STAPLES - SHOP, CODE AND SUBMIT CART FOR APPROVAL
QUICK GUIDE

1. Login to SunRISE
   Go to http://cfo.asu.edu/purchasing-sunrise - Single Sign On - use your ASURite ID and Password

2. Fill shopping cart
   Click on the Shop tab – Scroll to the Staples Icon in the SunRISE Punchout area. Select needed items as you have done in the past on Stapleslink.com.
   Click Submit within the Staples site - Review Item Information within the Staples site then click Submit a second time - This will pull your items from the Staples Punch-out site into your SunRISE shopping cart

3. View cart - Click on Cart tab or Click on far upper right cart summary link.

4. Prepare cart for approval - Click on Proceed to Checkout to view the information and check for accuracy

5. Scroll down to Accounting Codes – mandatory completion
   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 OR Select from ALL Values”
   DO NOT type your Agency Org into this field it must be selected from one of the drop down menus
   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 7320
   Under Sub-Object – click on Select from Profile Values
   Using the drop down menu, highlight and select sub-object code 732001
6. Notice if there are any warning icons in the Checkout Banner – all errors will need to be corrected before document is submitted.

7. Click the **Submit** - your order will now follow the SunRISE workflow for document approval.

**Receivers are not needed on Staples Orders**

Your **Staples Customer Service contact information** is asustores@asu.edu or 965-3772.

For general assistance in entering a SunRISE order contact information is sunrise@mainex1.asu.edu or 727-7473.

**Note:** All Staples orders will default to 732001 – Office Supplies - when interfaced to the Advantage system.