



# Stony Brook University

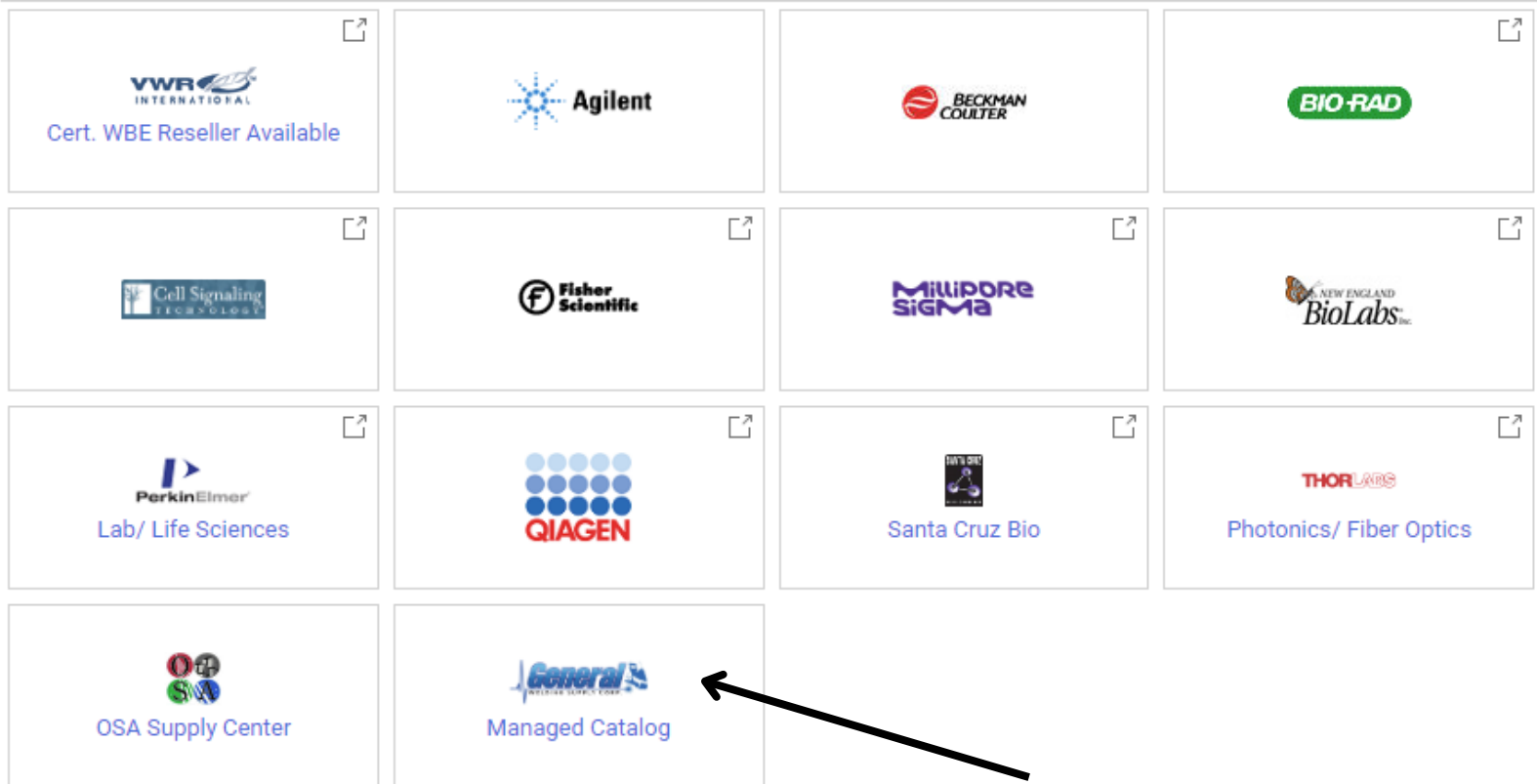
<b>Title:</b> Ordering/Returning Tank Gas	<b>Audience Category:</b> WolfMart End Users
<b>Responsibility:</b> Procurement Office	<b>Author:</b> ARP
<b>Publication Date:</b> 9/19/2023	<b>Update Date:</b>

