1. How do I order from Airgas?
   - Primary ordering method is through the Rensselaer Marketplace punch-out catalog.
     i. The department should identify in the **EXTERNAL NOTES**:
        1. If available identify the **Airgas account number** for the location. Call/e-mail Brenda/Lisa at Airgas for this information if you do not have it.
           a. The **Airgas account number** has **NO impact** on the FOAPAL that will be charged. When the PO is generated the department enters the FOAPAL required to be encumbered for the item(s) being purchased. When the invoice is paid against the PO the FOAPAL identified on the PO, NOT the Airgas account number, will be charged.
        2. **Ship-To location** for the gas cylinder to be delivered to (building & room number)
        3. **Contact name & phone number** (so the Airgas driver can reach someone if the room is not open)
        4. **Any special instructions**
           ii. When completing the FOAPAL the Product Location must be filled in properly.
   - Custom or emergency orders for Airgas products should be submitted through the requisition process.
   - If the department is switching from Noble Gas to Airgas cylinders
     i. The department should contact Airgas, Brenda Sabatino, Accounts Manager. She can be reached via e-mail: Brenda.sabatino@airgas.com or phone: 518-928-3774.
     ii. The department should review with Airgas their needs. If there are numerous cylinders to be swapped out, for the initial order only, the department can get a quote from Airgas and enter as a requisition in OSCAR instead of going through the Punch-Out

2. Is Airgas pricing better than Noble Gas cylinder pricing?
   - A price review focused and based on a selection of products representing Rensselaer’s core volume in this area was completed. Based on this review of Noble Gas pricing versus Airgas pricing we determined that the Airgas pricing was significantly better.
   - Please note Airgas’s price structure is more advantageous to Rensselaer than Noble Gas. It may appear that Airgas pricing is higher but be aware that the prices are now **all inclusive with no additional rental fees, demurrage and other charges**.
3. Do I have to exchange my current Noble Gas cylinder(s) with Airgas cylinder(s)?
   - **The below agreement between Rensselaer and Airgas is valid until June 30, 2012.**
   - At this time Rensselaer and Airgas have come to the following agreement regarding changing out Noble Gas cylinder(s):
     i. Any cylinder that is under $100.00 cost and if the PSI level in the cylinder is over 1000, Airgas will exchange at no charge.
     ii. Any cylinder over $100.00 and if the PSI level is under 1000 PSI, Airgas will exchange and bill for the new cylinder.
     iii. The department should contact Airgas, Brenda Sabatino, Accounts Manager, with any questions and to discuss their specific cylinder levels. She can be reached via e-mail: Brenda.sabatino@airgas.com or phone: 518-928-3774.
   - Departments are not mandated to exchange their current Noble Gas cylinder(s) with Airgas cylinder(s) at this time. However, Noble Gas cylinder(s) will continue to incur monthly rental fees. Therefore, departments should consider weighing the financial impact of staying with Noble Gas cylinder(s) versus switching to Airgas cylinder(s).

4. Are we mandated to only use Airgas?
   - Departments are not mandated to use Airgas. However, Rensselaer has selected Airgas as the Preferred Supplier due to the overall "least total cost". The Airgas catalog has been placed in the Rensselaer Marketplace as a punch-out in OSCAR. By utilizing the Marketplace for purchases, no further purchasing involvement is necessary.
   - A requisition will need to be submitted for gas products to be purchased from another supplier.
   - All efforts should be made to work with Airgas, our Preferred Supplier.

5. What are the key differences between Airgas and Noble Gas pricing?
   - The key difference is with Noble Gas pricing additional monthly rental fees, demurrage and other charges will still apply.
   - Airgas pricing is all inclusive with no additional monthly rental fees, demurrage and other charges

6. Are all the products I purchased from Noble Gas available through Airgas?
   - Our expectation is that Airgas can supply Rensselaer with all the gas products previously purchased through Noble Gas.
   - Certainly any product not available through Airgas may be purchased through Noble Gas or any other suitable supplier that will meet your requirements/needs.
   - All efforts should be made to work with Airgas, our Preferred Supplier.

7. How long can I keep my Noble Gas cylinder(s) that I currently have?
   - Please reference answer to question 6 above.
8. How long will the Blanket Order for Airgas be available?
   - No new orders should be placed against the Airgas Blanket Order after the punch-out catalog is activated. It is in the department’s best interest to enter all new orders through the punch-out catalog.
   - Any orders that you would have placed against the Blanket Order because they were not available through the Hosted catalog will now be available through the punch-out catalog.
   - Any orders for custom/emergency cylinder(s) previously placed against the Blanket Order should now be placed through the requisition process.

9. How long will the Blanket Order for Noble Gas be available?
   - No new orders should be placed against the Noble Gas Blanket Order.
   - The Noble Gas Blanket Order will remain open to support monthly rental fee invoices only.
   - If a department determines it must place an order with Noble Gas, the request should be submitted through the requisition process.

10. How long can I continue ordering from Noble Gas?
    - Please reference answer to question 5 above.

11. When should I call Noble Gas to pick up their cylinder(s)?
    - It is recommended that departments schedule Noble Gas to pick up cylinder(s) as soon as they are empty or when the department determines it is necessary.
    - Please reference answer to question 6 above.

12. Is there a penalty for ordering from Noble Gas instead of Airgas?
    - Please reference answer to question 6 above.

13. How do cylinders from Airgas get picked up
    - If the department requires the cylinder to be replaced, the department should utilize the punch out catalog to order a new cylinder and identify in the external notes that the order is to replace a cylinder & provide the serial number of the cylinder to be returned.
    - If the department is NOT replacing the cylinder, the department should e-mail Airgas to pick up the cylinder.
14. How will Airgas do invoicing?

- The Airgas agreement will be enabled for “portal invoicing”. This means invoices are system generated through SciQuest.
- Note, “portal invoicing” is very similar to “e-invoicing” currently enabled with OfficeMax
- Airgas will be submitting invoices after a delivery receipt is signed
- **Invoices will be provided by Airgas via email to the “Bill To” address. To streamline the process & support portal invoicing, hard copy invoices will NOT be issued by Airgas. If there is a specific reason and an invoice is required to be obtained contact the Purchasing Department.**
- **Departments can verify payment of their Purchase Orders by looking up the PO in OSCAR & selecting the “Invoices” tab. If the invoice has been processed there will be a “V” invoice number identified with an Invoice Date/Due Date & Invoice Total.**

15. If I am not satisfied with Airgas service can I remain or return to Noble Gas?

- Any issues with Airgas must be presented to Maria Williams in Procurement Services to work with the department and Airgas to verify if a solution can be attained to support the department’s need. If a solution is not available through Airgas, the department and Procurement Services will work together to provide a solution that supports the department’s overall need.

16. Who do I contact at Rensselaer if I have questions/concerns regarding the contract?

- All questions regarding the Airgas contract should be presented to Maria Williams, Purchasing Agent via e-mail: chrism2@rpi.edu or phone: 518-276-8692.

17. Who do I contact at Airgas if I have questions/concerns regarding the contract?

- All questions should be directed to Brenda Sabatino, Accounts Manager. She can be reached via e-mail: Brenda.sabatino@airgas.com or phone: 518-928-3774.