Approving Rejecting and/or Change the Accounting on a Staples 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](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

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

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 - button

Available Actions: Approve

CHANGING ACCOUNTING CODES on document you are approving
1. Click on Edit button

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.

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 from the drop down menu
3. Click **Approve** - button

**Receivers are not needed on Staples Orders**

Staples Will Continue to be an ASU Stores Service
Deliveries and Billing Will Remain the Same

For general assistance call our SunRISE Helpline 7-7473 or email sunrise@mainex1.asu.edu