**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

Laboratory Supplies

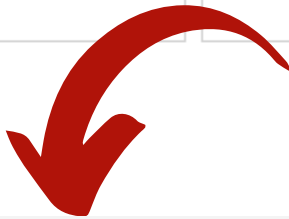
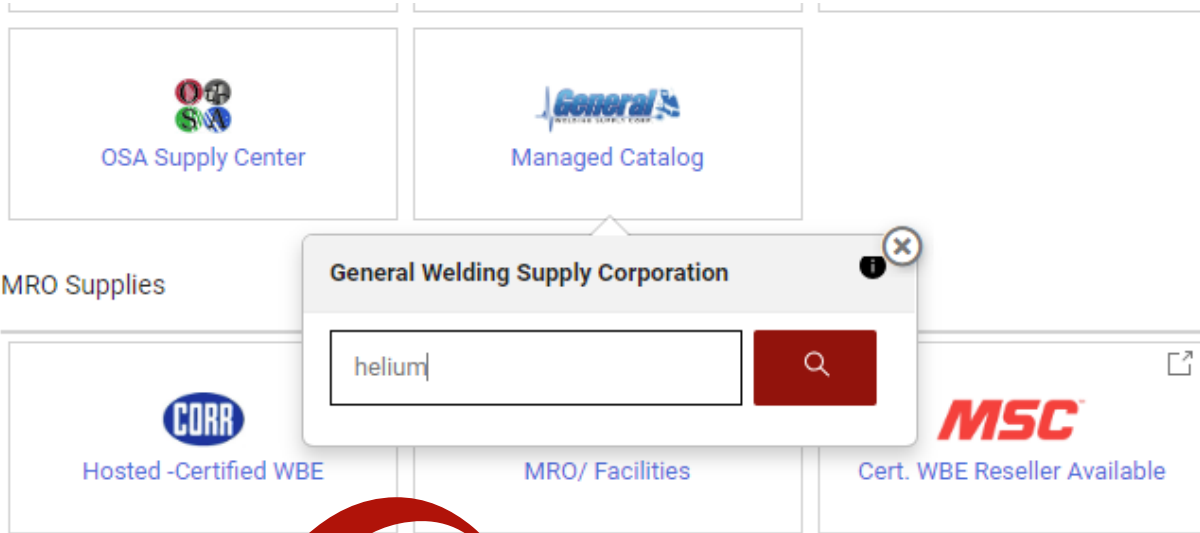


1

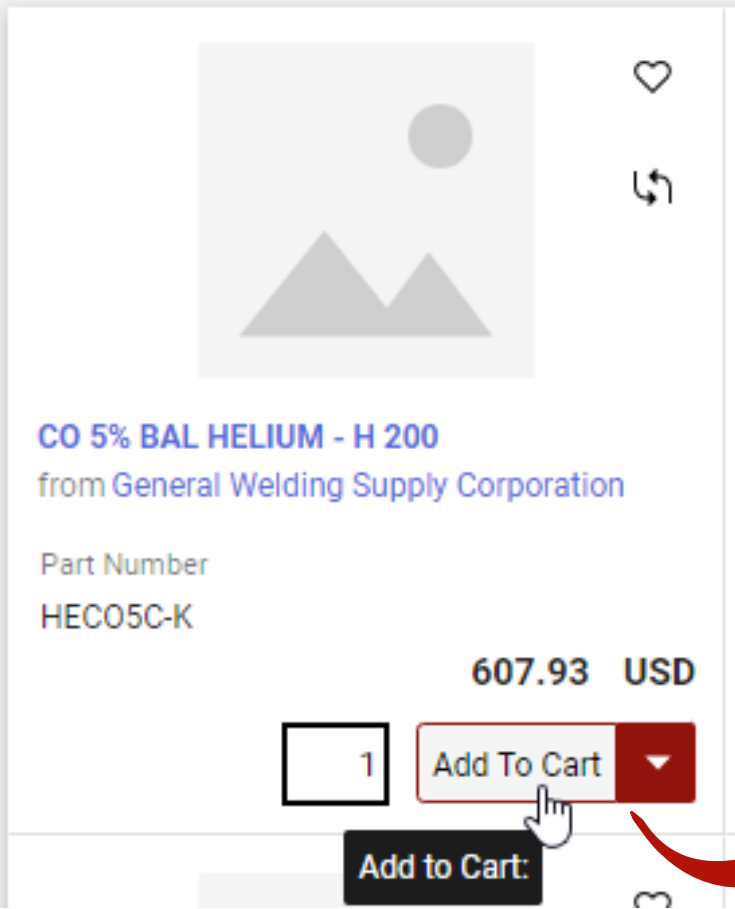
Click the General Welding Managed Catalog on the WolfMart Showcase to open the search bar

