



Airgas.com User Guide

Stay more informed with Airgas.com!

Airgas.com makes it easy to find all orders placed on your account in the 'Order History' section. View order status, track packages and reorder items.

What does each status mean? Your order status will be either 'Open' or 'Complete'. Orders will be in the 'Open' state from when the order has been placed until all products have been delivered. 'Complete' is used after all of the products have been delivered.

If I order as a guest, will the order appear in 'My Account'? Only orders placed as a registered and signed in customer will appear in 'My Account'.

Will any orders placed offline appear in 'My Account'? Yes. Offline orders will also appear in 'My Account.'

Is there a quick way to view my orders? Yes. Just scroll down the Account Dashboard and find the 'Orders' section. This area displays your 10 most recently placed orders and their status.

Why are there orders listed that I didn't place? Orders to the account by any authorized user will be displayed here.

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 column title.

Can I print one of my 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.

Switch Account	* Desi	hiboland My L	lists v	Orders o Invoices	w Mor	e v		
		14		Express Order Pad		John Al	rga, Account 0000000	00 Log Out
Airga	21		1	Frequently Purchased Items		2011174	iga, Account Course	oo Log Out
All guo.			Quotes	Service S	DS Search	Express Order Pad	Te Cart (1)	
INDUSTRIES	SERVICES	RESOURCES	PRODUC	Requisitions	ete or Man	s or Manufacturer.		
INDUSTRIES	SERVICES	RESOURCES	PRODUC	Order History	Cis or Man	macturer.		Q

Viewing your Order History:

- Please note: You have to be registered on Airgas.com and have placed prior orders for them to be visible in 'My Account'
- Login to Airgas.com
- Use the 'toolbar' at the top of the screen and select orders then 'Order History'
- All your orders will be shown, with their status
- To find the tracking number, browse down the list of orders and either click on the order number or select the 'View' button to view the specific order details
- The UPS tracking link is available on the 'Order Details' screen, click on the link to view the UPS delivery information

Switch Account	 Dashboard 	d My Lists Y	Orders *	Invoices *	More *		
Airaa	C				John Air	ga, Account 0000000	00 Log 0
Airga			Find A Branch	Customer Service	SDS Search	Express Order Pad	TE Cart
INDUSTRIES	SERVICES RES	OURCES PROD	UCTS	Search Products or	Manufacturer.		
lome / Order Histo	ary						📇 Pri
Order Histo	ry						
ORDERS TOP FI	REQUENT PURCHAS	ES				1 2	3 NEXT
SEARCH HISTORY			D	ate Range (Maximum	search period is	one year)	
Search by Order	Number	Enter Order o	r PO number F	rom 01/12/2016 To	02/11/2016	West ~	SEARCH
				2		3	
	~	OPDER DATE -	CUST	TOMER PO	STATI		
ORDER NUMBER	*	ORDER DATE -	CUST	TOMER PO	STATU	US -	
0RDER NUMBER		ORDER DATE ~ 01/12/2016	CUS1		COMP		w
				66511			
100000001		01/12/2016	45011	66511	СОМР		
1000000001 1000000002		01/12/2016	45011	66511	Сомр		W
1000000001 1000000002 ACK TO ORDER HISTO	ORY	01/12/2016	45011	66511	Сомр		EW
1000000001 1000000002 ACK TO ORDER HISTO tems Ordered	ORY	01/12/2016	45011	66515	Сомр	LETE VIE LETE VIE DD TO LIST ORDER Order Total:	SELECTE
1000000001 1000000002 ACK TO ORDER HISTO terms Ordered	ory (1)	01/12/2016	45011 45011 OUANTITI Ordered /	66515 66515 ES PRICE		LETE VIE LETE VIE DD TO LIST ORDER Order Total:	SELECTE \$38.4
1000000001 1000000002 ACK TO ORDER HISTO tems Ordered ELECT ALL PROD C CVR E	ORY (1) NUCT DESCRIPTION	01/12/2016	45011 45011	66515 ES PRICE		LETE VIE LETE VIE DD TO LIST ORDER Order Total: PRING TRACKING N	SELECTE \$38.4