Airgas Punch-out: Using Lists (Favorites/Templates)

Please Note: Favorites are referred to as “Lists” within the Airgas punch-out site. The customer will see all of the lists associated with the UWMDS organization, MDS Account 0001966165. All lists are displayed in the “My Lists” page and are not limited to lists created via your own MD account number.

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Adding Items to Lists at the Airgas Punch-out Site
1. Locate the item(s) in the shopping cart that are to be added to a list.
   A. Click on the “Add to List” link for the item.
   B. Determine if the item is to be added to an existing list or in a new list.
   C. Save the list.
Finding Favorites on the Airgas Punch-out

1. Click on “My Lists” in the top navigation and select “View All of My Lists” from the dropdown. The user will see all of the lists associated with the UWMDS organization.

2. Enter the last known name of a list, or a part of the name, in the “List Search” field and select the “Search” button. In this example, entering “lab” in the search field narrows down the search results with the word “lab” in the list name.
Adding Items from a List to a Shop@UW Cart
1. Click on the “List Name” found in “My Lists.”
2. Select the item from the list by clicking in the check box.
3. Click on the “Add to Cart” button.
4. Click on the “Cart” button to open the screen with the current, active shopping cart.