SHOP, CODE AND SUBMIT CART FOR APPROVAL

QUICK GUIDE

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

2. **Fill shopping cart**
   Click on **Shop Tab** towards the top left of your screen - add items using the Hosted suppliers, Punchout suppliers or Favorites – multiple suppliers can be on one order/requisition.

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 information for accuracy

5. **Update Shipping**, if shipping has not been defaulted

6. **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 OR Select from ALL Values**
   DO NOT type your Agency Org into this field as it must be selected from one of the above
   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**
Using the drop down menu, highlight and select sub-object code

7. To change Accounting Codes by line
   - Click on secondary navigation **Accounting Codes** tab and select the Edit button on the line that you need to change the Accounting Codes – follow instruction 6 above.

8. Notice if there are any warning icons in the Checkout Banner – all errors need to be corrected before document is submitted

9. Click the **Submit** – your order will now follow the SunRISE workflow for document approval

**RECEIVING:**

- Once items are physically received a receiver needs to do in the Advantage System – to view instructions go to: [http://asu.edu/fs/advantage/xferdocs/AdvanOrd.pdf](http://asu.edu/fs/advantage/xferdocs/AdvanOrd.pdf) pages RC 1-7.
- When entering a receiver on a SunRISE order the codes you will need are:
  - Document type - PC
  - Document number - SQ500xxxxx

**NOTE:** Receivers are not needed for orders going to Staples, Chemistry Stockroom, ASU Bookstore or if the PCard was used to purchase the items.

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