2

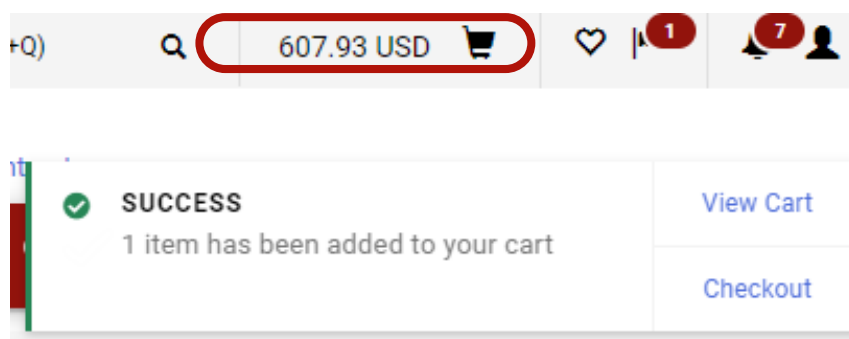
Search for items and add them to your cart as normal



Search Results: 8



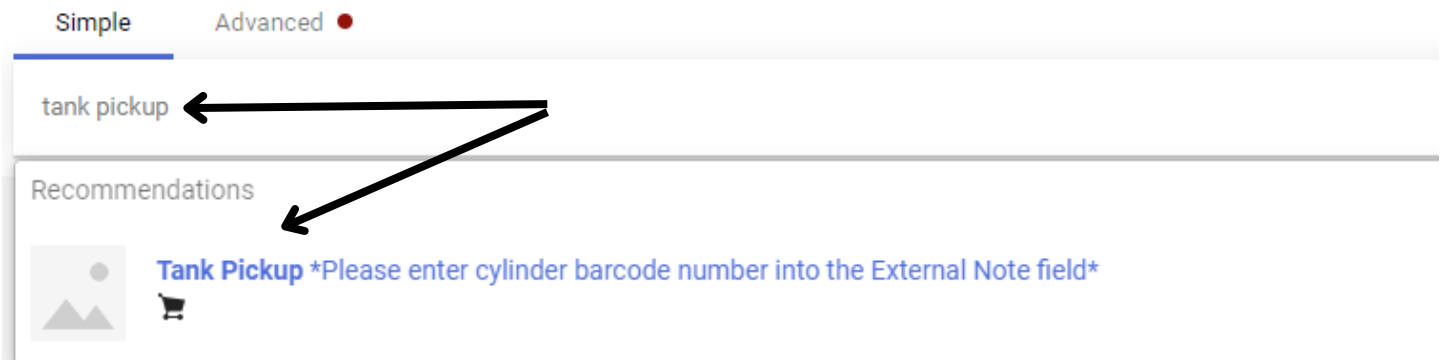
**\*\*NOTE\*\*** to access ALL General Welding products, leave the search bar BLANK before clicking the magnifying glass



