

Airgas/Cuevas Procedures

Airgas normally delivers on Tuesdays and Thursdays. Departments should plan accordingly when ordering. All purchases will be given 100% HUB credit.

Two methods:

Punchout:

1. Punchout – click on the Airgas logo in TechBuy.
2. The vendor is Cuevas/Airgas.
3. Search for products, add to cart, and then submit. The order will be entered automatically into a requisition. Submit in accordance with normal TechBuy procedures.
4. If you do not know the catalog number, email brad.shadden@airgas.com for assistance.
5. Radioactive materials will need a separate PO and the PI must be licensed to order radioactive materials. The end user shall enter the PI's name into the requisition.
6. Ensure that the ship to address is the delivery location. Otherwise, set a separate ship to up for each line item (each line item being a separate delivery location). No deliveries allowed to a location not set up in TechBuy.
7. All purchases will be given 100% HUB credit.
8. Add Cylinder charge as a non-catalog item. Cylinder use will be **a flat, one-time** fee per cylinder.
 1. Less than 80 cu. ft \$3.00
 2. 80 cu. ft. or more \$7.00
 3. Liquid cylinders and pack cradles \$23.50

Blanket Order:

1. Verify product is on list of allowed chemicals/gases for blanket order. If not on current list, check with EH&S to see if allowed.
2. Enter transaction in TechBuy on the Blanket form as appropriate. Vendor will be Cuevas/Airgas (search for Cuevas in vendor search).
3. Enter the following in the external notes "E&I Contract # CNR01113 – Blanket order for Chemicals/Gases for September 1, 2010-August 31, 2011."
4. The product description line must contain the specific gases that will be purchased on the Blanket Order. No substitutions.
5. Add an additional line item for cylinder rentals. Cylinder rentals will be based on a flat one-time fee per cylinder. For a blanket order, you should estimate cylinder rental.
6. Ensure that the ship to address is the delivery location. Otherwise, set a separate ship to up for each line item (each line item being a separate delivery location). No deliveries allowed to locations not set up in TechBuy.
7. Once Blanket order is created, you can submit an email to Cuevas to place an order. The following information will be needed:

- | | |
|---------------------|----------------------|
| a. Product | b. Quantity |
| c. Date | d. Delivery Location |
| e. Name | f. Phone Number |
| g. Additional Notes | |

8. Email information in step 7 to texastech@cuevasdistribution.com or call 800-328-3827.

Standing Order:

1. Verify product is on list of allowed chemicals/gases for standing order. If not on current list, check with EH&S to see if allowed.
2. Enter transaction in TechBuy on the Non-Catalog form as appropriate. Vendor will be Cuevas/Airgas (search for Cuevas in vendor search).
3. Enter the following in the external notes "E&I Contract # CNR01113 – Standing order for Chemicals/Gases for September 1, 2010-August 31, 2011."
4. The product description line must contain the specific gases that will be purchased on the Standing Order. No substitutions.
5. Add an additional line item for cylinder rentals. Cylinder rentals will be based on a flat one-time fee per cylinder. For a standing order, you should estimate cylinder rental.
6. Ensure that the ship to address is the delivery location. Otherwise, set a separate ship to up for each line item (each line item being a separate delivery location). No deliveries allowed to locations not set up in TechBuy.
7. Once Standing order is created, you can submit an email to Cuevas to place an order. The following information will be needed:

a. Product	b. Quantity
c. Date	d. Delivery Location
e. Name	f. Phone Number
g. Additional Notes	
8. Email information in step 7 to texastech@cuevasdistribution.com or call 800-328-3827.

List of approved Chemicals/Gases for standing/blanket orders:

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|--|--|
| • Argon, Compressed size 200 | • Hydrogen Industrial, Compressed size 300 |
| • Argon UHP, Compressed size 300 | • Hydrogen UHP, Compressed size 300 |
| • Liquid argon VGL | • Nitrogen, Refrigerated Liquid size 160 LTRS 22 PSI |
| • Air, Compressed size 200 Air breathing GR D | • Nitrogen Industrial, Compressed size 200 |
| • Carbon Dioxide, 50 lbs | • Nitrogen UHP, Compressed size 300 |
| • Carbon Monoxide, Compressed size 200 CP GR 2.5 | • Liquid nitrogen VGL |
| • Helium Industrial, Compressed size 200 | • Oxygen Industrial, Compressed size 300 |
| • Helium UHP, Compressed size 300 | • Carbon Dioxide Bone dry GR 3.0 size 200 Syphon |
| • Helium, Refrigerated Liquid size 100 | • Zero Grade Compressed Air, size 300 |
| • Helium, Refrigerated Liquid size 250 | • Zero Grade Oxygen, size 200 |

- Dry Ice, 10 lbs package blocks