Dry Ice Ordering

Ordering Dry Ice from Air Gas

This document provides a quick guide for ordering dry ice from Airgas. Previously, campus received dry ice from Central Research Stores (CRS) through Continental Carbonic. However, Continental Carbonic is not able to accommodate UGA’s need for multiple delivery locations. Therefore, Airgas has agreed to offer dry ice in similar fashion and price to meet the needs of UGA.

Dry Ice Form and Pricing

UGA dry ice customers can source dry ice from the vendor of their choice; however, Airgas has agreed to provide dry ice to UGA at the following prices:

- Dry Ice Pellets — Part# CD ICEPB @ $0.58 per pound (sold in 35lb boxes for $20.30)
- Dry Ice Blocks — Part# CD ICECB 3 @ $0.60 per pound (sold in 10x10x2 Slices for $6.00)

Ordering

Attention — Do not use the Airgas punchout for dry ice. There are unique part numbers and pricing for UGA, which are not reflected in the punchout.

Be sure to include the following in the item description:

1. Number of 35 lb. boxes of pellets and/or 10x10x2 Slices of dry ice you want delivered each week. Dry ice deliveries are only made on Tuesday or Thursday.
2. Where the dry ice is to be delivered. There are 4 options:
   - CCRC — 315 Riverbend Rd
   - Davidson Life Sciences — 120 East Green St
   - Vet Med — 501 DW Brooks St
   - Chemistry Stockroom — 40 Cedar St
3. Lab Name

(UGA and Airgas have agreed on 4 delivery locations. Be sure to include your delivery location in the product description. Mail & Receiving Services will transport dry ice to CAIS and Pharmacy from CCRC.)
Dry Ice Ordering

Delivery

Be sure to include the following in the External Notes and Attachments area:

1. Beginning and Ending Dates for dry ice deliveries.
2. Point of contact information for the lab should Airgas have any questions.
3. Airgas Account #

Additional Information

- Dry ice orders with Airgas South require a lead time of 1 week.
- Dry ice is available by the pound at both the Chemistry and Coverdell Stockrooms.
- One-Time deliveries can be made to specific locations and are not limited by the four options listed on page 1.
- All changes to recurring dry ice orders must be coordinated through the Procurement office. Changes require a lead time of 1 week. UGAmart comments are the preferred method of communicating changes.
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).
# Dry Ice Ordering

**Purchase Order**

<table>
<thead>
<tr>
<th>Purchase Order Date</th>
<th>PO/Reference No.</th>
<th>Revision No.</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 23, 2021</td>
<td>E002289</td>
<td>1</td>
<td>Aug 10, 2021</td>
</tr>
</tbody>
</table>

**Contact Information**
- **Contact:** UGA Procurement Office
- **Email:**
- **Phone:** +1 706-542-2361

## Supplier Information

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>AIRGAS SOUTH INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Duns No.</td>
<td>024492860</td>
</tr>
</tbody>
</table>

## Delivery Address

<table>
<thead>
<tr>
<th>CCRC</th>
<th>315 RIVERBEND RD</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATHENS, GA 30602</td>
<td>United States</td>
</tr>
<tr>
<td>Attn:</td>
<td>Peggy Carter (Requisitioner)</td>
</tr>
<tr>
<td>Dept:</td>
<td>H1000164 VPR-Savannah River Ecology Lab</td>
</tr>
<tr>
<td>Room:</td>
<td>1073</td>
</tr>
<tr>
<td>ShipTo Address Code</td>
<td>02419</td>
</tr>
</tbody>
</table>

## Delivery Information

- **Requested Delivery:**
- **Ship Via:** Best Carrier-Best Way

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**Information for Supplier**

**Note to Vendor**

Services to begin the week of July 12th and end on June 30, 2022. [Add Lab Contact Name, Phone Number, and Airgas Account#]

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## Line Item Details

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Product Description</th>
<th>Catalog No.</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of 2</td>
<td>Dry Ice Pellets - Please deliver 6 boxes each Tuesday and Thursday to CCRC for the Bergman Lab.</td>
<td>CD ICEPB</td>
<td>35lb BX</td>
<td>20.30 USD</td>
<td>624 BX</td>
<td>12,667.20 USD</td>
</tr>
<tr>
<td>2 of 2</td>
<td>Dry Ice Blocks (10x10x2) - Please delivery 2 each Tuesday and 4 each Thursday to CCRC for the Bergman Lab.</td>
<td>CD ICECB3</td>
<td>10lb EA</td>
<td>6.00 USD</td>
<td>312 EA</td>
<td>1,872.00 USD</td>
</tr>
</tbody>
</table>

**Total** 14,539.20 USD

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**Billing Information**

- Charge to PO Listed Above
- All Invoices Must Include the Correct UGA PO Number in Order for Payment to be Processed.
- F.O.B.
- N/A

**Billing Address**

- **Attn:** ACCOUNTS PAYABLE
- **RM 302**
- **BUSINESS SERVICES BLDG**
- **424 E BROAD ST**

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https://userrest.sciquest.com/apps/RouterPOFax?pold=3395194&tmstmp=1628597078643 1/2