Shop the Praxair Hosted Catalog for UIC only

1. Login to iBuy.
2. Click the Praxair Distribution Inc. button under Hosted Catalogs.
3. Click inside the Search button and type an item number, part number or keyword.
   **NOTE:** To view the entire catalog, leave the search box blank.
4. Locate an item to purchase and click the Add to Cart button. Repeat this step to add more items to your cart prior to checkout.
   **NOTE:** The Add to Favorites link will assist in recurring orders which will aid in the expediency of future orders. To set up your Favorites, review the job aid Favorites.
5. Click the View Cart link, below the selected line item, to view your cart; update quantities if necessary, and then click the Proceed to Checkout button.
   **NOTE:** Modifying the Cart Name will allow you to search using the requisition name for recurring orders. This will aid in speeding up repetitive orders.
6. Click the External Notes and Attachments tab on the workflow ribbon at the top of the requisition.
7. Click the Edit button in the External Notes and Attachments section to enter your Praxair Account Number. Enter your Praxair Account Number and any special delivery instructions.
   **NOTE:** To obtain your Praxair account number, contact Praxair (see information below).
8. Click the Save button.
9. Click the Place Order button. Your order will move to the next step in the routing process. For Shoppers this will be to the Department Account Coder; for Requesters, this will go to the Department Approver. All orders under $5,000 will go directly to Praxair after Departmental Approval.

**Praxair Contact Information:**
- Outstanding orders and deliveries (708) 449-9300
- Obtaining your account number, or getting technical support, contact Susan Dineen at (708) 743-4688 or susan_dineen@praxair.com

**Job-aids:** Open the iBuy webpage, click on Training Resources, then click on Job Aids.

You are invited to attend one of the Showcase Events to learn how to streamline the purchasing process using Favorites and Copy to a new Cart.