



Stony Brook University

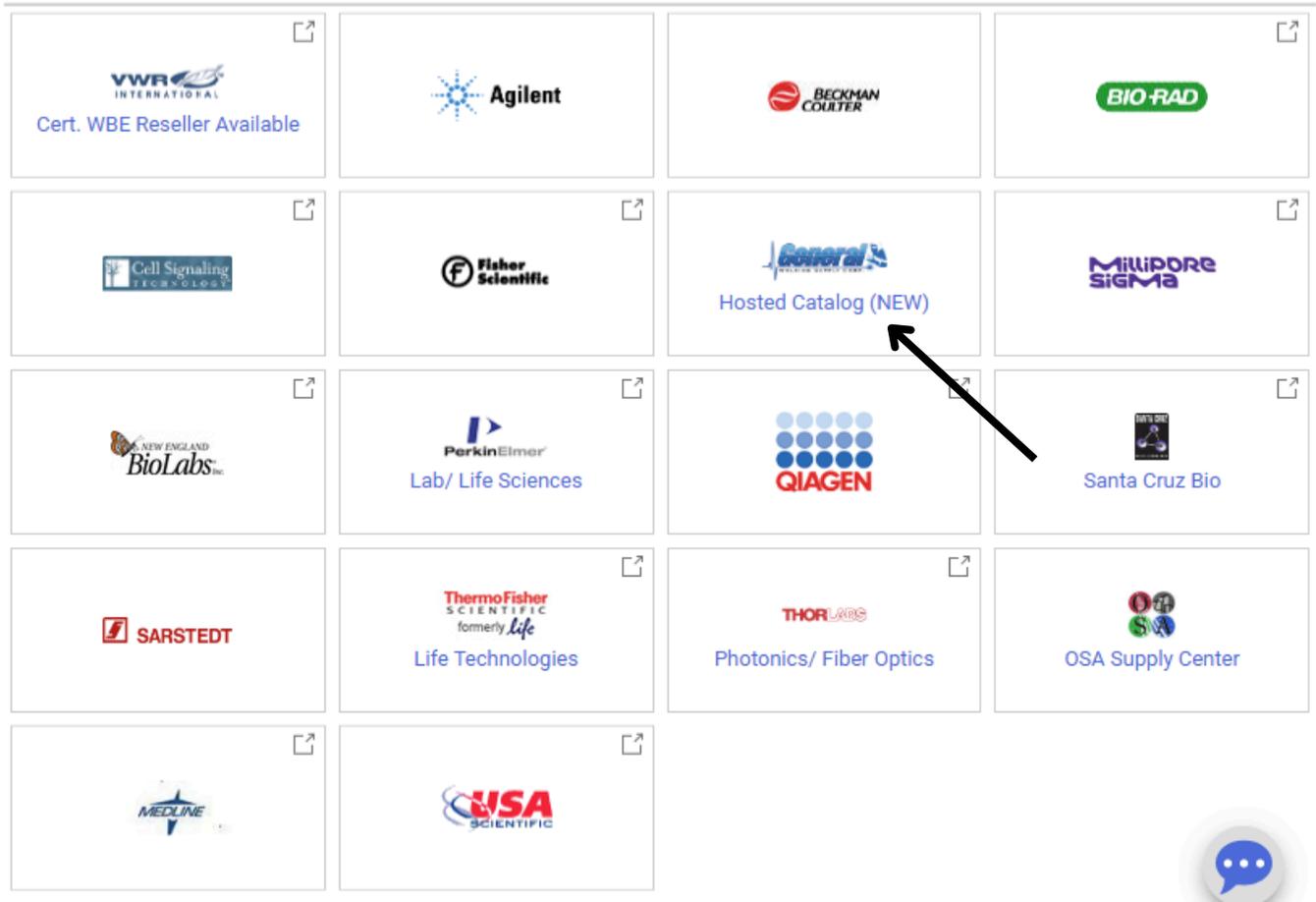
Title: Ordering/Returning Tank Gas	Audience Category: WolfMart End Users
Responsibility: Procurement Office	Author: ARP
Publication Date: 9/19/2023	Update Date: 5/23/2025

Procurement Department

Ordering & Returning Tank Gas

Tank Gas can now be ordered and returned through the Procurement Office. This is done through a Hosted Catalog for General Welding on the WolfMart Showcase

