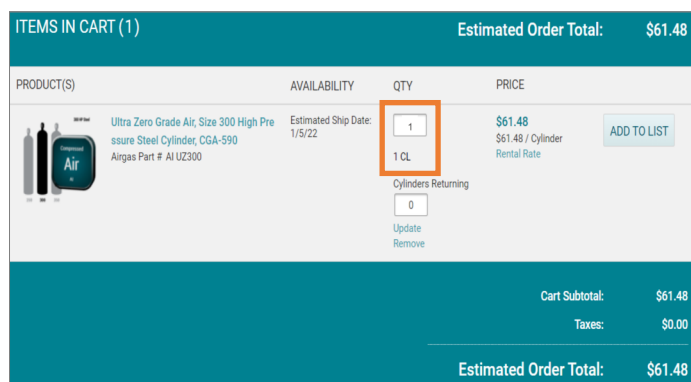


Purchasing Cylinders

If you need to purchase cylinder tanks with Airgas, follow these steps:

1. Navigate to **BuyCarolina** in ConnectCarolina.
2. Click the **Airgas** store icon under additional stores.
3. Search for the desired gas cylinder.
4. Click the **Add to Cart** button.
5. Review the contents of the Cart to confirm the number in the **QTY** field to be ordered is correct.



PRODUCT(S)	AVAILABILITY	QTY	PRICE
Ultra Zero Grade Air, Size 300 High Pressure Steel Cylinder, CGA-590 Airgas Part # AI UZ300	Estimated Ship Date: 1/5/22	1	\$61.48
		1 CL	\$61.48 / Cylinder Rental Rate

Cart Subtotal: \$61.48
Taxes: \$0.00
Estimated Order Total: \$61.48

Important: Do not enter information in the Cylinders Returning field. This field should be left empty or set to zero.

Note: If you need to return cylinders along with your purchase, continue to follow the steps to step 10. If you only need to request cylinder/tank pick up, follow the steps in the section, *Adding Cylinders for Pickup/Return with Your Order (Only if Applicable)*.

6. Click the **Check Out** button.

Result: You will be returned to your cart in BuyCarolina.

7. Transfer the contents of your Cart to ConnectCarolina –Requisition.

Result: You will be redirected to the Checkout—Review and Submit page in ConnectCarolina to finalize and/or submit your order.

Adding Cylinders for Pickup/Return to Your Order (Only if Applicable)

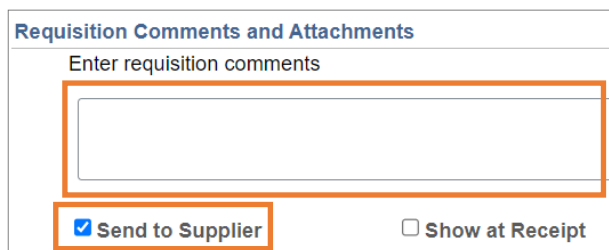
If you have cylinders or tanks that you need to have picked up when your order is delivered complete the following steps.

8. In the **Requisition Comments and Attachment** field, enter:

- Number of tanks to be picked up.
- Barcode details of tanks.
- Location of tanks (Building and Room).
- Contact person and phone number.

Important: Tanks should be unhooked, capped, and labeled “empty”.

9. Mark the checkbox **Send to Supplier**.



Requisition Comments and Attachments

Enter requisition comments

☒ Send to Supplier ☐ Show at Receipt

10. Review, finalize, and submit your order.

Requesting Cylinder Pick-up Only

If you need to return cylinders without placing an order for new cylinders from Airgas, or for helium cylinder pickups, send an email to unc.cylinder.pickup@airgas.com. Include the following information in the email:

- Number of tanks to be picked up.
- Barcode details of tanks.
- Location of tanks (Building/Room).
- Contact person and phone number.

Important: Tanks should be unhooked, capped, and labeled “empty”.

Result: Airgas will reply to your email to confirm.

Confirmation of Pick-up

If you need to confirm that cylinders/tanks have been picked up follow these steps:

1. In advance to having the tanks picked up record your tank barcodes.
2. Send an email to ANWMorrisvilleAdministration@airgas.com, that includes the tank barcode(s), requesting confirmation of the tank(s) having been picked up.

Result: Airgas will reply to your email.

Additional Information

What if I request pick-up of a tank/cylinder and not all of the tanks are picked up?

When returning tanks, most of the tanks will be picked up by Airgas, depending on the available room on the truck. If ordering tanks, at a minimum the quantity ordered will be the quantity picked up. If a tank(s) is not picked up on the day of delivery, it will be picked up within 48 hours.

Should I submit a \$0.00 requisition for a cylinder pick-up only in BuyCarolina or ConnectCarolina?

No, Airgas can not process any order submitted that is \$0.00. If you only need to have cylinders/tanks picked up, review the steps in the *Requesting Cylinder Pick-up Only* section on the first page.

How do I know what gas is right for my needs?

Use the [Compressed Gas Selection Guide](#) to decide on the right gas for your needs.