BuyUAB – Ordering from Airgas

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

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

NOTE: If you do not see the Airgas catalog, contact Ron Collins (ronc@uab.edu) to request access.
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.
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:** must be **Building#, Room#, Recipient Name**
- **Indicate Shipping Location (Delivery Address)**

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)
Airgas will send a confirmation e-mail when the order is received.