Laboratory Supplies

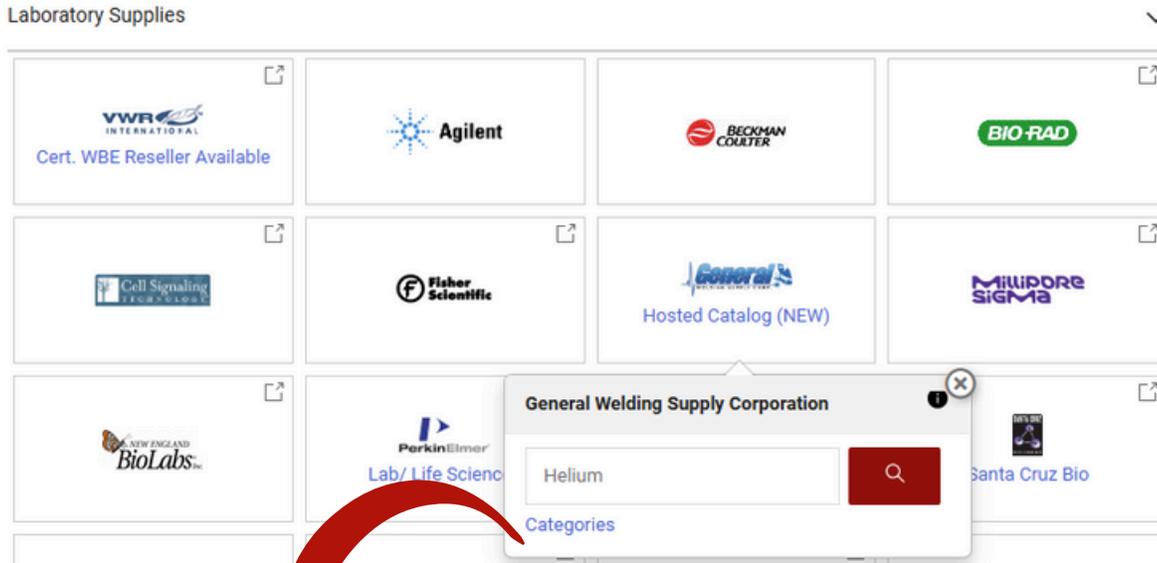


1

Click the General Welding Hosted Catalog on the WolfMart Showcase to open the search bar

