“Tech Air Online System is LIVE!”

“Please note;”

- For all online questions/concerns, please call LLoyd Schafer at 610-462-6765
- All Equipment orders must be placed directly to Tech Air - Christa Alkas at christa@techair.com and cannot be ordered online.
- Login/passwords are the same (no changes).
- Please do not use BAT-KEYS, they are no longer valid.
- Driver work tags are; Cost Center (CC), Grant (GR), Endowment (EN), Project (PJ) and Spendable Gift (Gift).
- Optional Work tags are: Location (LOC#), Program (PRG#), and Assignee (A#).

URL; Go to Mytechair.com

TechAir Online Ordering Process:

Landing Page Contains My Account tab

Able to view account information;

Click Shop:

- Advanced Search
- Enter in Tech Air item number
- Shop and Search
- Go to My Account
To see Order History “or” save time creating a new order, by using previous order as a template

Click on Order History

Click on the product and click the tab Purchase Again
Add to Cart

Item has been added to the cart

Proceed to Checkout:

- There is an option to Add New Address.
- You can add a new ship to location. This does not make a permanent change to your Tech Air customer record but allows for the use of a temporary ship-to address. If this address will be used frequently, a new account should be established. “Please contact Christa Alkas christa@techair.com” for new shipping address to be added to your profile.
- Click Proceed
Payment Options:

“Please follow these instructions:”

- Type the Driver Worktag into the Gas P/O Number field

- A Driver Worktag is one of the following: Cost Center (CC#), Grant (GR#), Project (PJ#), Spendable Gift (GFT#) and Endowment (EN)

- If needed, type any order related comments in the “Additional Information" field. If Optional Worktag(s) are required, enter a new line following any comments beginning with “WT:" followed by up to three Optional Worktags, comma separated, with no spaces. An Optional Worktag is: Location (LOC#), Program (PRG#), and Assignee (A#)

- Example below – correct set up for orders: PRG102,A300426,LOC100182
Place comments on the first line of the Comments Field.

- If there are Optional Worktags in the field, place them on the line below comments beginning with “WT:” followed by up to three Optional Worktags, comma separated, no spaces.
- Click Proceed and submit your order
“Helpful tips:”

- Departments can track how many cylinders, view orders and see invoices
- System will save all history - previous orders – end users are able to easily pull up the history of all orders and create a new order fast and efficient.
- Monthly reports are still generated
- To save time, “create a template” for quick and easy ordering.