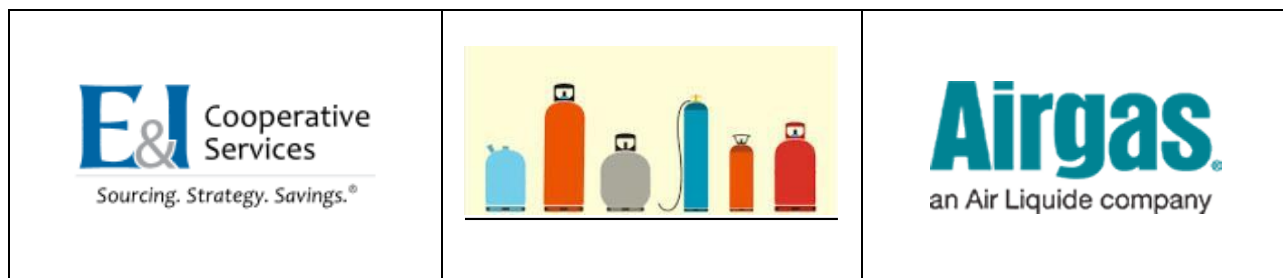


Cylinder Gas Buying Guide



Products and Services

The contract below provides a “full catalog” product offering to supply cylinder gasses and related cylinder and bulk gas equipment. A partial listing of available products and services include:

Preferred Supplier

Airgas

VID: 0000008194

Inside Sales

Order Online at www.airgas.com

Phone: 210 337-7255

Email: ebusinessgulfoast@airgas.com

Account Manager

Contact: Tom Settle

Phone: 210-389-3525

Email: tom.settle@airgas.com

Contract Information

Contract Period: 10/01/2014 – 09/30/2019 plus one five (5) year renewal

Contract Number: CNR01362

GPO Agency: E&I

How to Order

Registration

- End users should contact Inside Sales at Airgas to setup a new account. A separate account for each lab or location should be set up.
- Airgas service representative will notify end user when setup is complete through email. A new account is usually open the same day, but can take up to 24 hours.
- Once an account is set up and approved, department user(s) are required to login to Airgas website at www.airgas.com. Please do not complete the online registration form as Airgas representative(s) will request online access for each account in order to keep accounts from being used by others on campus.
- **NOTE:** An activation email will be sent to you when the account is ready for use.

Rowdy Exchange

- Creating a “zero” dollar non-catalog requisition in Rowdy Exchange is **no longer** required for rentals

Cylinder Gas Buying Guide

of cylinders.

Online Order Processing

- Cylinder gas orders and cylinder pickup requests will be placed online only at the Airgas website at www.airgas.com.
- If ordering gases other than non-flammable gases, including argon, carbon dioxide, helium, nitrogen, neon and oxygen, contact Environmental Health Safety and Risk Management at 210-458-5250 or Amanda Haley at 210-458-8515.
- Most pricing reflected on the website will be actual UTSA cost based on the E&I agreement. In some circumstances, lab equipment, or gas not already under contract, could be less. You may call for updated pricing.
- A \$5 delivery fee will apply to each order placed. Cylinder Pickup orders should not incur charges. If pickup charges are applied to invoice, notify the Airgas Account representative immediately for credit.
- Deliveries will be shipped to the lab location designated when the account was established. Verify accuracy of delivery address prior to order completion.
- For cylinder pickup, please put in notes at the bottom of the order and note gas is to be picked up.
- Note any special delivery instructions in the "notes" section. Provide any special information, such as phone numbers, for lab access or specific times for delivery.
- Check "On Account" for payment method. **DO NOT USE PROCARD**
- Reference your department/room #
- Review order and click the "Checkout" button to complete and place order.
- Record order number for future reference or to check order status.

Delivery and Receiving

- Gas cylinders will be delivered to lab location used for the ordering account.
- Most deliveries will be made the next delivery day if placed prior to 2 p.m. Delivery days are Wednesday and Friday, but requests can be made in emergency situations. Contact Airgas representatives for assistance.
- Ask for a delivery receipt from driver and file for payment purposes.
- Notify delivery driver of any empty cylinders that need to be picked up. Assure that deliveries for other orders made simultaneously are credited/debited on individual accounts.

Invoicing and payment

- Rental charges will be invoiced using department account used for order placement once a month.
- Invoices will be sent directly to the department. Departments may also obtain a copy of an invoice from the Airgas website. (www.airgas.com)
- Upon department receipt of the invoice, process for payment utilizing a non-PO voucher process in PeopleSoft. For assistance with the non-PO voucher process, contact Disbursements and Travel Services at **210-458-4213**.

Questions, Help or Customer Service

Cylinder Gas Buying Guide

210-458-4060	RowdyExchange Assistance
210-458-4060	Purchasing Assistance
210-458-4213	Disbursements Assistance
210- 389-3525	Tom Settle (Airgas Representative)
210- 337-7255	Airgas Direct Office Line

In case of an emergency or for assistance after hours, call 210-337-7255.