Baylor College of Medicine

Airgas SupplySync Quick Reference Guide

Step 1

an Air Liquide company

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



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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.

1	ITE	ITEMS IN LIST (4)						
	SELECT ALL		PRODUCT(S) >	AVAILABILITY	QTY	PRICE +		
•	Y	Product Image Not Available	Medical USP Grade Carbon Dioxide, 50 Pound Cylinder, CGA-320 Airgas Part #: CD USP50	Typically in Stock Check Availability	1 Package Size: CL Update Remove	\$50.99 \$50.99 /CL	ADD TO CART	
	Y		Food Grade Grade Carbon Dioxide, 50 Pound Cylinder, CGA-320 Airgas Part #: CD F650	Typically in Stock Check Availability	1 Package Size: CL Update Remove	\$52.74 \$52.74 /CL	ADD TO CART	
	Y	Product Image Not Available Airgas	Victor® Model VTS253A-320 Medium Duty Carbon Dioxide Two Stage Regulator, CGA-320 Airgas Part #: VIC0797-0155	Typically in Stock Check Availability	1 Package Size: EA Update Remove	\$338.00 \$338.00 /Each Change Package Size	ADD TO CART	
	Y		Victor® Model VTS253A-320 Medium Capacity Carbon Dioxide Two Stage Regulator, CGA-320 Airgas Part #: VIC0781-3569	Typically in Stock Check Availability	1 Package Size: EA Update Remove	\$522.26 \$522.26 /Each Change Package Size	ADD TO 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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