

# QUICK CLICK

## Step 1:

Select **Airgas** and access your Account Dashboard.

## Step 2

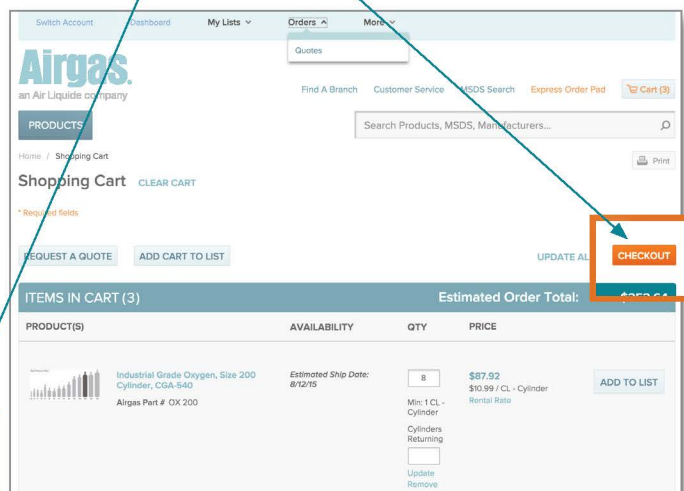
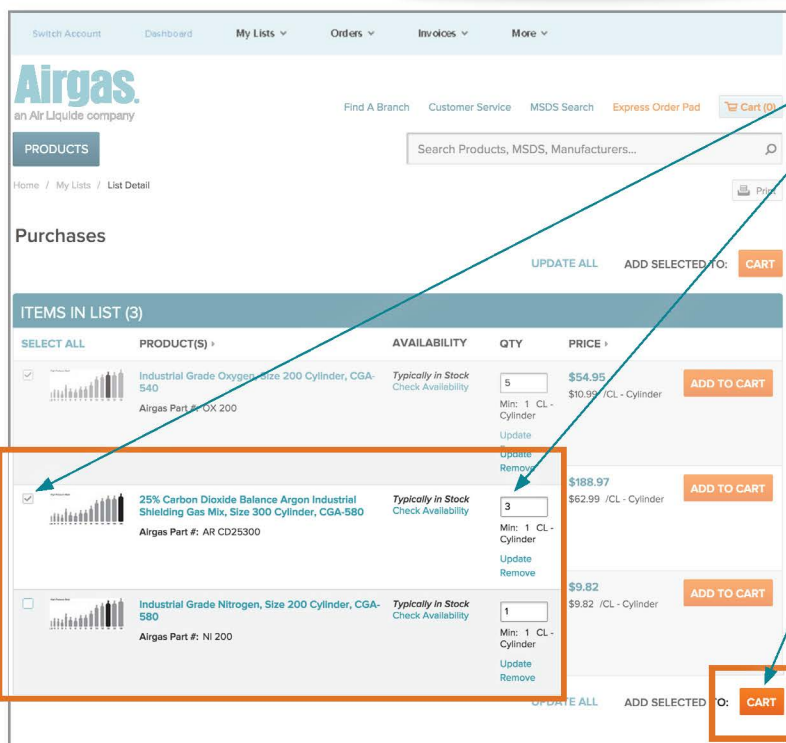
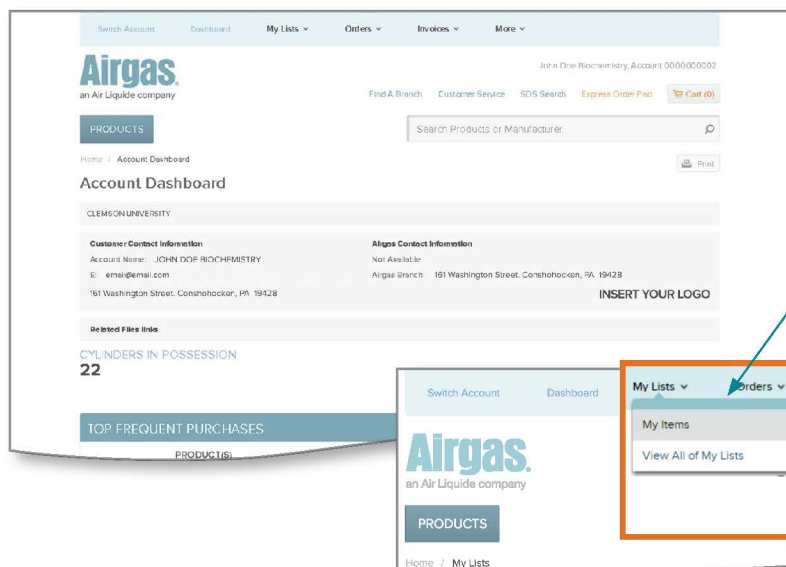
Click **My Lists** and select customizable lists from the dropdown menu (see how to create a list on page 2).

## Step 3

Select the **items** you would like to order and specify their **quantities**.

## Step 4

Click **CART** and **CHECKOUT**.



