

# Returning Cylinders and Empty Cylinder Pick Up

Failure to return cylinders will result in additional charges being billed to the department.

## Airgas Cylinder Returns

### **Preferred Method:** Returning a Cylinder without Ordering a New Cylinder

Email Airgas at [ncsupickup@airgas.com](mailto:ncsupickup@airgas.com) or contact Airgas Customer Service at 919.876.6710

Please provide the following information:

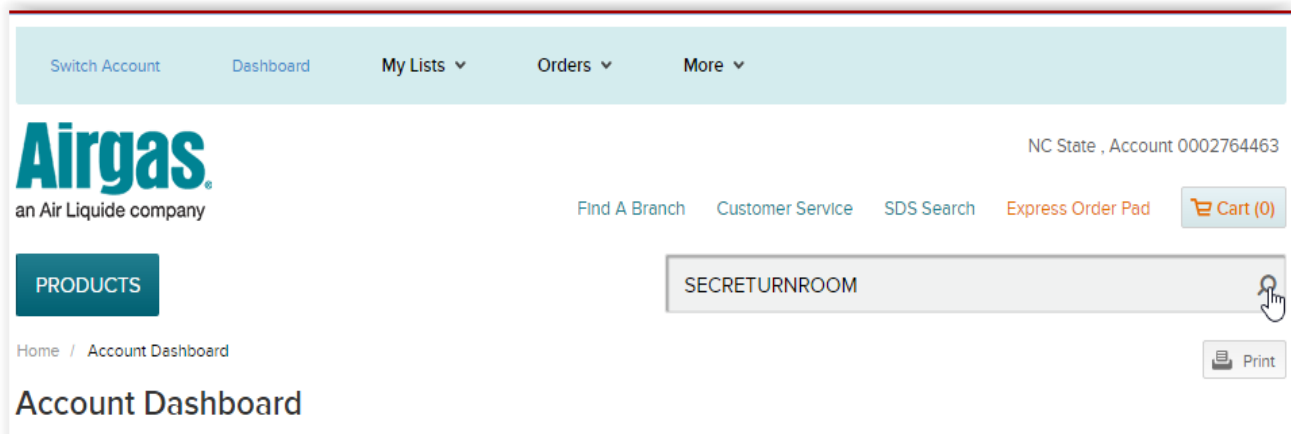
- Building Name
- Room Number
- Specific Instructions
- Contact Name and Number where someone will answer

### **Method 2. Returning a Cylinder while Placing an Order for a New Cylinder**

Step 1. Create a requisition via MarketPlace

Step 2. Add new items to the cart

Step 3. When you have finished adding new items to your cart, search for Airgas Part# SECRETURNROOM



Step 4. Add to cart

**Airgas**  
an Air Liquide company

NC State , Account 0002764463

Find A Branch Customer Service SDS Search Express Order Pad

PRODUCTS

Search Products, MSDS, Manufacturers...

Home / SECRETURNROOM

Hover cursor over image to view larger picture

**Product Image Not Available**

**Airgas**

**SECRETURNROOM**  
Airgas Part #: SECRETURNROOM  
[Service Charge](#)  
Manufacturer #: RETURNROOM  
**\$1.501**/EA

Qty

Package Size: 1  
\$1.501  
Typically in Stock  
[Check Availability](#)

[ADD TO LIST](#) [ADD TO CART](#)

Step 5. Click "Go to Cart"

**ADDED TO YOUR SHOPPING CART**



PRODUCTS	QTY	PACKAGE SIZE	PRICE
 <b>SECRETURNROOM</b> Airgas Part #: SECRETURNROOM	1		<b>\$1.50</b> \$1.501/

[CONTINUE SHOPPING](#) [GO TO CART](#)

Step 6. Click "CHECKOUT"

REQUEST A QUOTE    ADD CART TO LIST    UPDATE ALL    **CHECKOUT**

**ITEMS IN CART (2)**    **Estimated Order Total: \$45.27**

PRODUCT(S)	AVAILABILITY	QTY	PRICE	
 Industrial Grade Argon, Size 300 Cylinder, CGA-580 Airgas Part # AR 300	Estimated Ship Date: 3/30/17	1 1 CL Update Remove	\$42.27 \$42.27 / Cylinder Rental Rate	ADD TO LIST
Product Image Not Available  Airgas	SECRETURNROOM Airgas Part # SECRETURNROOM	Estimated Ship Date: 3/30/17 2 1 EA Update Remove	\$3.00 \$1.501 Rental Rate	ADD TO LIST






Cart Subtotal: \$45.27  
Taxes: \$0.00  
**Estimated Order Total: \$45.27**



REQUEST A QUOTE    ADD CART TO LIST    UPDATE ALL    **CHECKOUT**

Step 7. Click the "Comments" bubble

Cart Summary: Total Amount 45.27 USD

Requisition Lines ?

