

“COMPRESSED GAS/DRY ICE” CATALOG



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Setting up a New Gas/Dry Ice Account

Contact Distribution Services to receive “Compressed Gas Account Number”

Distribution Services Contact
Janice H. Carter
(501) 686-6042
CarterJaniceH@uams.edu

Information that will be needed:

- Type of gas to be ordered
 - Estimated annual usage
 - Department Name (Researchers Name if setting up multiple accounts)
 - Fund-Center or Grant Number
 - Delivery Room
 - Contact Name & Number
-
- After compiling needed information, Distribution Services will issue your department a Compressed Gas Account Number. This number will be used by vendor to identify department for delivery, billing and cylinder rental balance purposes.

Purchase Order Numbers

Blanket Purchase Order Number

- Distribution Services will set up a new blanket purchase order for every department to be used during each fiscal year.
- Departments will need to process a requisition in SAP only one time to obtain this blanket order.
- Orders can be revised throughout the fiscal year (i.e. account number change, quantity change, gas addition.)

How Do I Order Gas/Dry Ice?

Download Compressed Gas Order Form (excel) from the Distribution Services link. Place in folder or desktop for future orders.

- Open Compressed Gas Order Form (excel spreadsheet)
- Fill out all required “highlighted” fields.
- Select gas type and amount of cylinders needed.
- Send order to email address indicated on gas order form after completing all the needed information.
- Compressed Gas Vendor (nexAir, LLC) will reply with confirmation of order with the order # that it will be delivered on.

Required Information:

- Date Required
- Contact Name
- Department Name
- UAMS Compressed Gas Department Number
- UAMS Purchase Order Number
- Building Name
- Room Number
- Phone Number
- Quantity of Gas Needed



nexAir Order E-mail address:
 callc@nexair.com
 nexAir Order Phone Number: 800
 315-1360
 nexAir Order Fax Number: 901-348-
 1884



Date Required:	August 10th 2008
UAMS Contact Name:	Dr X
UAMS Department Name:	Biomedical Research
UAMS Department Compressed Gas Number:	UA444
UAMS Purchase Order Number:	556785532
Building Name:	ACRC
Room Number:	8th floor Room 811
Phone Number:	686-0000
Comments:	1 empty cylinder

UAMS SAP #	Qty	nexAir #	Gas Description
03502		LP AC-3-C	Acetylene Commercial Size 3
03558		SG AC-AA-3	Acetylene Atomic Absorption Grade Size 3
03501	3	HP AR-3	Argon Comm 300+cft
03286		SG AR-PP-40	Argon Pre-purified 40 cft
03556	1	SG AR-ZG-3	Argon Zero Grade 300+cft
03337		SG AR-UHP-3	Argon UHP Grade 300+cft 99.999% Purity
03554	50 lbs	DRY ICE	PELLET

Compressed Gas Order Form (cont.)

The Compressed Gas Order Form list all gases used at UAMS. The best method is to pick out the gases you will be ordering and “cut or hide” all other gases on the list. This can eliminate time searching for gas each time.

If the gas you need is not on order form, send a request to Distribution Services to set up new gas. Distribution Services will issue a SAP# for the new gas and add to form on their link.

Delivery Time

- UAMS contract allow gas vendor 24 hours for deliver except on new gases.
- Gas orders should be requested prior to 3:00 pm for next day delivery.

Emergency/Same Day Delivery

- Emergency deliveries have a \$30.01 delivery fee. A request for emergency delivery can be made in the comment line on compressed gas order form.

Emergency Delivery Definition:

- Request for same day delivery
- Request for gas “first thing” the following day
- Delivery request for a specific time of the day

Returning Empty Cylinders

- Fax or email Gas Order Form to nexAir with empty cylinder note in the comment field.
- Empty Cylinders should be clearly marked with tape as “empty cylinder”.
- Fax or Email Gas Order Form to nexAir with empty cylinder noted in comment field.
- Gas vendor will pick up all empty cylinders at the time of delivery.
- All cylinders are marked with your compressed gas account number which enables nexAir driver to credit empty cylinder to correct department.

Cylinder Rental

- Cylinder rental is charged on a monthly rate per cylinder maintained through the end of the month.

Monthly Cylinder Rental Rates:

- Liquid Cylinders: \$38.75 per cylinder
- All other cylinders: \$3.30 per cylinder
- Grab & Go cylinders: \$8.25 per cylinder

Hazmat Fee

- UAMS contract allows for a \$3.61 hazardous handling fee per delivery.

Payments

Note: Do not receive gas order invoice in SAP

- nexAir will leave copy of invoice with department for confirmation of delivery only.
- nexAir will bring third copy to Distribution Services.
- Distribution Services will receive this order and nexAir will be paid automatically by ERS. Campus Departments must never receive gasses in SAP.
- Cylinder rental invoices are sent directly to Distribution Services at the end of each month.

Contact Distribution Services with questions about payments.

Janice H. Carter
CarterJaniceH@uams.edu
(501) 686-6042

nexAir Medical Gas Technologies

nexAir Medical Gas Technologies is a Mid-South leader in the distribution of medical gases such as Therapy Gases, Diagnostic Gases, Laser Gases, Sterilant gases, Instrument Gases, Anaerobic and Aerobic mixtures and CT Scanning mixtures.

About Us

nexAir Medical Gas Technologies is the largest distributor of medical gases in the Mid South area. nexAir offers its customers the complete gas solution. nexAir supplies a wide array of cylinders from small portable tanks to large stand tanks.

Some of nexAir's customers include St. Jude Children's Research Hospital, Le Bonheur Children's Medical Center, Methodist Healthcare, Baptist Memorial Hospital, the Regional Medical Center at Memphis, and the University of Tennessee at Memphis. nexAir's gas specialists can make the proper recommendation for any gas application.

nexAir services the medical industry by providing the following medical gases:

	Laser gases
Therapy Gases	CT Scanning mixtures
Diagnostic Gases	Sterilant gases
Pulmonary function mixtures	Instrument gases
Anaerobic and Aerobic mixtures	Dry Ice

Technical Support

nexAir provides technical support for any of your needs or concerns. A request for technical support can be made in the comment line of the compressed gas order form or emailing below nexAir representative.

Common Technical Support Questions

What purity of gas do I need?

What regulator do I need?

Gas cylinder questions.

callcenter@nexair.com

800-923-2294

**nexAir Representative: Jim Agerton
jimmy.agerton@nexair.com**

Gas Accessories

The following accessories need to be procured through your Buyer in Procurement Services. These items are not part of the compressed gas contract.

- Regulators
- Liquid Hoses
- Cylinder Carts
- Purifiers
- Manifolds
- Medical Equipment
- Medical Flowmeters
- Dewars

Callcenter@nexair.com
800-923-2294

Jimmy.agerton@nexair.com

