Instructions for Processing Airgas Cylinder Returns

There are two scenarios for Airgas cylinder returns.

1. If you ONLY want to return a cylinder, create an order for the return by emailing either UNC.CYLINDER.PICKUP@AIRGAS.COM or UNC_CYLINDER_PICKUP@AIRGAS.COM

2. If the cylinder is being replaced with another tank, Airgas will automatically pick up any old cylinders and trade in the new ones when you place a new cylinder order. The Airgas drivers will look/ask for any empty cylinders available for return.

Note: When placing the order, you can add comments for clarification of pickup, if needed. Make sure the send to vendor box is checked.

Create Requisition

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNCCH
Requester: howell
Requisition Name:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EY CP35 - Ethylene Cp Gr 2.5 S</td>
<td>AIRGAS NATIONAL WELDERS</td>
<td>1.0000</td>
<td>Centiliter</td>
<td>88.84400</td>
<td>88.84</td>
</tr>
</tbody>
</table>

Comments

Pickup cylinder XYZ12345 in hallway outside AOB 2508. (These notes appear on your email confirmation for your records.)

Send to Vendor