

Save MORE time with Express Order Pad!

Express Order Pad allows you to quickly and easily use part numbers to create an order.

What part numbers can I enter? You can either use the Airgas part number or your customer part number if it has been set up by your business manager.

Should I remove any spaces in the part number? Please use the full part number including any spaces.

Do I have to fill in all the order lines? No. You can still use the 'Order All' button with empty lines.

How does the copy/paste functionality work? Click on 'Copy and Paste' and a pop up will appear. Paste the part numbers and the quantities separated by a comma with a single part number on a single line. Once completed, select 'Order All' to order.

What if I enter an invalid part number or it is not found? The express order pad will warn you that the product has not been found. Carry on with the rest of the order and click 'Order All' to add to the cart. Then use the site search function to find and add the product separately.

What if I need more help? A video explaining the Express Order Pad is available on Airgas.com. Click on 'Resources' at the top of the screen, then select 'Tutorials' in the center of the screen.

Is my order placed after pressing 'Order All'? No, clicking 'Order All' places all the products into your cart. You still need to go through checkout to place the order.



How to use the Express Order Pad:

- Log in to Airgas.com
- From the top toolbar, select 'Orders' then 'Express Order Pad'
- Enter the part number and then the quantity
- If you need more order lines, select 'Add New Lines'
- Once you have entered all the part number and quantities, click 'Order All' to add all the lines to your cart
- A Copy/ Paste option has also been provided. Simply click on 'Copy and Paste' and follow the instructions

