



## 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 **Shop Tab** - add items using the “**Continue Shopping**” button to your cart either with the Hosted suppliers or Punchout suppliers – multiple suppliers can be on one order/requestion.

The screenshot displays the SunRISE Shopping Cart for user Andrea Streed. The cart contains two items:

- ASU Bookstore:** ASU SUNBURST TRIANGLE PEN - BURG/GOLD. Unit Price: 7.95 USD, Quantity: 1, Total: 7.95 USD. Part Number: 2008953. Taxable: . Item added on Nov 3, 2010.
- Dell:** Latitude 2110; IntelREG AtomREG Processor N470 (1.83GHz), Fast Track C1. Unit Price: 598.00 USD, Quantity: 1, Total: 598.00 USD. Part Number: 224-9468. Manufacturer Info: 224-9468 - (Dell). Item added on Nov 3, 2010.

The cart summary shows 3 Item(s) for a total of 666.49 USD, with a subtotal of 622.31 USD and estimated tax, shipping & handling of 44.18 USD. A "Proceed to Checkout" button is visible.

### 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.

**Accounting Codes**

These values apply to all lines unless specified by line item

Agency/Org	Object	Sub-Object	edit
CH21007 ASU STORES GENERAL OPER	7320 MATERIALS AND SUPPLIES	732005 LAB/MEDICAL SUPPLIES	edit

copy to other lines

Sub-Org	Function	edit
no value	no value	edit

**Supplier / Line Item Details**

For selected line items Reject Selected Items Go

**ASU Bookstore** more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 ASU SUNBURST TRIANGLE PEN - BURG/GOLD more info...	2008953	EA	7.95	1 EA	7.95 USD	edit

Accounting Codes (same as header)

Non-grouped Accounting Codes (same as header)

edit

**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 done in the Advantage System – to view instructions go to: <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:
  - o Document type - PC
  - o 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](mailto:sunrise@mainex1.asu.edu)