<table>
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<th>Title: Ordering/Returning Tank Gas</th>
<th>Audience Category: WolfMart End Users</th>
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<td>Responsibility: Procurement Office</td>
<td>Author: ARP</td>
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<td>Publication Date: 9/19/2023</td>
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Procurement Department
Ordering & Returning Tank Gas

Tank Gas can now be ordered and returned through the Procurement Office. This is done through a Hosted Catalog for General Welding on the WolfMart Showcase.

1. Click the General Welding Managed Catalog on the WolfMart Showcase to open the search bar.
2. Search for items and add them to your cart as normal.

**NOTE** to access ALL General Welding products, leave the search bar BLANK before clicking the magnifying glass.

If this completes your order, skip to step 5.
**NOTE** Steps 3-4 are **VERY IMPORTANT** if you have empty cylinders to be picked up!

3. Search “Tank Pickup” in the search bar and select “Tank Pickup”

4. Enter Quantity of cylinders to be picked up and select “Add to Cart”

**NOTE** Make sure to enter the barcode number(s) of the tank(s) being picked up in the “External Notes” field of the Requisition! (See step 7)
5 Proceed to checkout as you normally would

My Cart (2023-09-20 STB-ARPARRISH 01)

- **Tank Pickup** *Please enter cylinder*
  - Quantity: 1
  - Price: 0.00 USD

- **CO 5% BAL HELIUM - H 200**
  - Quantity: 1
  - Price: 607.93 USD

View My Cart

Checkout
**IMPORTANT** MAKE SURE THAT THE “DELIVER TO” ADDRESS IS THE BUILDING YOU WANT THE GAS ORDER DELIVERED TO! If you have another location in your profile, manually update the “Deliver To” address on the Requisition. This can be done using the pencil icon next to “Shipping”
**IMPORTANT** IF YOU HAVE A TANK PICKUP ON YOUR REQUISITION, YOU WILL NEED TO PUT THE NUMBER(S) OF THE BARCODE(S) OF THE TANK(S) INTO THE EXTERNAL NOTES FIELD ON THE REQUISITION. THIS CAN BE DONE USING THE PENCIL ICON.

Scroll down to the “External Notes and Attachments” section, underneath “Accounting Codes” and click the pencil icon.
8. In the “Note to all Suppliers” text box, enter the barcode number(s) of the tank(s) to be picked up. Click “Update”.

9. The section will now contain the barcode(s) in the “Note to all Suppliers” field.

10. Finish checkout as normal.