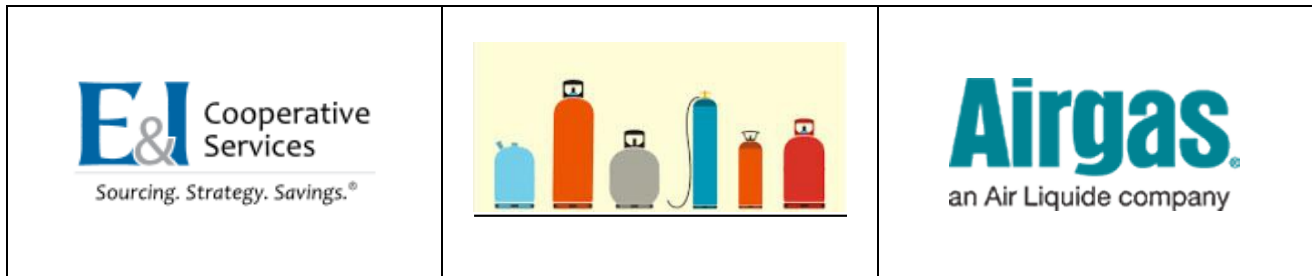


UTSA Purchasing and Distribution Services

Cylinder Gas Buying Guide



Products and Services

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

- Core Specialty Lab Gases, Gas Mixtures and Rare Gases
- Bulk and Micro-bulk Gases
- Process Chemicals and Semiconductor Grade Gases
- Dry Ice and Storage Equipment
- Carbon Dioxide
- Refrigerants – Supply and Recycling Services
- Industrial Gases, Welding Equipment and Supplies (including lease options)
- Laboratory Safety Equipment and Personal Protective Equipment (PPE)
- Lecture Bottle Replacement Program
- Emergency Response Services
- Lab Design Services and Custom Gas Management Systems
- Turnkey Cryogenic Solutions for Life Sciences Research

Preferred Supplier

Airgas

VID: 0000008194

Tom Settle

Account Manager

Phone: 210-389-3525

Email: tom.settle@airgas.com

Contract Information

Contract Period: 10/01/2014 – 09/30/2019 plus one- to five-year option

Contract Number: CNR01362

GPO Agency: E&I

UTSA Purchasing and Distribution Services

Cylinder Gas Buying Guide

How to Order

Registration

- End-users should contact Airgas service representatives to set up a new account.
- Airgas service representative will notify end-user when setup is complete through email.
- Once an account is set up and approved, department user(s) are required to log in 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

- Create a “zero” dollar non-catalog requisition in Rowdy Exchange. The requisition will be converted to a purchase order that will be used for tracking purposes only.
- For line description, enter “Cylinder Gases for FY18.” Also include a department contact name and phone number as a point of contact for the department in the line item description.
- The resulting PO number will be used during the online ordering process on the Airgas website.

Online Order Processing

- Cylinder gas orders and cylinder pickup requests will be placed online 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 Wendy McCoy at 210-458-6101.
- Pricing reflected on the website will be actual UTSA cost based on the E&I agreement.
- 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 that 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 new **Rowdy Exchange PO number** for your lab/department in the "P/O number" field.
- Review order and click the "Checkout" button to complete and place order.
- Record order number for future reference or to check order status.

UTSA Purchasing and Distribution Services

Cylinder Gas Buying Guide

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 exceptions can be made upon request. 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. Ensure 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 ordering department, and are available via the Airgas website.
- 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

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.