

### View MORE with Airgas.com!

Airgas.com gives you instant access to the vital account information you need. To see the orders placed through your account, for example, visit your 'Order History' page.

**If I order as a guest will the order appear in my order history?** Only orders placed as a registered and signed in customer will appear.

**Will orders placed offline appear in my order history?** Yes, your order history will show both online and offline orders.

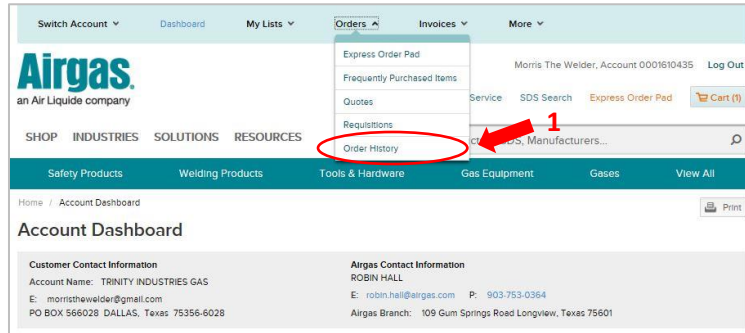
**Is there a quick way to view my orders?** Yes, just scroll down the Account Dashboard and there is a section called 'Orders' which shows the 10 most recently placed orders and their status.

**Do all orders placed against the account show in order history?** Orders are shown against the account that placed the order rather than the user ID.

**Can I sort my Order history?** Yes, each of the column titles Order Number, Order Date, Customer PO and status can be sorted. Just click on the 'up/down' arrow to the right of the title name.

**Can I print one of my old orders?** Yes, find the order and select 'View' to view the order details. There is a 'Print' button located at the top right of the screen under the search bar.

**Can I add the products from an order to a list?** Yes, from the order details you can select the products you want to add and click 'Add to list'.



#### Viewing your order history:

- Please note, you have to register on Airgas.com and have placed prior order(s) for them to be visible in your order history
- Login to Airgas.com
- Use the 'Ribbon' at the top of the screen and select orders then 'Order History'
- Orders are shown against the account that placed the order rather than the user ID
- To view specific order details, either click on the order number or select the 'View' button
- A search function has been provided which can be used to search for orders or PO numbers within a specific date range

