

Easily manage your spend with Airgas.com!

At Airgas we recognize that our customers need to manage the spending on their account. On Airgas.com you can set up buyers with purchase limits and approvers who can approve or reject the buyer's purchases.

How do I set up a buyer spending limit? Please contact either eservice@airgas.com or phone 1.866.935.3370 to speak to our customer service team about your specific requirements.

Can I set separate spending limits for each of my buyers? Yes, different spending limits can be set for each of your buyers.

If the order placed is under the spending limit does the approver get an email? No, the approver is only notified of the order. The approver only approves the spend if the order is over the set spending limit.

What happens if the approver rejects the requisition? If the approver rejects the requisition the order is not placed and the requisition is removed from the approval queue.

Can I contact my local branch about a requisition? No, your local branch will not know about any requisitions. Please contact the online team above.



How do I place a requisition?

- Contact our eservice team to set up buyers and approvers on the account
- Have your buyer login to Airgas.com, add products to the cart until they are over their spending limit and click 'Checkout'
- A warning will be shown that the order is above the spend amount and that a requisition will be placed rather than an order
- Once checkout is completed, the buyer and the approver will get an email about the requisition
- The approver can then login to Airgas.com, click on 'Orders' in the toolbar then 'Requisitions'
- On the requisition screen they can either choose to approve or reject the order
- If they click approve, the order is placed and the requisition is removed from the screen

