

How to Verify a Gas Cylinder Rental Invoice with the Previous Month's Inventory

STEP 1. Access Gas Cylinder Online Invoice Report

1. Navigate to Materials Management Website <https://materialsmgmt.ofa.ncsu.edu/>
2. Select Gas Cylinder Services > Gas Cylinder Rental Invoices

3. Select the Vendor, Date, and Dept you would like to view and click search.
Note: You must choose a Dept. However, the Project field can be left blank

4. Print or save invoice page as PDF

Vendor	Order Numb	Arrived	Departed	Cyl Numb	Ordered By	Days Billed This Month	Days Rented To Date	Charge
AirGas	0000442962	5/9/2016		ANW000058104	Julie McCormick Long	31	176	\$8.06
AirGas	0000464431	8/31/2016		ANW000020889	Julie McCormick Long	31	62	\$8.06
AirGas	0000472571	10/14/2016		ANW000040056	Julie McCormick Long	18	18	\$30.90
								\$47.02

Dept total: \$47.02

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STEP 2. Access Gas Cylinder Online Inventory Report

1. Navigate to Materials Management Website <https://materialsmgmt.ofa.ncsu.edu/>
2. Select Gas Cylinder Services > Gas Cylinder Online Inventory Report

3. Select the Vendor, Date (you must choose the previous month's report), and Dept you would like to view and click search.

Note: You must choose a Dept. However, the Project field can be left blank

4. In this example, we have chosen to select inventory for both vendors for the month/year of September 2016. Print or save inventory report as a PDF.

Vendor	Cyl Numb	Arrived	Departed	Project	Phase	Order Numb	Ordered By	Days Rented To Date	Requested Location
AirGas	ANW000015320	8/18/2016	9/29/2016	304588		0000462087	Julie McCormick Long	43	CVM MAIN BUILDING C305
AirGas	ANW000020889	8/31/2016		304588		0000464431	Julie McCormick Long	31	CVM MAIN BUILDING C305
AirGas	ANW000058104	5/9/2016		304588		0000442962	Julie McCormick Long	145	CVM MAIN BUILDING C305

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STEP 3. Verifying Gas Cylinder Rental Invoice

1. View your Inventory Report

- Cylinders with a "Departed" date should NOT be on your cylinder rental invoice.
- Cylinders without a "Departed" date will be on your cylinder rental invoice.

NC STATE UNIVERSITY

Materials Support
Gas Cylinder Online Inventory Report

Vendor: Both Date: 9/2016 Dept: 195408 - MSC Cultures Project: Search

In this example: cylinder ANW000015320 will NOT be on your invoice report.

Vendor	Cyl Num	Arrived	Departed	Project	Phase	Order Num	Ordered By	Days Rented To Date	Requested Location
AirGas	ANW000015320	8/18/2016	9/29/2016	304588		0000462087	Julie McCormick Long	43	CVM MAIN BUILDING C305
AirGas	ANW000020889	8/31/2016		304588		0000464431	Julie McCormick Long	31	CVM MAIN BUILDING C305
AirGas	ANW000058104	5/9/2016		304588		0000442962	Julie McCormick Long	145	CVM MAIN BUILDING C305

In this example: cylinders ANW000020889 & ANW00005814 should be on your invoice report.