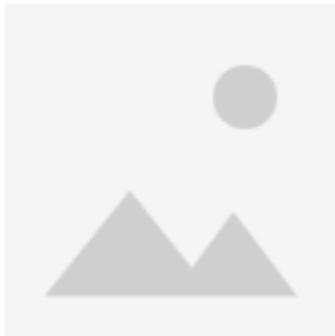
2

Search for items and add them to your cart as normal



****NOTE**** to access ALL General Welding products, leave the search bar BLANK before clicking the magnifying glass

Search Results: 8

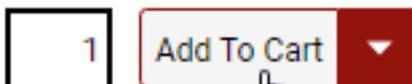


CO 5% BAL HELIUM - H 200

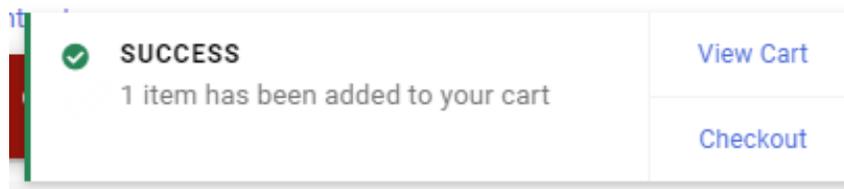
from General Welding Supply Corporation

Part Number
HEC05C-K

607.93 USD



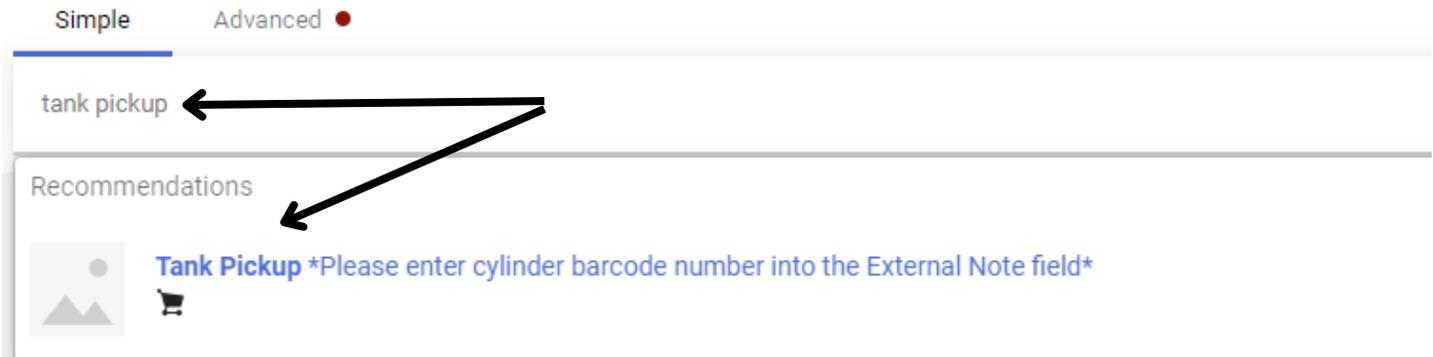
Add to Cart:



If this completes your order, skip to step 5

****NOTE**** Steps 3-4 are **VERY IMPORTANT** if you have empty cylinders to be picked up!

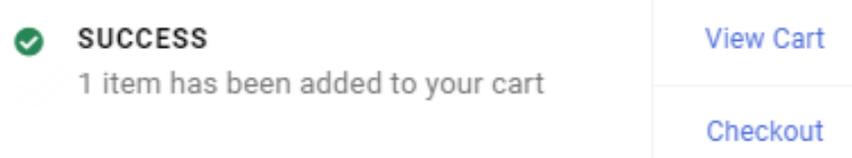
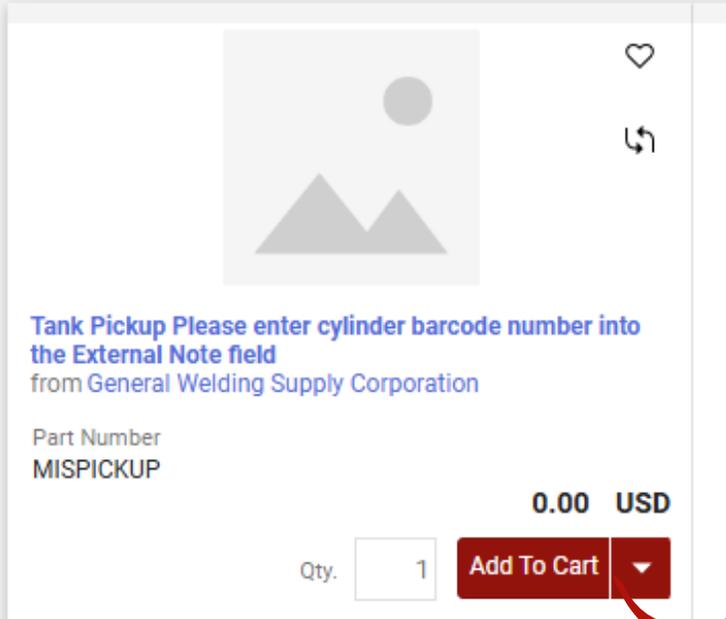
3 Search “Tank Pickup” in the search bar and select “Tank Pickup”



4 Enter Quantity of cylinders to be picked up and select “Add to Cart”

****NOTE**** You will be required to enter the barcode number(s) of the tank(s) being picked up in the “Return/Barcode Number” field of the Requisition! (See Step 7)

Search Results: 1



5

Proceed to
checkout as you
normally would

All ▾

Search (Alt+Q)



607.93 USD



My Cart (2023-09-20 STB-ARPARRISH 01)

Shopping Cart 607.93 USD



Tank Pickup *Please enter cylind...