If this completes your order, skip to step 5

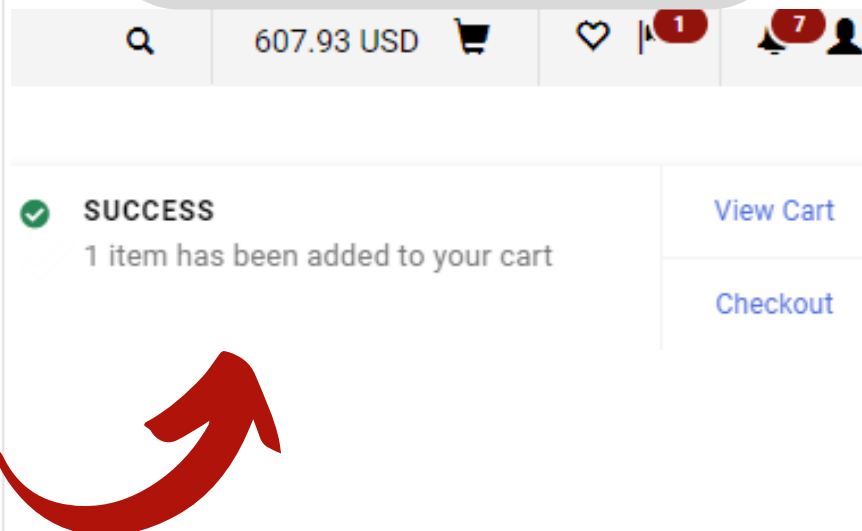
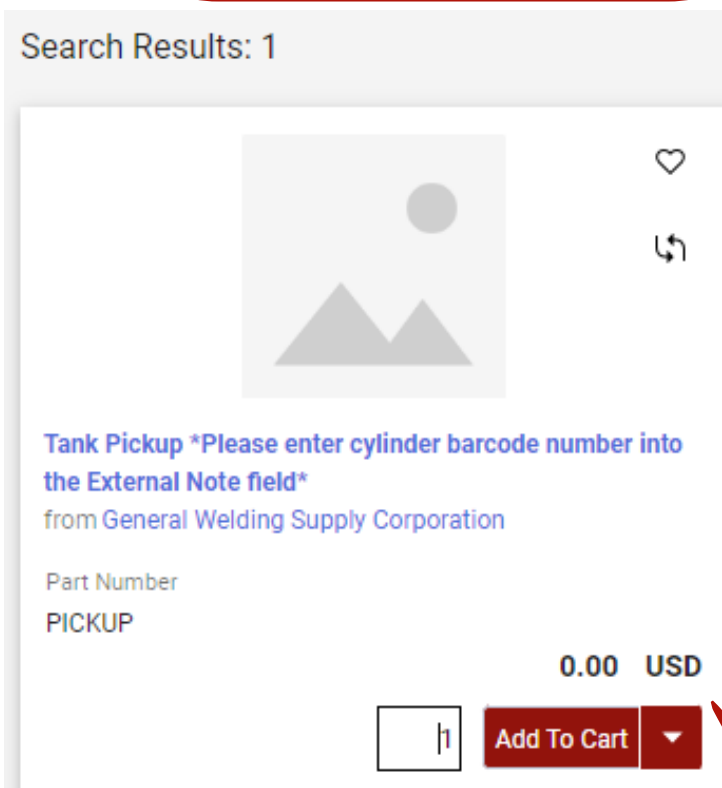
**\*\*NOTE\*\*** Steps 3-4 are **VERY IMPORTANT** if you have empty cylinders to be picked up!

**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

All ▾

Search (Alt+Q)



607.93 USD



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

Shopping Cart 607.93 USD



Tank Pickup \*Please enter cylind...

Quantity: 1

Price: 0.00 USD



View My Cart



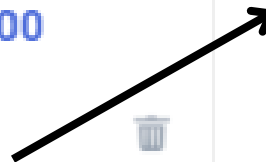
CO 5% BAL HELIUM - H 200

Quantity: 1

Price: 607.93 USD



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"**

## Shipping



### Ship To

Attn: Allison Parrish  
 Phone +1 631-632-4573  
 Email Allison.R.Parrish@stonybrook.edu  
 100 Nicolls Road  
 Central Services Building  
 Stony Brook, NY 11794-6500  
 United States

### Deliver To

Building	Room
517, Research and Support Services	100
Research and Support Services	100

### Delivery Options

Ship Via	Best Carrier-Best Way
Requested Delivery Date	no value
F.O.B.	DESTINATION
Freight Terms	no value

**\*\*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.**

7

**Scroll down to the “External Notes and Attachments” section, underneath “Accounting Codes” and click the pencil icon**

Requisition • 3867492

Summary Taxes/S&H PO Preview Comments/Business Purpose Attachments History

Certification... use for the project charged.

Accounting Codes

Account Source	Fiscal YR- SUNY	Account- SUNY	Full/Partial- SUNY	Project-RF	Project End Date	Task-RF	Org-RF	Award-RF	Award End Date	Award Type	Exp Major-RF	Exp Minor-RF	TTO Docket-RF
S State	2023 Fiscal Year 2023-2024	86076000-28050 PROCUREMENT	Partial Partial	N/A	N/A RF Only	N/A	N/A	N/A	N/A RF Only	N/A N/A	N/A RF Only	N/A RF Only	no value

SUNY Object

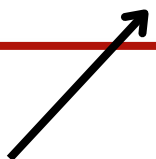
<b>values vary by line</b>

Internal Notes and Attachments

Internal Note no value  
Internal Attachments Add

External Notes and Attachments

Note to all Suppliers no value  
Attachments for all suppliers Add  
PO Clauses 1 View details




8 In the “Note to all Suppliers” text box, enter the barcode number(s) of the tank(s) to be picked up. Click “Update”

**Edit External Notes And Attachments** ✕

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**External Info**


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Note to all Suppliers  

985 characters remaining [expand](#) | [clear](#)

PO Clauses 1 i

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 **Update**

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

10

Finish checkout as normal

**External Notes and Attachments** ✎ ... ▾

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Note to all Suppliers Barcode #123456

Attachments for all suppliers [Add](#)

PO Clauses 1 i [View details](#)

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