

## 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.

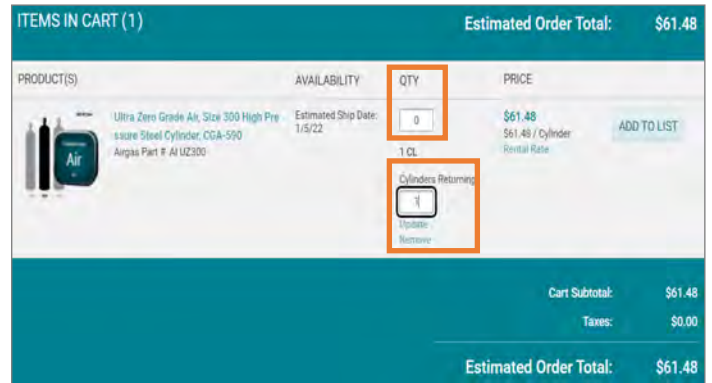
5. Review the contents of the Cart.

### 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.

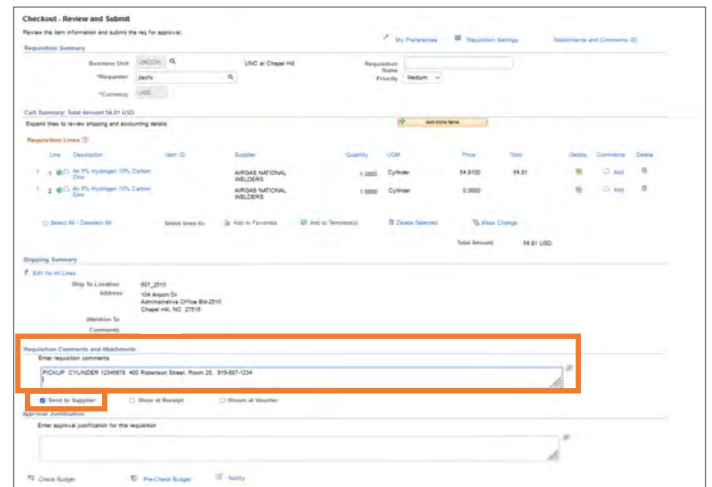
7. Transfer the contents of your Cart of ConnectCarolina –Requisition.

**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>