

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

1. Login to SunRISE

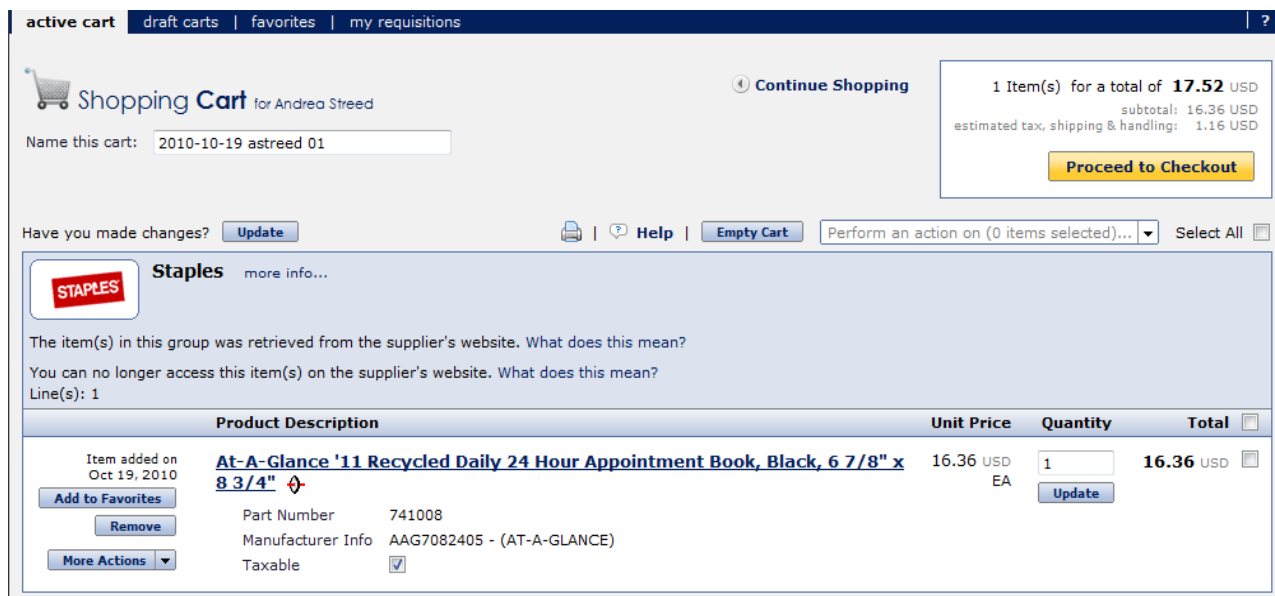
Go to <http://cfo.asu.edu/purchasing-sunrise> - Single Sign On - use your **ASURite ID and Password**

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.



The screenshot shows the SunRISE Shopping Cart interface. At the top, there are navigation links for 'active cart', 'draft carts', 'favorites', and 'my requisitions'. The main header includes a shopping cart icon, the text 'Shopping Cart for Andrea Streed', and a 'Continue Shopping' button. A summary box on the right indicates '1 Item(s) for a total of 17.52 USD', with a subtotal of 16.36 USD and estimated tax, shipping & handling of 1.16 USD. A 'Proceed to Checkout' button is visible. Below the header, there are options to 'Update' the cart, 'Empty Cart', and a dropdown menu for actions on 0 items selected. The main content area features the Staples logo and a message about item retrieval from the supplier's website. A table lists the items in the cart:

Product Description	Unit Price	Quantity	Total
Item added on Oct 19, 2010 At-A-Glance '11 Recycled Daily 24 Hour Appointment Book, Black, 6 7/8" x 8 3/4" Add to Favorites Remove More Actions	16.36 USD EA	1	16.36 USD
Part Number: 741008 Manufacturer Info: AAG7082405 - (AT-A-GLANCE) Taxable: <input checked="" type="checkbox"/>		Update	

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.