Airgas Cylinder Purchase and Return

Cylinder Order and Pick up

Follow these steps to purchase or return an Airgas Cylinder:

1. Navigate to BuyCarolina in ConnectCarolina.
2. Click the Airgas store icon under additional stores.
3. Select the desired gas cylinder.
4. Click the Add to Cart button.
   **Note:** Complete this step even if you do not need to order a tank.
5. Review the contents of the Cart.

**For Pickup Only:**
- Change the QTY field to zero.
- Enter the total number of cylinders being returned in the Cylinder Returning field.

**For Order and Pickup:**
- Confirm the number in the QTY field to be ordered.
- Enter the number of cylinders being returned in the Cylinders Returning field.

6. Click the Check Out button.
   **Result:** You will be returned to your cart in BuyCarolina.

7. Transfer the contents or your Cart of ConnectCarolina –Requisition.
   **Result:** You will be redirected to the Checkout—Review and Submit page in ConnectCarolina.

8. In the Requisition Comments and Attachment field enter the following:
   PICKUP CYLINDER (cylinder bar code, pickup address, room number, and phone number). Ex: PICKUP CYLINDER 12345678, 400 Robertson Street, Room 25, 919-555-1234

9. Mark the checkbox Send to Supplier.

**For more information**
Use the Compressed Gas Selection Guide to decide on the right gas for your needs: https://go.unc.edu/gasguide