 2543746 - 09/02/2021 08:22-Collins-Airgas

Dear Roe,

Transaction 2543746 - 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 inchrice@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.