

**Easily manage and pay invoices with Airgas.com!**

At Airgas, we have a dedicated section on the website to help you find and pay your invoices.

**Can I add a reference to the invoice?** Yes. On the second screen, click the 'Add' button to add a reference to the invoice.

**Can I pay more than one invoice at once?** Multiple invoices can be paid at the same time. Select multiple checkboxes or click 'Select All.'

**Can I check for Proof of Delivery (POD) before paying the invoice?** Click on the 'Check For POD' link if your delivery is coming from an Airgas branch, and the proof of delivery will be shown. If your delivery is coming from UPS, go to Orders > Order History > View and then follow the UPS tracking number hyperlink to find your Proof of Delivery.

**What if I need more help?** For further help: Please contact the customer service team at **"GET HELP"** or call 866-935-3370 to speak to a representative.

**How to find and pay your invoice:**

- Login to Airgas.com
- On the toolbar, click 'Invoices' and 'Pay Invoices'
- To view the invoice before paying, click on the invoice number or click on the file to download a PDF. **You will need to have pop-up blockers turned off for the PDF to open.**
- Next, search for the invoice number you wish to pay then select the checkbox on the left of the invoice number
- Click on 'Full' to pay the selected invoice in full
- The following screen will show the invoice you wish to pay and a payment method section
- Add a payment card by clicking 'Add Card' and filling in the card details in the pop up
- Click submit to pay the full balance of the invoice

