



Procurement Services

Instructions for Processing Airgas Cylinder Returns

There are two scenarios for Airgas cylinder returns.

1. If you ONLY want to return a cylinder, create an order for the return by emailing either UNC.CYLINDER.PICKUP@AIRGAS.COM or UNC_CYLINDER_PICKUP@AIRGAS.COM
2. If the cylinder is being replaced with another tank, Airgas will *automatically* pick up any old cylinders and trade in the new ones when you place a new cylinder order. The Airgas drivers will look / ask for any empty cylinders available for return.

Note: When placing the order, you can add comments for clarification of pickup, if needed. Make sure the send to vendor box is checked.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNC at Chapel Hill

*Requester: Troy Gist Howell

Requisition Name:

Goods/Services over \$5000 have
 State/UTC Contract

[Attachments \(0\)](#)

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input type="checkbox"/> 1	EY CP35 : Ethylene Cp Gr 2.5 S	AIRGAS NATIONAL WELDERS	1.0000	Centiliter	86.84400	86.84
Select All / Deselect All						Total Amount: 86.84 USD
<input type="button" value="Add to Favorites"/>		<input type="button" value="Add to Template(s)"/>		<input type="button" value="Modify Line / Shipping / Accounting"/>		<input type="button" value="Delete"/>

Comments ?
 Pickup cylinder XYZ12345 in hallway outside AOB 2506. (These notes appear on your email confirmation for your records.)

Send to Vendor Show at Receipt Shown at Voucher Approval Justification [More Comr](#)

 [Find more items](#)