# The University of Memphis

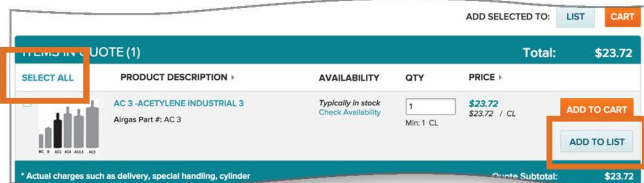
## Airgas SupplySync Quick Reference Guide

# HOW TO

### Create a list:

You can create a list of frequently purchased items to make ordering quick and easy.

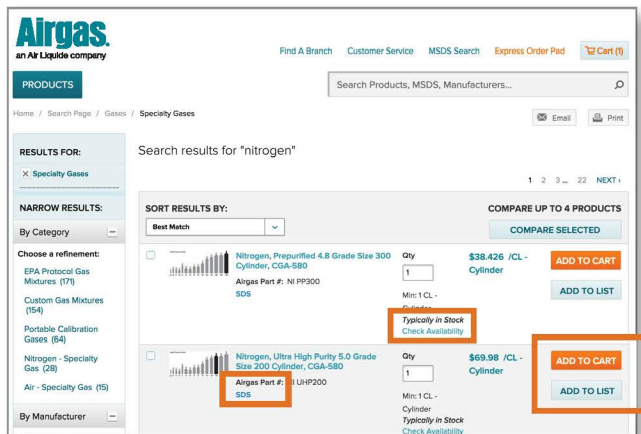
- Add products to your list from any product detail page, quote, search results or shopping cart by clicking **ADD TO LIST**
- You can add items to an existing list or create a new one.
- You can add multiple products at once by checking multiple items or by clicking **SELECT ALL**.



### Search for items:

Search for products by name, manufacturer or part number.

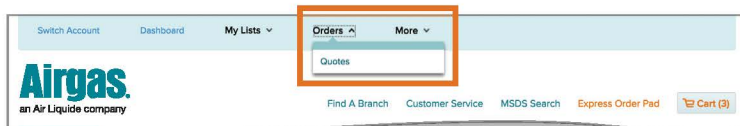
- You can narrow your search by using the refinements area to the left.
- Compare up to four products at a time.
- From your search results, you can also **Check Availability**, **ADD TO LIST**, **ADD TO CART** or Find **SDS**.



### Use Quotes:

Quotes are located in the **Orders** tab.

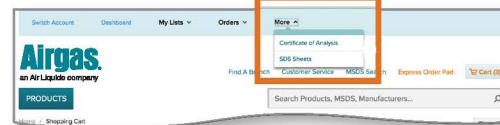
- The **Quotes** page will list all active online quotes associated with your account.
- The Quote Order Detail page will list important pricing information pertaining to the items you requested and give you an accurate estimate of how much your final order will cost.
- From the quote page, you can place items in your cart to order and add items to your lists.



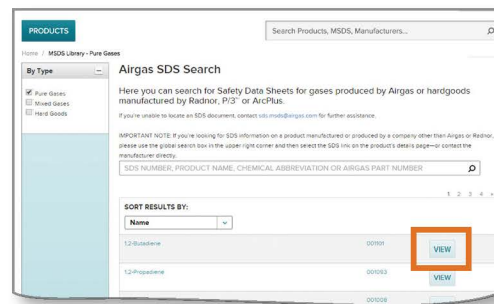
### Find SDS Sheets/Certificate of Analysis:

#### SDS Sheets:

- Select the **More** tab. **SDS Sheets** and **Certificate of Analysis** can both be found in the dropdown menu.



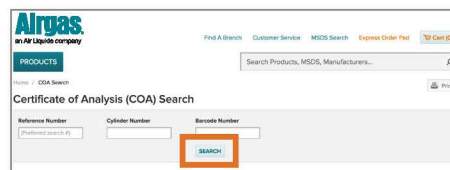
- From the SDS Search page, you can search for Pure Gases, Mixed Gases and Hard Goods.
- Search by SDS number, Product Name, Chemical Abbreviation or Airgas part number. Click on **VIEW** to open a PDF which you can save or print.
- SDS sheets are also available on the product detail page.



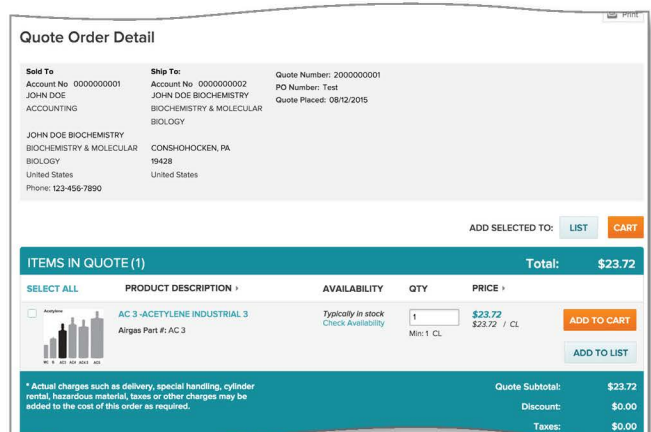
#### Certificate of Analysis (COA):

COA are available for specialty gases. A search can be done by entering one of the following items:

- Reference number, cylinder number or barcode number.
- You can find these on each specialty gas cylinder.



- Click on **SEARCH**. From your search results, open a PDF which you can then save or print.



### Contact List

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