

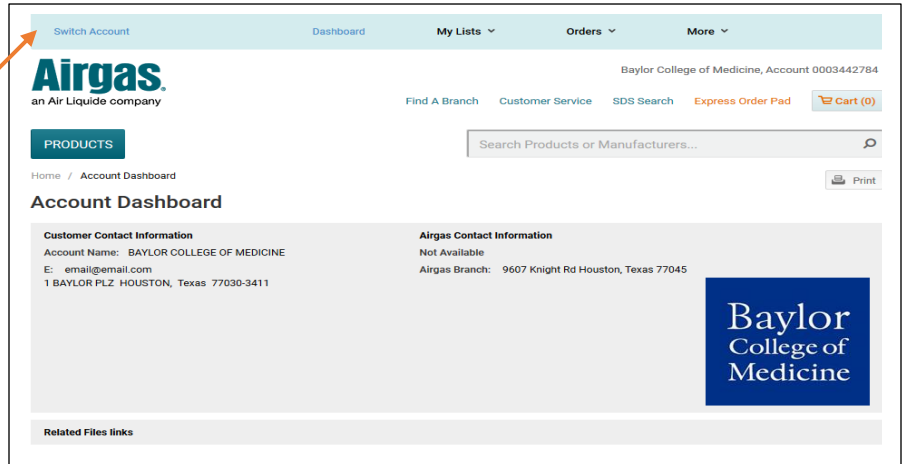
Step 1

Using a Windows internet browser, log into Jaggaer and select Airgas.

Choose your account from the list under "Switch Account". You can use the search function to find your location.

***Note:** Each end user has delivery points associated with their user name. If you don't see your location, contact Erin Howell*

To save this account, click the radio button under Preferred (Default) and save.

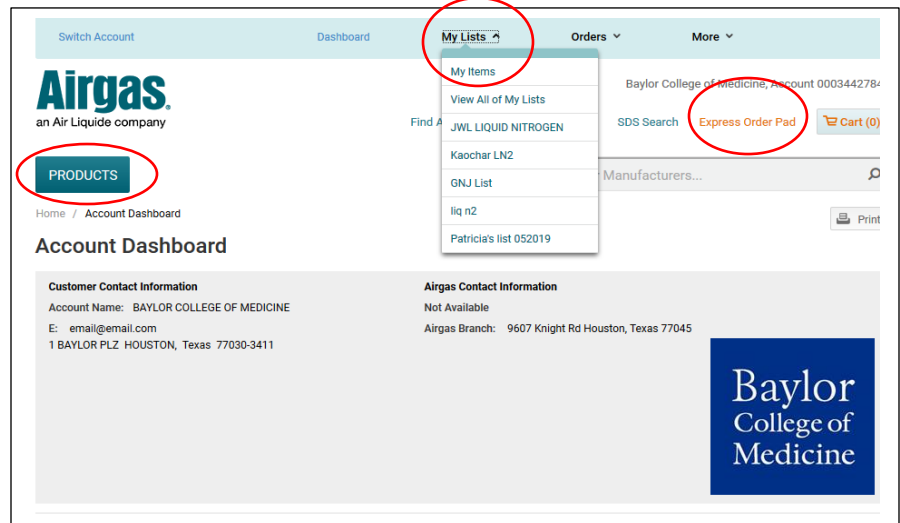


Step 2

If you know your Airgas part number, please click on **Express Order Pad**. You can enter the part number and quantity and add it to your cart. (If you don't know the part number, click **Products** to search)

If you have a List set up, please access it under **My Lists**.

Lists are accessible by all BCM end users and will save part numbers for quick adds.

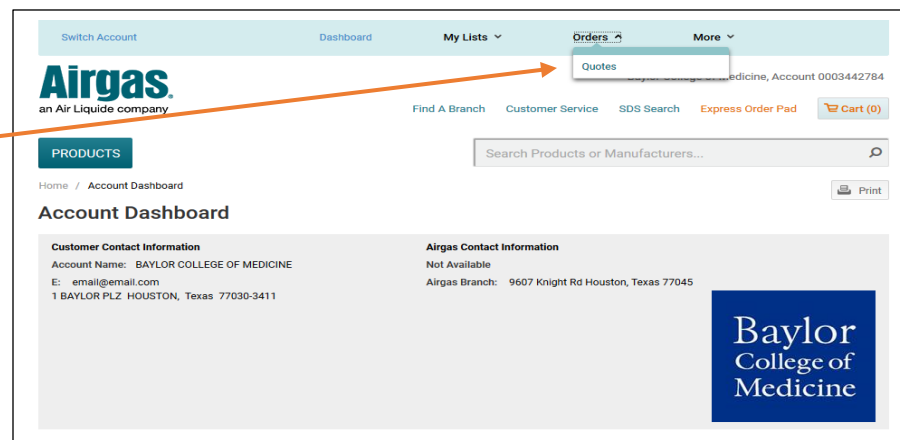


Step 3

You can also view quotes from this screen. Click on Orders, then **QUOTES**.

This will provide you with a list of quotes for the account selected. Be sure to check your account number if you're unable to locate your quote.

Add to Cart as needed.



Airgas Contact Info:

Erin Howell: 281-842-6925
Erin.howell@airgas.com

Airgas La Porte: 1-800-985-0986

Jessica Shierk (Punch out IT):
 281-474-8417

Mikella Monroe: 832-407-6144
Mikella.monroe@airgas.com

Taylor Nichols: Account Manager
 832-293-6194

Baylor Contact Info:

Baylor Tech Support:
Srm-feedback@bcm.edu

Sharron Smart: 713-798-3795
Sharron.smart@bcm.edu

Faisal Khan: 713-798-2634
Faisal.Khan@bcm.edu

Step 4

Select the check boxes next to the item(s) you would like to order and click ADD TO CART.

Quotes/Lists will allow for multiple items to be selected.

Step 5

Update the **quantities** of the item(s) you are requesting.

Please note the delivery fee is visible in the cart.

Step 6

Click **UPDATE ALL** to ensure all changes were captured. Then click **CHECKOUT**.

***Note:** Please submit all orders by 2 pm daily to ensure two day shipping.

You will be re-routed back to Jaggaer and can continue your request.

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