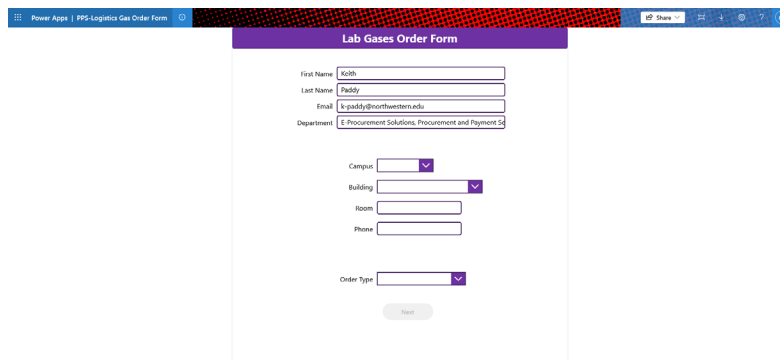


Lab Gas and Tank Pick Up – New Ordering Process

Quick Guide

This document is to serve as a quick reference guide to assist you through the process for ordering lab gases and request tank pickup. If you experience any issues, email labservices@northwestern.edu or call for Evanston, 847.467.0027 and Chicago, 312.503.8828.

1. To access the portal to place an order or request a pickup, visit the [Lab Gases and Dry Ice](#) web page.
2. Click the Order a Gas Tank or Request a Pickup link under Order Lab Gases. Your name, email address and department will auto-populate.



The screenshot shows a web application titled "Lab Gases Order Form". The form is pre-filled with the following information:

- First Name: Keith
- Last Name: Peck
- Email: k-peck@northwestern.edu
- Department: E-Procurement Solutions, Procurement and Payment S

Below the pre-filled fields, there are several input fields and dropdown menus:

- Campus: A dropdown menu with a blue arrow icon.
- Building: A dropdown menu with a blue arrow icon.
- Room: A text input field.
- Phone: A text input field.
- Order Type: A dropdown menu with a blue arrow icon.

At the bottom of the form, there is a "Next" button.

3. Select Campus, select your building, enter your room and phone number and select the order type. You will have 4 order type options, Gas Tank, Equipment, Tank Pickup Only and Liquid Nitrogen Fill (this option is for Chicago only). The appropriate order form will populate per the order type you select.
4. After you have filled in your order form, in the next step you will be promoted to enter a chartstring. The mandatory fields will be enabled based on the Fund you enter.

Power Apps | PPS-Logistics Gas Order Form

Lab Gases Order Form - Chicago

Chartstring

Fund 110

Dept ID

Project ID

Activity

Chartfield1 (optional)

8 digit Project ID required

2 digit Project ID required

Back Next

5. The final step is to verify your order details. If something doesn't appear to be correct, you can simply click the back button to navigate to the previous pages.

Power Apps | PPS-Logistics Gas Order Form

Gas Tank Order Review

ACETYLENE SIZE 4

Part Number AC 4

Quantity 1

Unit Price \$96.05

Total Price \$96.05

Chartstring

Fund 110

DeptID 1510020

Project

Activity

Chartfield1

Location

Building 345 Superior, 16th Floor

Room d

Order Notes

Back Submit