



Shop, Code & Submit Cart when buying Radiochemicals ☢ Quick Guide

1. **Login to SunRISE**
www.asu.edu/sunrise Single Sign On - use your **ASURite ID and Password**
2. Fill shopping cart
Product Search
3. View cart
Click on **Cart tab** or Click on far upper right **Cart Summary Link**
4. Prepare cart for approval
Click on Review tab
- ☢ Change **Shipping Address** to **Radiation Safety** from the drop down menu **(REQUIRED)**
5. Scroll down to **Accounting Codes** if codes have not been defaulted
Click on upper **Edit button** that is located below the question mark symbol within the Accounting Codes section
Under **Agency Org** – click on **Select from Profile Values**
Using the drop down menu, highlight and select **Agency-Org account**
Under **Object** – click on **Select from Profile Values**
Using the drop down menu, highlight and select **Object Code**
Under **Sub-Object** – click on **Select from Profile Values**
- ☢ Using the drop down menu, highlight and select **Sub-Object Code 10 (REQUIRED)**
6. Click the Save button
7. **Scroll to the top of page**
8. Click the upper right **Submit button**

Please call Patty 5-1816 or Andy 5-3270 or Pam 5-2430 if you need assistance.

If your SunRISE role allows Shopping and Coding of the document this Quick Guide is for you.