



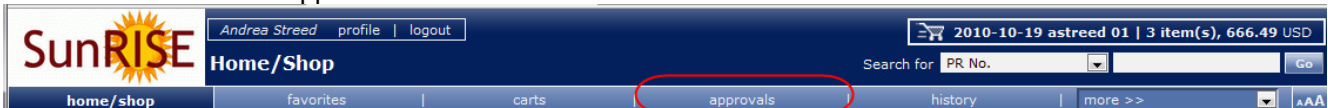
## Approving and/or Rejecting a Requisition Quick Guide

### **APPROVING** a Requisition

1. **Login to SunRISE OR click on the link in the e-Mail Notification received**

<http://cfo.asu.edu/purchasing-sunrise> Single Sign On - use your **ASURite ID and Password**

2. Click on the Approvals Tab



3. **Move Requisition** to My PR Approvals Folder from the Shared Folder

Click the **Assign** link in the Action column to the far right of the requisition line in the Shared Folder -- this will move the document up to "My PR Approvals" Folder

- Notice this screen will show:
  - List of Suppliers on the requisition
  - Number of total lines on the requisition
  - Indicate if there are notes or attachments


Requisition No.	Approver	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
457554		Not Assigned	Normal	11/3/2010 10:06 AM	Andrea Streed	666.49 USD	Assign	<input type="checkbox"/>

Cart Name: 2010-10-19 astreed 01  
Cart Description: TEST New Cart  
No. of line items: 3

Suppliers: ASU Bookstore, Dell, Staples

This PR has attachments  
This PR has notes

4. **My PR Approvals Folder**

Click the **Requisition Number OR Quick View** icon  to the right of the requisition number on the left side of the requisition line to view the requisition in full

Requisition No.	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
457554	Active	Normal	11/3/2010 10:06 AM	Andrea Streed	666.49 USD		<input type="checkbox"/>

Cart Name: 2010-10-19 astreed 01  
Cart Description: TEST New Cart  
No. of line items: 3

Suppliers: ASU Bookstore, Dell, Staples

This PR has attachments  
This PR has notes

5. **Review** for approval

- a. **Verify** "Ship To" Address (remembering all **Radioactive products** must be sent to Radiation Safety)
- b. **Review or Add** any needed **Internal Notes**
- c. **Verify** all accounting codes for accuracy (**Radioactive products** must have the **Sub-Object of 10**)

6. **Save any updates**
7. Click **Approve** - **Go** button

Available Actions:  **Go**

**CHANGING ACCOUNTING CODES on document you are approving**


1. Click on **Edit button**

Accounting Codes			<b>edit</b>
Agency/Org	Object	Sub-Object	
CH21007 ASU STORES GENERAL OPER	7320 MATERIALS AND SUPPLIES	732005 LAB/MEDICAL SUPPLIES	
			<b>edit</b>
Sub-Org	Function		
no value	no value		

2. Select from drop down menu the Agency/Org to be used **OR** if Agency/Org is not seen in the drop down menu click on **"Select from all values"** type in the Agency/Org (no spaces) and click **Search**, when the Agency/Org comes up click **Select** – this new account will now appear in the field below. This same process is done when changing the Object or Sub-Object.

Accounting Codes			?   X
Agency/Org	Object	Sub-Object	
<input type="text" value="CH21007"/> ***** DO NOT FREE FORM - CLICK HERE ***** Select from all values...	<input type="text" value="7320"/> ***** DO NOT FREE FORM - CLICK HERE ***** Select from all values...	<input type="text" value="732005"/> ***** DO NOT FREE FORM - CLICK HERE ***** Select from all values...	
recalculate / validate values			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

**REJECTING a line or the whole requisition**

1. Follow steps 1-4 above
2. Select one or more line items to reject
  - a. Click the **Checkbox** to the right of the line item(s)
  - b. Select **Reject Selected Items** **Go**
  - c. Add **Note**
  - d. Click Supplier/Line Item Details **Go** button
  - e. Line item(s) will now show the **RED X** icon to the far left 

**Supplier / Line Item Details**

Hide line details For selected line items

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**ASU Bookstore** [more info...](#) PO Number: To Be Assigned

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 <input type="checkbox"/> <b>ASU SUNBURST TRIANGLE PEN - BURG/GOLD</b> <a href="#">more info...</a>	2008953	EA	7.95	1 EA	7.95 USD
UNSPSC: 44-12-17-04 <a href="#">more info...</a>	Taxable: <input checked="" type="checkbox"/>	Replenish stock: <input checked="" type="checkbox"/>	Internal Note: no note	External Note: no note	Internal attachments:
<b>Supplier subtotal</b>					7.95
Tax1					0.56
Tax2					0.00
Shipping					0.00
Handling					0.00
<b>Supplier total</b>					<b>8.51 USD</b>

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**Dell** [more info...](#) PO Number: To Be Assigned

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 11/3/2010 9:46:19 AM  
 Line(s): 2

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
2 <input type="checkbox"/> <b>Latitude 2110;IntelREG AtomREG Processor N470 (1.83GHz), Fast Track C1</b> <a href="#">more info...</a>	224-9468	EA	598.00	1 EA	598.00 USD

3. Click **Approve** -  button

**RECEIVING:**

- Once items are physically received a receiver needs to done in the Advantage System – to view instructions go to: <http://asu.edu/fs/advantage/xferdocs/AdvanOrd.pdf> pages RC 1-7.
- When entering a receiver on a SunRISE order the codes you will need are:
  - Document type - PC
  - Document number - SQ500xxxxx

**NOTE: Receivers are not needed for orders going to Staples, Chemistry Stockroom, ASU Bookstore or if the PCard was used to purchase the items.**

For general assistance call our SunRISE Helpline 7-7473 or email [sunrise@mainex1.asu.edu](mailto:sunrise@mainex1.asu.edu)