



Punchout User Guide

OK CORRAL AND AIRGAS



QUICK CLICK

Step 1:

Log into OK Corral and select **Airgas** as your vendor.

Step 2

Click **My Lists** and select your department's list from the dropdown menu.

The screenshot shows the OK Corral website interface. In the 'Punch-Out Suppliers' section, 'Airgas' is highlighted with an orange box. A dropdown menu for 'My Lists' is open, showing 'View All of My Lists', 'OSU Biology Oxygen purchases', and 'OSU AC3 cylinder purchase'. The 'OSU Biology Oxygen purchases' list is selected.

Step 3

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

Step 4

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

The screenshot shows the Airgas website interface. In the 'ITEMS IN LIST (3)' section, the '25% Carbon Dioxide Balance Argon Industrial Shielding Gas Mix, Size 300 Cylinder, CGA-580' is selected with a quantity of 3. The 'CART' button is highlighted. A second screenshot shows the 'Shopping Cart' with the 'CHECKOUT' button highlighted.

PRODUCT(S)	AVAILABILITY	QTY	PRICE
Industrial Grade Oxygen, Size 200 Cylinder, CGA-540 Airgas Part #: OX 200	Typically in Stock Check Availability	5	\$54.95 \$10.99 / CL - Cylinder
25% Carbon Dioxide Balance Argon Industrial Shielding Gas Mix, Size 300 Cylinder, CGA-580 Airgas Part #: AR CD25300	Typically in Stock Check Availability	3	\$188.97 \$62.99 / CL - Cylinder
Industrial Grade Nitrogen, Size 200 Cylinder, CGA-580 Airgas Part #: NI 200	Typically in Stock Check Availability	1	\$9.82 \$9.82 / CL - Cylinder



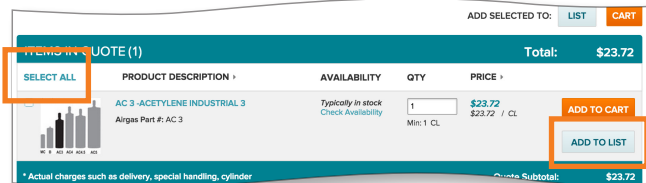
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HOW TO

Create a list:

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

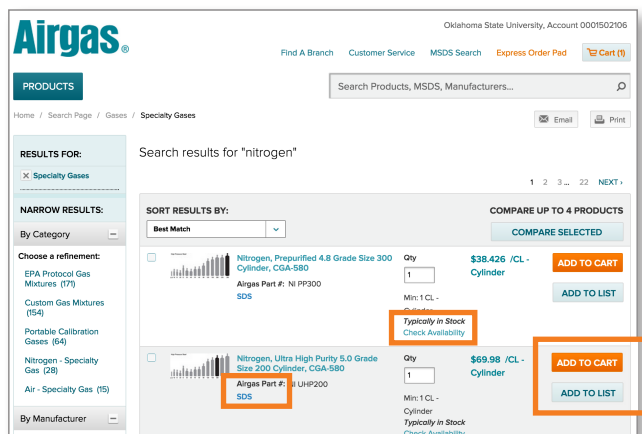
- Add products to your list from any product detail page, quote, search results or shopping cart by clicking **ADD TO LIST**
- You can add items to an existing list or create a new one.
- You can add multiple products at once by checking multiple items or by clicking **SELECT ALL**.



Search for items:

Search for products by name, manufacturer or part number.

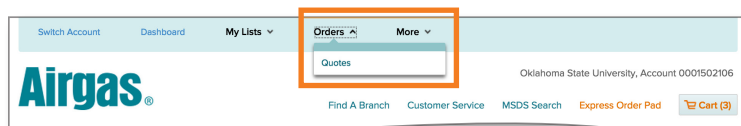
- You can narrow your search by using the refinements area to the left.
- Compare up to four products at a time.
- From your search results, you can also **Check Availability**, **ADD TO LIST**, **ADD TO CART** or Find **SDS**.



Use Quotes:

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

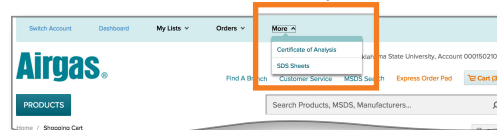
- The **Quotes** page will list all active online quotes associated with your account.
- The Quote Order Detail page will list important pricing information pertaining to the items you requested and give you an accurate estimate of how much your final order will cost.
- From the quote page, you can place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



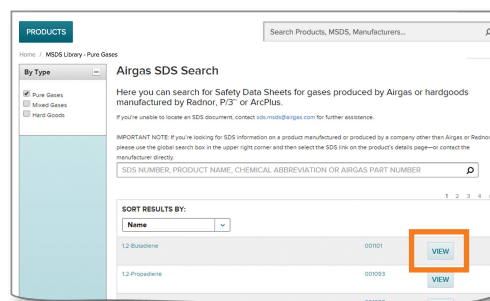
Find SDS Sheets/Certificate of Analysis:

SDS Sheets:

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



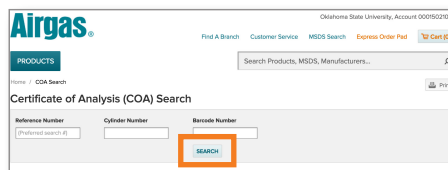
- From the SDS Search page, you can search for Pure Gases, Mixed Gases and Hard Goods.
- Search by SDS number, Product Name, Chemical Abbreviation or Airgas part number. Click on **VIEW** to open a PDF which you can save or print.
- SDS sheets are also available on the product detail page.



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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