



LINDE EXPRESS USER GUIDE

Goal

This guide explains the steps to follow to obtain completed delivery documents from Linde Express.

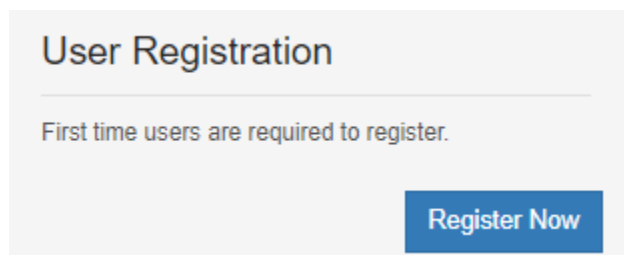
Procedure

Here's how to get a completed delivery document via Linde Express:

1. Navigate to Linde Express using this link:

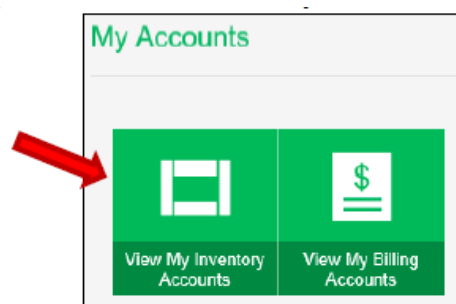
[Enter Login Detail \(linde.com\)](http://linde.com)

2. Click the “**Register Now**” button and follow the on-screen directions to initiate the Registration process if you have not completed this previously. If you are a Registered Linde Express User, go to Step 4.



3. An automated e-mail will be sent to your Inbox. Once received, click on the link included in the email to Activate your Account.

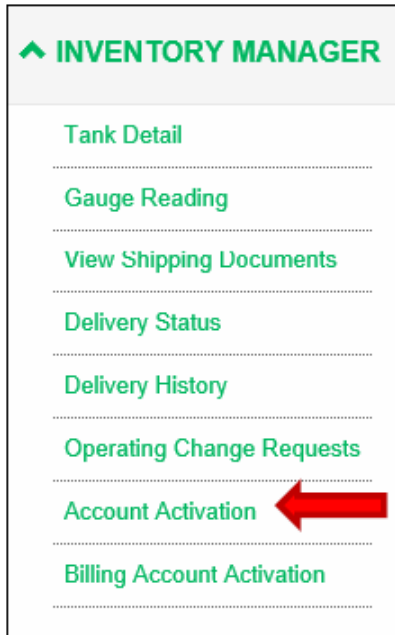
4. Click the “**View My Inventory Accounts**” box when your account is active.



5. To add the Account to your Profile, select “Account Activation” from the “Inventory Manager” group box.

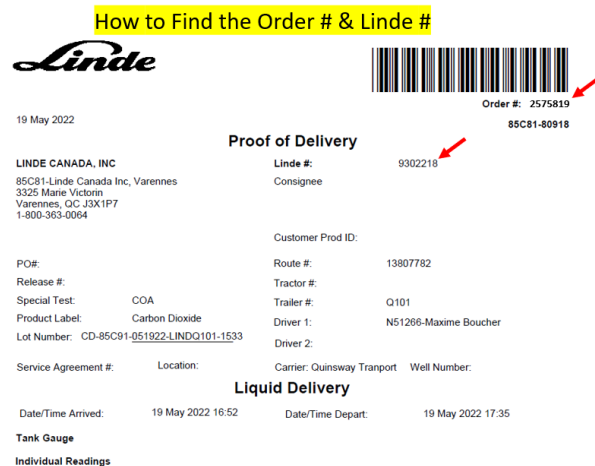
If the Account exists within your Profile, proceed to Step 8.

Note: A Linde # and Order # is needed to add an Account to your profile.



6. Enter the desired “Linde #” and “Order #” from a Proof of Delivery document and click the “Submit” button.

The screenshot shows a form titled "Inventory Account Activation" with a blue header "Please enter account details". It contains two input fields: "* Linde #" and "* Order #". Below the fields is a note: "[NOT your Purchase Order# - use the Linde Shipping Order #, from any Customer Billing Ticket you received with a product delivery within the last 6 months]". At the bottom are "Cancel" and "Submit" buttons.



7. Select the checkbox on the right then click “**Add**” and “**Confirm**” to add the Account to your Profile.

PI-CO Precision Fabrication Hutto, TX

Linde #	Product	Select All
2356947	Liquid Nitrogen	<input checked="" type="checkbox"/>

Cancel Add

8. Select “**View Shipping Documents**” from within the Inventory Manager group box.



9. To locate delivery documents for one order, select “**Order #**” from dropdown menu within the “Criteria” Search.

To locate delivery documents for multiple orders, select “**Linde #**” from dropdown menu within the “Criteria” Search and adjust the “From” to “To” window, as needed.