Line	Description	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ 1	Industrial Grade Argon, Size 3	1.0000	Centiliter	42.2700	42.27			
▶ 2	SECRETURNROOM	2.0000	Each	1.5010	3.00			

Select All / Deselect All     Expand All     Collapse All  
Select lines to:     Delete Selected     Mass Change

Total Amount    45.27

Add Comments and Attachments

Step 8. Enter the barcode(s) of the cylinder(s) to be picked up and click "ok"

**Line Comment**

Business Unit NCSU1      Requisition Date 03/30/2017  
 Status Open

Line 2

Comments      Find      First 1 of 1 Last

Use Standard Comments      Entered On:      + -

1 Please pick up barcode(s) ANW000055555 and ANW000077777

Send to Supplier       Show at Receipt       Show at Voucher

Add Attachments

OK      Cancel

Step 9. Click "Save & submit"

Business Unit NCSU1      NC State University      Ship To 161\_00114

Requester DSFAISON      Dawn Stevenson Faison      Attention To Nikki Faison

Phone 919/515-8098      Address 3240 LIGON ST  
 Rm 114, MATERIALS MANAGEMENT WAREHOUSE  
 RALEIGH, NC 27607

Requisition Name Gas for Lab 228

Supplier ID 0000405485      Airgas USA LLC

Cart Summary: Total Amount 45.27 USD

Line	Description	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ 1	Industrial Grade Argon, Size 3	1.0000	Centiliter	42.2700	42.27			
▶ 2	SECRETURNROOM	2.0000	Each	1.5010	3.00			
Total Amount					45.27			

Select All / Deselect All       Expand All       Collapse All  
 Select lines to:      Delete Selected      Mass Change

Requisition Comments and Attachments

Send to Supplier       Show at Receipt       Shown at Voucher      Add more Comments and Attachments

Approval Justification

Save & submit      Save for Later      Preview Approvals

## Arc3 Cylinder Returns

**Preferred Method:** Complete the [Cylinder Pickup Request Form](#) . Copy and paste the following address in your browser if the hyperlink doesn't work ([ncsu.mwsc.com/pickup/cylinder\\_pickup\\_req.php](https://ncsu.mwsc.com/pickup/cylinder_pickup_req.php))

1. Choose your location from the drop-down menu

**Cylinder Pickup Request**

Please fill out this form to request cylinders to be picked up.

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**Location**

- Please Select Address -

- Please Select Address -

1200 FRONT STREET, 934, 1200 FRONT STREET, RALEIGH, NC, 27609

1307 GLENWOOD AVE, 927, 1307 GLENWOOD AVE., RALEIGH, NC, 27605

131 1/2 S. WILMINGTON ST (Desi, 948N, 131 1/2 S. Wilmington St, Raleigh, NC, 27601

1500 BLUE RIDGE ROAD, 930, 1500 BLUE RIDGE RD., RALEIGH, NC, 27695

1528 BLUE RIDGE ROAD(1500) - C, 317A, 1528 BLUE RIDGE RD., RALEIGH, NC, 27607

1641 CLIFFORD ROAD, 931, 1641 CLIFFORD RD., RALEIGH, NC, 27607

1911 BLDG, 036, 10 CURRENT DR., RALEIGH, NC, 27607

20 ENTERPRISE ST (HR/Student A, 920, 20 ENTERPRISE ST., RALEIGH, NC, 27607

2100 HILLSBOROUGH STREET, 020A, 2100 Hillsborough St, RALEIGH, NC, 27607

219 OBERLIN ROAD, 907, 219 OBERLIN RD., RALEIGH, NC, 27605

2319 1/2 CHAMPION COURT, 280A, 2319 1 Champion Court, Raleigh, NC, 27606

2355 1/2 CHAMPION COURT, 280B, 2355 1 2355 1/2 CHAMPION COURT, Raleigh, NC, 27606

2408 HILLSBOROUGH ST, 948B, 2408 HILLSBOROUGH ST., RALEIGH, NC, 27607

2416 HILLSBOROUGH ST, 948C, 2416 HILLSBOROUGH ST., RALEIGH, NC, 27607

2526 HILLSBOROUGH STREET, 948D, 2526 HILLSBOROUGH STREET, RALEIGH, NC, 27607

2604 HILLSBOROUGH ST (ANNEX), 948A, 2604 HILLSBOROUGH ST., RALEIGH, NC, 27607

2717-B WESTERN BLVD-STROUD CTR, 079, 2717-B WESTERN BLVD., RALEIGH, NC, 27695

2806 HILLSBOROUGH ST, 977, 2806 HILLSBOROUGH ST., RALEIGH, NC, 27695

2806 HILLSBOROUGH ST-BLDG A, 049A, 2806 HILLSBOROUGH ST, RALEIGH, NC, 27607

2. Enter the room number and comments

**Cylinder Pickup Request**

Please fill out this form to request cylinders to be picked up.

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**Location**  
MATERIALS MANAGEMENT WAREHOUSE, 161, 3240 LIGON ST., RALEIGH, NC, 27607

**Room number**

**Comments**

**Qty to pickup**

**Serial #1**

3. Enter the quantity to be picked up.

### Cylinder Pickup Request

Please fill out this form to request cylinders to be picked up.

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**Location**

**Room number**

**Comments**

**Qty to pickup**

4. Enter the serial # for each cylinder that needs to be picked up. A listing of your inventory with serial numbers can be found [here](#).

## Cylinder Pickup Request

Please fill out this form to request cylinders to be picked up.

### Location

MATERIALS MANAGEMENT WAREHOUSE, 161, 3240 LIGON ST., RALEIGH, NC, 27607 ▼

### Room number

114

### Comments

Test

### Qty to pickup

2

### Serial #1

02222222

### Serial #2

76767

Submit

## Method 2. Email

Brian Baldelli at [brian.baldelli@arc3gases.com](mailto:brian.baldelli@arc3gases.com) or John Weidenheft at [john.wiedenheft@arc3gases.com](mailto:john.wiedenheft@arc3gases.com)