

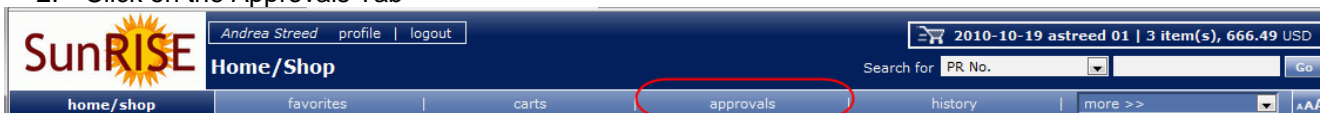
Approving Rejecting and/or Change the Accounting on a Staples Requisition – Quick Guide

APPROVING a Requisition

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

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

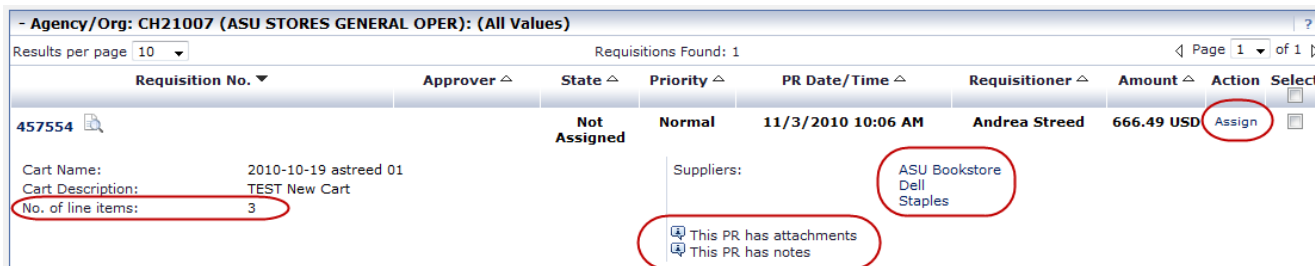
2. Click on the Approvals Tab



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** - **Go** button

Available Actions: **Go**

CHANGING ACCOUNTING CODES on document you are approving

1. Click on **Edit button**

Accounting Codes			edit
Agency/Org	Object	Sub-Object	
CH21007 ASU STORES GENERAL OPER	7320 MATERIALS AND SUPPLIES	732005 LAB/MEDICAL SUPPLIES	
Sub-Org	Function		edit
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
Save 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** from the drop down menu

Have you made changes? **Update** **Empty Cart** Perform an action on (0 items selected)... Select All

Staples more info... **Select "Reject selected items" from the drop down**

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?
Line(s): 1, 2

Product Description	Unit Price	Quantity	Total
Item added on Nov 18, 2010 Staples® Twin-Pocket Portfolios, Assorted Colors, 10/Pk Part Number 905655 Manufacturer Info STP13366 - (Staples) Taxable <input checked="" type="checkbox"/>	6.39 USD PK change price... Update	1	6.39 USD <input checked="" type="checkbox"/>
Item added on Nov 18, 2010 At-A-Glance 2011 2-Page-Per-Weekday Calendar Refill with Monthly Tabs, Jan.-Dec., Desk, 3 1/2" x 6" Part Number 795405 Manufacturer Info AAGE717T50 - (AT-A-GLANCE) Taxable <input checked="" type="checkbox"/>	4.41 USD EA change price... Update	1	4.41 USD <input type="checkbox"/>
Supplier subtotal			10.80 USD

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

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