Making our world more productive

Shipping Document Search

Criteria: Linde #

Only the LATEST order is shown for each account. To see other shipping documents, please click 'Select Search Criteria' above, and enter a date range

Linde #: Select Linde #

From: / /

To: / /

Search

Customer	Account #	Linde #	Scanned Order #	Reprint Order Copy	Delivery Date	Select All
Messer LLC	46797700	2395418	24606627	24606627	2021-10-07-08:16:28.000	<input type="checkbox"/>
Praxair Distribution Inc	95021145	8515076	24602870	24602870	2021-10-07 03:11:00.000000	<input type="checkbox"/>
Pepsi Beverages Company	41262710	2391104	24604965	24604965	2021-10-06 22:45:00.000000	<input type="checkbox"/>

10. Click the checkbox(es) for the desired Order(s).

11. To view the PoD on the screen, click on the “Scanned Order #” hyperlink and the electronic PoD will be displayed.

Customer	Account #	Linde #	Scanned Order #	Reprint Order Copy	Delivery Date	Select All
Messer LLC	46797700	2395418	24606627	24606627	2021-10-07-08:16:28.000	<input type="checkbox"/>
Praxair Distribution Inc	95021145	8515076	24602870	24602870	2021-10-07 03:11:00.000000	<input type="checkbox"/>
Pepsi Beverages Company	41262710	2391104	24604965	24604965	2021-10-06 22:45:00.000000	<input type="checkbox"/>
ARC3 Gases North	51973341	2398761	24602062	24602062	2021-10-06 08:39:46.000000	<input type="checkbox"/>
Praxair Distribution Inc	95021145	8514814	24600698	24600698	2021-10-06 01:30:00.000000	<input type="checkbox"/>

Order #:20210901 Has more than one shipping document

View Document-> [1](#) [2](#) [3](#)

Note: Click on the *numbered tabs* on the top of the page to display other supporting delivery documents such as the COA, as required.

12. When the PoD is requested by the Customer, use the checkbox in the right column to select the desired Order # and click the “E-mail” button.

Customer	Account #	Linde #	Scanned Order #	Reprint Order Copy	Delivery Date	Select All
Messer LLC	46797700	2395418	24606627	24606627	2021-10-07-08:16:28.000	<input type="checkbox"/>
Praxair Distribution Inc	95021145	8515076	24602870	24602870	2021-10-07 03:11:00.000000	<input type="checkbox"/>
Pepsi Beverages Company	41262710	2391104	24604965	24604965	2021-10-06 22:45:00.000000	<input type="checkbox"/>
ARC3 Gases North	51973341	2398761	24602062	24602062	2021-10-06 08:39:46.000000	<input type="checkbox"/>
Praxair Distribution Inc	95021145	8514814	24600698	24600698	2021-10-06 01:30:00.000000	<input type="checkbox"/>
Praxair Distribution Inc	95021145	8514813	24600184	24600184	2021-10-05 22:26:00.000000	<input type="checkbox"/>
Driscoll Strawberry Associates	73518415	2011757	24593990	24593990	2021-10-05 14:37:00.000000	<input checked="" type="checkbox"/>
United States Steel Corporation	95643767	5573846	24594712	24594712	2021-10-05 12:15:00.000000	<input type="checkbox"/>
Semiconductor Components Indust	95018488	8509367	24593306	24593306	2021-10-04 11:15:00.000000	<input type="checkbox"/>
Semiconductor Components Indust	72310958	2294241	24591270	24591270	2021-10-04 05:00:00.000000	<input type="checkbox"/>

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E-mail

13. Enter the Customer’s email address, include relevant information in the “Subject” and “Comments” fields, and click “Send”,

E-mail Shipping Documents

Please provide an e-mail address

E-mail Address :

Subject:

Comments :

Please Enter Comments Here

Customer	Account #	Linde #	Order #	Delivery Date
ARC3 Gases North	51973341	2398761	24602062	2021-10-06 08:39:46.000000

EXAMPLE - This is how the e-mail will look to the Recipient:

! | From | Subject

Today

Linde Express **Order Example - Shipping Documents(Shipping Document(s) Order Number(s):24593990)**
Dear Customer, Attached is the Linde Shipping Document (s) Order Number(s) requested.

Order Example - Shipping Documents(Shipping Document(s) Order Number(s):24593990)

Linde Express <BulkExpress.ContactUs@linde.com>
To Cheryl Wind Thu 10/7/2021 10:22 AM

This message was sent with High importance.

Shipping_Doc_27655OrderNO_24593990.PDF
39 KB

Dear Customer,

Attached is the Linde Shipping Document (s) Order Number(s) requested.
Order #:24593990

COMMENTS:Please Enter Comments Here

Thank You,
Linde Customer Care Team

[Respond to this email](#)