How to Return Cylinder Tanks

Step 1: First, navigate to ebs.msu.edu and click on EBS Login.

Step 2: Enter your MSU Net ID and password.

Step 3: Navigate to “Resources” on the right and click “Shop at State”
Step 4: Type in “CYLRETURN” and hit “Search”

Step 5: Click on “Item Number: CYLRETURN”

Step 6: Enter the number of cylinder tanks you are returning and hit “Add to Cart”
Step 7: Confirm the number of cylinder tanks to return and hit “Checkout”

Step 8: Under Shipping Address, enter the information (including room number), where the cylinder(s) is to be picked up.
Step 9: Confirm accuracy and hit “Create Order”

Step 10: The most important field in the EBS Order Document is the NOTE TEXT. Enter the serial number(s), and click the ADD button. Note: Only 200 characters are available—use commas instead of hard returns if multiple tanks are being returned. If the system won’t allow your serial number because it looks like a social security number, add a space anywhere and a comma to separate multiple entries. You can only ADD one NOTE TEXT field. Click “Submit” to process.
Note: If you are ordering new cylinders and returning used ones, you may use the order form for both purposes. Include the serial number(s) and pick up address of the used tanks in the Note Text. Orders placed after 3 p.m. count as the next business day for pick-up billing purposes.

Below is an example of the packing list that is forwarded to the supplier, FYI.