



**BuyUAB – Locating Airgas Invoice(s)**

You will see new P-Card charges from Airgas in Oracle PCARD Review.  
Follow the directions below to locate and download your invoice(s) for upload to OnBase.

Select and open the **Airgas transaction** in PCARD Review

- The **Name On Card** field will contain the **Airgas account number**
- Locate the **Purchase Identifier** field
- The **data** here will be 1 of 3 things:
  - **BuyUAB PO#**
  - **Standing PO# (Account # & Delivery Date)**
  - **RENT Account #**

PCARD Review Number	6900753	Card Holder Name	[REDACTED]
Payment Type	PCARD	Submitted By	[REDACTED]
Supplier Number	855033	Status	INCOMPLETE
Supplier Name	US BANK PCARD	Submit Date	[REDACTED]
Supplier Site	A-MINNEAPOLIS	Documentation	<input checked="" type="checkbox"/>
		Total Amount	39.60

  

Name On Card	11111234, AIRGAS	Customer Code	0205456045
Last 4 Card Num	0545	Purchase Identifier	52039
Statement Date	29-DEC-2022	VCF Tax Amount	0
Merchant Name	AIRGAS USA, LLC	User Tax Amount	[REDACTED]
Purchase Reference	24164072362105270209547-1-12292022		

Log in to **BuyUAB**

- Navigate to **my.uab.edu**
- Locate and click **BuyUAB** from myApps

**myApps**

Available myApps include: Oracle HR & Finance, Buy UAB, OnBase, BlazerID Central, Student Patient Portal, eLAS, Campus UKG Kronos, LMS, and WAM.

Log in to **BuyUAB**

- Click the **BuyUAB Login** button from resulting webpage
- Follow login prompts for **BlazerID/Strong Password**

**BuyUAB Market Place**

BuyUAB transforms the way goods and services are purchased at UAB. It provides an electronic procurement system that is easy to navigate and intuitive to use, utilizing a UAB P-Card for payment. This results in cost savings and a faster procurement process. BuyUAB offers a variety of catalog suppliers, as well as access to UAB-contracted prices and purchasing history.

How to get started:

1. Complete the [BuyUAB Training](#).
2. Request access to the BuyUAB portal.
3. Once you receive an access confirmation email, you are ready to start shopping.



Punchout to the Airgas catalog

Shop

Search Keyword(s), Item Numbers, etc.

Go to All Transactions

Hi Raean ▾ **esm**

Cart 0

Total: 0.00 USD

Catalogs

4imprint Airgas Amazon Business Apple B&H Photo CDW-G

Catalogs

Club Colors DELL Fisher Scientific GovConnection GRANGER SUPPLY

BuyUAB USER TERMS

1. Purchases must be made with UAB issued P-Card
2. Purchases must comply with UAB P-

Switch Account

- Click **Switch Account** at the top left of the page

Switch Account Dashboard My Lists Orders Invoices More ▾

**Airgas.**  
an Air Liquide company

University of Alabama Birmingham, Account 0003940047 Log Out

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

PRODUCTS Search Products or Manufacturers...

Home / Account Dashboard Print

**Account Dashboard**

Please select **Switch Accounts** in the upper left hand corner to locate your account and begin shopping. Please make sure that your account number appears in the upper right hand corner 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

**Select An Account**

You have 233 account(s) associated with your username

Search By Account, Location, Street1, Street2, City, State, Zip SEARCH

CLEAR PREFERRED ACCOUNT SAVE PREFERRED ACCOUNT

1 2 3 4 5 ...10 NEXT ▸

ACCOUNT	LOCATION	STREET1	STREET2	CITY	STATE	ZIP	PREFERRED (DEFAULT)
0004211449	UAB BLDG MCLM ROOM 917B HARRIS HJELMELAND	1918 UNIVERSITY BLVD		BIRMINGHAM	Alabama	35233-2008	<input type="radio"/>
0003804109	UAB BLDG WTI ROOM 330-F-3 - Rajeev Samant	1824 6TH AVE S		BIRMINGHAM	Alabama	35233-3300	<input type="radio"/>
0004014977	UAB BLDG BBRB ROOM 668-A-1 DECKER ORIHUELA	845 19TH ST S		BIRMINGHAM	Alabama	35205-3701	<input type="radio"/>



Locate Invoice

- Scroll to the **Recent Invoices** table
- Click **All Invoices**

Customer Contact Information  
 Account Name: UAB BLDG MCLM ROOM 917B  
 E: email@email.com  
 UAB BLDG MCLM ROOM 917B HARRIS HJELMELAND BLDG MCLM FL 9TH RM 917B 1918 UNIVERSITY BLVD BIRMINGHAM, Alabama 35293-2008 US

Airgas Contact Information  
 Not Available  
 Airgas Branch: 3021 Messer Airport Highway Birmingham, Alabama 35203

Related Files links

CYLINDERS IN POSSESSION (as of previous day)  
 2

**TOP FREQUENT PURCHASES**      ADD SELECTED TO: [LIST](#) [CART](#) [VIEW ALL](#) | [^](#)

**RECENT LISTS** [VIEW ALL](#) | [^](#)

**RECENT INVOICES** [All Invoices](#) | [v](#)

DATE	BALANCE	DELIVERY DATE	DOC NO.	PO NO.	INVOICE NO.	OPTION(S)
09/30/2021	\$6.60	09/30/2021		RENT	9982954749	⋮
09/16/2021	\$165.07	09/16/2021	8113816656	24925	9117661410	⋮
08/31/2021	\$6.82	08/31/2021		RENT	9982205072	⋮
08/16/2021	\$165.07	08/16/2021	8112873171	22996	9116558821	⋮

Locate Invoice

- **Search or filter** invoices by Date Range or PO # (based on Billing Details from Intersect)

**Invoice History**

SEARCH & FILTER INVOICE HISTORY      Date Range (Maximum search period is one year)

Select | Enter Invoice or PO number | From 09/12/2021 | To 10/12/2021 | South | [SEARCH](#) | [Reset](#)

DATE	BALANCE	DELIVERED	DOC NO.	PO NO.	INVOICE NO.	OPTION(S)
10/04/2021	\$91.45	10/04/2021	8114428585	DUTTA 100421	9118275051	⋮
09/30/2021	\$54.00	09/30/2021		RENT	9982932459	⋮
09/27/2021	\$87.93	09/27/2021	8114181239	DUTTA 092721	9118021759	⋮
09/20/2021	\$87.93	09/20/2021	8113973586	DUTTA 092021	9117771864	⋮
09/13/2021	\$87.93	09/13/2021	8113737241	DUTTA 091321	9117521496	⋮

Download Invoice

- Click in the **Options** column of the invoice line item
- Choose to **View Details, Get Invoice (PDF), or Get Proof of Delivery (POD)** as a PDF
  - PDFs will open in a new browser tab to print or download
- Return to **Oracle PCARD Review** to upload the invoice to **OnBase**

**Invoice History**

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09/20/2021	\$87.93	09/20/2021	8113973586	DUTTA 092021	9117771864	⋮
09/13/2021	\$87.93	09/13/2021	8113737241	DUTTA 091321	9117521496	⋮

**Note:** An invoice is not required as documentation for Airgas Rent transactions