Liquid Nitrogen fill request

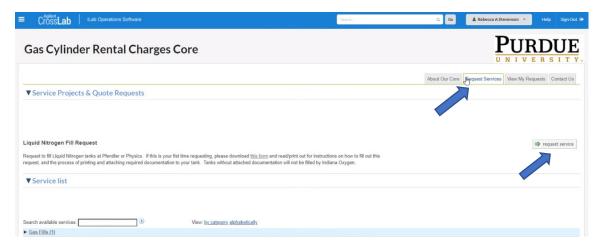
This Quick Reference Card (QRC) is intended to assist in ordering Liquid Nitrogen tank refills at the Pfendler and Physics building locations. By ordering these fills in iLab, you are committing to a purchase that will be billed in iLab and charged to valid lab accounts.

To start the process, please sign into iLabs

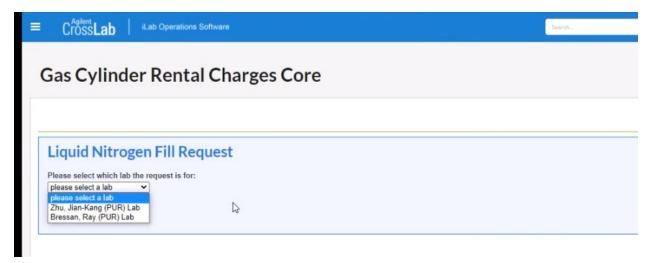
https://purdue.ilabsolutions.com/

Search for Gas Rental

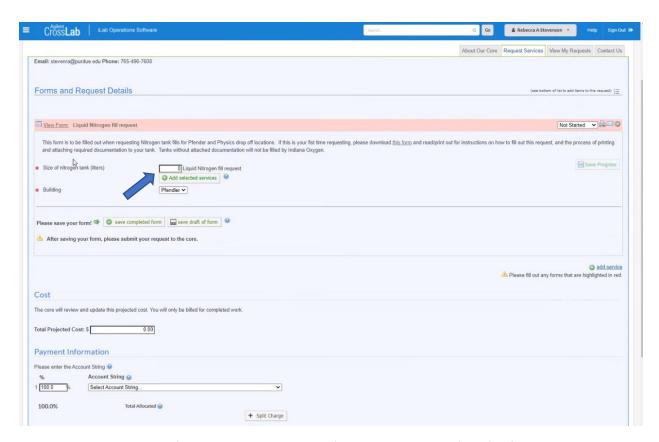
Once at the Gas Cylinder Rental Charges core, click on the Request services tab.



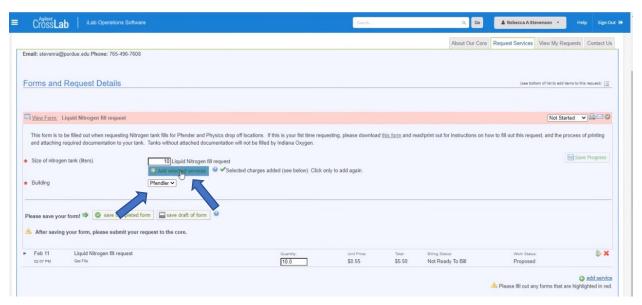
Then click on the "request service" button to the right of Liquid Nitrogen Fill Request.



If you are a member of only one lab, it will be populated automatically. If you are a member of multiple labs, choose the appropriate lab to charge.



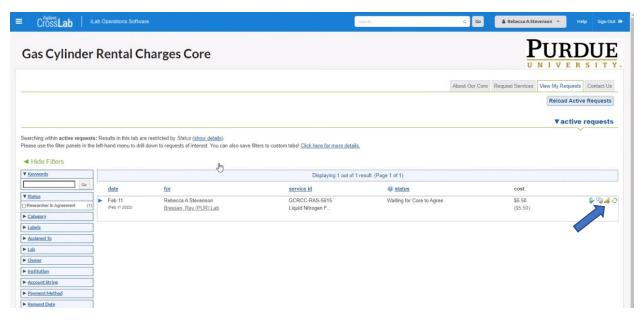
Type in the liter amount of your liquid nitrogen tank (you will be charged for a full fill, so please choose the maximum capacity of your tank)



Click on "Add selected services" to add the charges to the request. Also, please choose the building you will be leaving your tank at to be filled (Pfendler or Physics)

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% Account String (a)		
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100.0% Total Allocated @ + Split Charge		
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		✓ submit request to core 🔲 save draft request 🗶 Cano

Choose the appropriate Account string in the Payment section, and click "submit request to core"



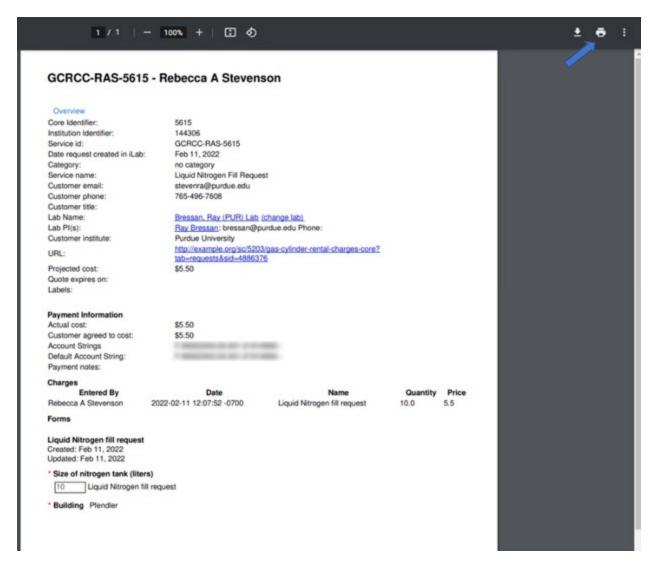
You will automatically be taken to the View My Requests page, where your Liquid Nitrogen fill request is now displayed. Click on the 3rd icon to display additional options.



You can cancel the request (by clicking cancel), or print a paper copy of the request (by clicking on print). A paper copy of the request will be required for Indiana Oxygen to fill tanks left at Pfendler or Physics.



Once you click print, check the boxes for Overview, Payment Information, Charges, and Forms (as shown above), and then click the "PDF" button.



Once your pdf download, you can click on it to open and print. This should then be fastened to the tank via tape, adhesive sleeve, or other mechanism. The driver from Indiana Oxygen will collect the printed requests, and only fill those tanks that have a valid request attached (with maximum fill size listed).

The Gas Cylinder Rental Charges core will bill monthly, with funds automatically deducted from valid lab accounts.