



Shop, Code & Submit Radiochemicals ☢ Chemicals Quick Guide

1. Login to SunRISE

<http://cfo.asu.edu/purchasing-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** 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 Pam 5-2430 or Andy 5-3270 if you need assistance