



I. SUPPLIER CONTACT INFO			
Supplier Name: LINDE CANADA INC.	Address: 807 – 51 st Street East, Saskatoon SK S7K 0X7	Supplier Number: 306-934-4472	Supplier Email: g.ca.saskatoon.orderdesk@linde.com
Supplier Representative: Noah Zubaidi – Territory Manager – noah.zubaidi@linde.com		Customer Account Number:	
*** Email Linde Representative to attain a quote for your desired gas. They will be able to provide a price estimate, product code, and denote any lead time on delivery ***			

II. REQUISITIONER INFORMATION			
First and Last Name:	NSID:	Contact Email:	
Department:		(Optional) Contact Number:	
CFOAPAL Fund Number: 1-_____-_____-70002-_____-_____	Fund Manager Name:	Fund Manager Signature:	
*** CFOAPAL Fund used for Gas Requisition, Delivery & Transportation Fees, and any additional Surcharge Fees. Monthly Cylinder Rental Fees will apply. ***			

III. REQUISITION DETAILS				
Product Code:	Description:	Quantity:	Individual Price:	Total Price:
(Optional) Additional Information or Special handling:		Sub-Total:		
		Delivery Charges:		
		Taxes & Surcharges:		
		Total:		
*** Pricing is an estimate and subject to change. Final charges will be reflected on the respective Invoice issued by Linde after the product has been delivered.***				

IV. FOR INTERNAL USE ONLY			
PO#:	Order Confirmation Number:	Order Date:	Delivery Date:



***** All fields in Orange are to be completed by the Shipping Office, you do not need to fill out those fields. *****

The Compressed Gas Order Form must be completed in full and include a CFOAPAL Fund with signature of approval before the order will be placed. All individuals handling Compressed Gas Cylinders must adhere to [Compressed Gas Cylinder Safe Handling, Use and Storage](#) and wear the appropriate PPE/Clothing when moving Cylinders.

**** Linde currently delivers on Mondays, Wednesdays, and Fridays. This delivery window is not guaranteed and varies on driver availability. Custom Courier may occasionally deliver on Linde's behalf.*

Requestion and Retrieval Process:

An account with Linde is required to order gases. If you do not know your Customer Account Number, or wish to open an account with Linde, please send an email to enqr.rec@usask.ca who will be able to assist you.

To ensure the correct gas is requested, please provide a valid Linde Product Code (Example: NI 5.0UH-T). If you are unfamiliar with the product code needed for your desired gas, please contact the Linde Representative listed in **Section I** and request a quote, outlining the type, purity, and cylinder size of gas needed. The Representative will be able to provide a product code, price estimate, and expected delivery lead time. (You can also check Linde's [Interactive Catalogs](#)).

**** Standard gases, such as a basic Nitrogen cylinder, are typically delivered on the next delivery day, however special mixture gases may have a lead time of approximately 2-6 weeks. Please plan accordingly as Linde will not accommodate expedited delivery times.*

**** Larger cylinders, such as Liquid Nitrogen tanks, will be delivered to the Hardy Lab (Room 1A76). Empty tanks should be stored in this space as close to the Bay Door as possible and should not intrude on day-to-day operations. Please notify the Shipping Office once you have placed an empty Tank in this space.*

**** Gas Regulators will not be delivered to the college directly and must be picked up from the Linde store by the requestor. Alternatively, Custom Courier can pick up the Regulator on your behalf. Contact the Shipping Office for details.*

Once the gas has been received, you will be notified by the Shipping Office to arrange pickup. The gas cylinder will be delivered to the Compressed Gas Cage on the East side of the building, next to Bay Door #1 (Behind the Engineering Shops). The Shipping Office has a Gas Cart available for use if your department does not have one available. Please ensure you are wearing closed toe shoes and long pants as per Safe Handling practices or you will be denied access to the Cage.

Once a gas cylinder is empty, it should be brought back to the Cage and placed in the empty/return side (the far-left door closest to the building wall) so that it can be appropriately returned to Linde. The cylinder must be sealed and have its appropriate cap screwed on, as well as delivery tag present so that the Linde driver knows which account it belongs to.

**** The Compressed Gas Cage is designated as a pickup/drop off location and is not intended for extended storage use. If you need to retain your gas in the Cage for a short period of time, please email enqr.rec@usask.ca and let us know the length of time and reasoning.*

**** Linde will not refund partially used gases. If you no longer need to use a Cylinder, we suggest checking with department colleagues to see if it can be used elsewhere.*

Billing Process:

Once a cylinder has been delivered, the account will be billed via an Invoice, which will be paid on the account holders' behalf by the Shipping Office using the provided CFOAPAL Fund number. This includes the cost of the gas, and all applicable delivery charges, taxes, and any additional surcharges such as environmental fees.

All cylinders are the sole property of Linde Canada and are on lease from Linde the moment they are delivered to the College. Cylinders will incur rental fees monthly until they are returned to Linde. Account holders who intend to retain cylinders for a years' time may opt to purchase an annual lease which will cover the cylinder rental charges for a years' time. Contact the Shipping Office for additional information.

If you have any questions, please contact Lowell Levenick at enqr.rec@usask.ca or call 306-966-5388 or stop by Room 1B97.3.