

Airgas (KFS Vendor ID 7495-0)

Using open/blanket PO's with Airgas is an effective method for receiving items as needed, without requiring a PO for every order. To achieve the most efficient invoice processing, please follow the instructions outlined below for open/blanket PO's with our e-invoicing suppliers.

For rentals and services:

Create a single line, no quantity (non-taxable) Requisition in KFS, citing agreement A10100. For example, a commonly used commodity code for cylinder rentals is 72154057. If you have multiple service locations or accounts, a single line PO will need to be created for each location or account.

- Do not enter a quantity with a per item price (e.g. 2 ea cylinders @ \$75.00/ea)
- Do not enter 1 "LOT"

For taxable purchases:

Create a single line, no quantity (taxable) Requisition in KFS citing agreement A10016. For example, a commonly used commodity code for Nitrogen is 12141903 (see KFS for the correct commodity code for your purchase). If you have multiple service locations or accounts, a single line PO will need to be created for each location or account.

- Do not enter a quantity with a per item price (e.g. 2 ea cylinders @ \$75.00/ea)
- Do not enter 1 "LOT"

Use your location's 4-digit postal code extension in the delivery address. This will ensure the correct tax amount is applied.

Then:

Submit a PDF copy of the open purchase order to Airgas by email to: barbara.taylor@airgas.com

IMPORTANT: Keep an eye on the amount of funds available on the purchase order. When the PO runs out of funds, do not amend it with a second line to create additional funds. Instead, create a NEW purchase order, following the same structure outlined above.

By following these steps, the invoices from Airgas will be processed in the most efficient way possible. If you have questions or need more information, please email aphelp@ucdavis.edu.