Quantity: 1

Price: 0.00 USD



View My Cart



CO 5% BAL HELIUM - H 200

Quantity: 1

Price: 607.93 USD

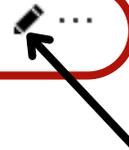


Checkout



****IMPORTANT UPDATE** MAKE SURE THAT THE "DELIVER TO" ADDRESS ON THE REQUISITION IS THE BUILDING YOU WANT THE GAS ORDER DELIVERED TO! If you have another location in your profile, manually update the "Deliver To" address on the Requisition. This can be done using the pencil icon next to "Shipping"**

Shipping



Ship To

Attn: Allison Parrish
 Phone +1 631-632-4573
 Email Allison.R.Parrish@stonybrook.edu
 100 Nicolls Road
 Central Services Building
 Stony Brook, NY 11794-6500
 United States

Deliver To

Building	Room
517, Research and Support Services	100
Research and Support Services	100

Delivery Options

Ship Via	Best Carrier-Best Way
Requested Delivery Date	no value
F.O.B.	DESTINATION
Freight Terms	no value

****IMPORTANT** IF YOU HAVE A TANK PICKUP ON YOUR REQUISITION, YOU WILL NEED TO PUT THE NUMBER(S) OF THE BARCODE(S) OF THE TANK(S) INTO THE "RETURN/BARCODE NUMBER" FIELD ON THE REQUISITION. THIS CAN BE DONE USING THE PENCIL ICON.**

7

****UPDATED** Scroll down to the "External Notes and Attachments" section, underneath "Accounting Codes" and click the pencil icon**

Accounting Codes

Account Source	Fiscal YR-SUNY	Account-SUNY	Full/Partial-SUNY	Project-RF	Project End Date	Task-RF	Org-RF	Award-RF	Award End Date	Award Type	Exp Major-RF	Exp Minor-RF	TTO Docket-RF
S State	2024 Fiscal Year 2024-2025	86076000-28050 PROCUREMENT	Partial Partial	N/A	N/A RF Only	N/A	N/A	N/A	N/A RF Only	N/A N/A	N/A RF Only	N/A RF Only	no value

SUNY Object

values vary by line

Internal Notes and Attachments

Internal Note no value

Internal Attachments [Add](#)

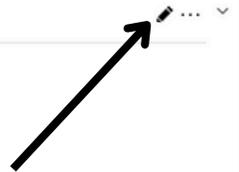
External Notes and Attachments

Note to all Suppliers no value

Attachments for all suppliers [Add](#)

Return/Barcode Number no value

PO Clauses 2 [Edit](#) | [View details](#)



8

****UPDATED**** In the “Return/Barcode Number” text box, enter the barcode number(s) of the tank(s) to be picked up. Barcodes can have alpha and/or numeric characters. Separate multiple barcode numbers by commas. Click “Update”

Edit External Notes And Attachments [Close]

External Info

Note to all Suppliers [Text Area] 1000 characters remaining expand | clear

Return/Barcode Number 0123, 4567

PO Clauses 2 [Info Icon]

[Update] [Close]

****NOTE** ONLY THE BARCODE INFORMATION SHOULD BE LISTED IN THIS FIELD. NO OTHER INFORMATION SHOULD BE ENTERED!**

9

****UPDATED**** The section will now contain the barcode(s) in the "Return/ Barcode Number" field

External Notes and Attachments

Note to all Suppliers	no value
Attachments for all suppliers	Add
Return/Barcode Number	0123, 4567
PO Clauses	2 Edit View details

****NOTE**** The "Return/Barcode Number" field is limited to 100 characters. If you have many barcodes to enter that exceeds the 100 character limit, you must use the "Note to all Suppliers" field to finish entering the remaining barcodes. You can do this by using the pencil icon, same as when entering in the "Return/Barcode Number" field.

The "Note to all Suppliers" field can also be used to add additional instructions or comments.

****IMPORTANT**** If you have a tank pickup on your Requisition and do NOT have barcodes added per the method above, you will not be able to proceed with Checkout and will see the following error "ERROR: Tank Pickup Orders require barcodes for each cylinder being picked up. Please enter Barcodes in the Return/ Barcode Number Field."

Summary →

Draft

✘ **Correct these issues.**
You are unable to proceed until addressed.

ERROR: Tank Pickup Orders require barcodes for each cylinder being picked up. Please enter Barcodes in the Return/ Barcode Number Field.

⚠ **Be aware of these issues.**
You may review and proceed.

Empty: Prepared By Initials
You do not have permission to access this field: Prepared By Initials

Total (102.74 USD)

Subtotal	102.74
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	<hr/>
	102.74

10

**Finish checkout
as normal**