Airgas: Using the “Quote Orders” Function

1. Select “quote orders” from the “order management” dropdown menu.

2. Search for an order or select the “Order Number” link listed on the web page.

3. Select the items from the open order to add a check mark in the check box. Click on the “Add Selected to Cart” link.
4. Click the “Check Out” link to return to the Shop@UW storefront shopping cart.