



SunRISE Chemical Container Inventory Quick Guide



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Adding a new chemical to the ASU Master Chemical Database

No.	Item Type	Name	Status	Item Creation Date	Approver
82141	Chemical	123	Draft		unassigned
82100	Chemical	Chemical 123456	Draft		unassigned
80187	Supplies	Jody's PEPTIDE SYNTHESIS FLASK 2 000ML	Submitted	9/11/2007 3:51 PM	unassigned
80056	Chemical	888	Draft		unassigned

On the pull down menu select **Chemical Inventory**
Click on the “Items” tab
Click on the “Create New Item” button

Click on the Chemical Icon

Click on the **Next** button

Comments and Notes

Chemical Identifiers

Chemical Name: acetone 1

CAS No.

Identifier 1

Identifier 2

Mixture Ingredients

Add Ingredient

Physical Properties

Purity / Concentration

Grade

Click on the **Chemical Properties banner** and complete the information fields appropriate for this chemical. When completed with this banner click Next to continue to the next banner for additional information and properties.

When information has been completed. Go to the drop down menu at the upper right of this page, select **Submitted** and **Click Save**



No.	Item Type	Name	Status	Item Creation Date
82000	Chemical	asafolna 1	Submitted	5/1/2008 4:15 PM
82141	Chemical	123	Draft	

My Items page will appear with the chemical you just added noting the Name, Status of Submitted, date/time and unassigned

No.	Qty.	Item Type	Name	Status	Item Creation Date	Approver
82000	0	Chemical	asafolna 1	Submitted	5/1/2008 4:15 PM	assign

Click on the Assign/Approve Items tab. Your submitted chemical will appear - click on assign in the Approver column to the right.

Submitted Save

Item Record Approval

Approver: Andrea Stread
Select User

Notes: Add notes here if needed

Save

- Item Records Manager Comments
- File Import
- Chemical Properties
- Inventory Parameters
- Related Information
- Hazards
- Item Creator's Profile

Click on Select User. Type in your name on the form given and select the correct radial button – your name will now appear as the approver. Add any notes in the optional note field and click Save.

chemical usage history | replenishment | sales orders | sales order history | cycle counting

Approved Save

Item Record Approval

Approver: Andrea Stread
Date Approved: 5/1/2008 4:40 PM
Notes: This is a test chemical.

Choose Approved from the drop down menu and click Save

The new chemical has now been added to the Master Chemical Database.



Adding a new container to inventory

home | favorites | product search | carts | approvals | history | settlement | **inventory**

inventory search | items | container actions | chemical usage history | replenishment | sales orders | sales order history | order counting

Inventory Search

Item Type: Supplies, **Chemical**

Chemical Properties

Chemical Name: *ephedrine*
CAS No.:
Identifier 1:
Identifier 2:

Mixture Ingredients

Ingredient Name:
Ingredient CAS No.:
Ingredient Identifier1:
Ingredient Identifier2:
Solvent:

Physical Properties

Purity / Concentration:
Grade:
Radionuclide:
Molecular Formula:
Molecular Weight:
Boiling Point:
Special Storage Limitations:
Item Flex Text 2:
Item Flex Pulldown 2:

Chemical Hazards
Container Details
Item Creator's Profile

200 Results per page | **Search** | Clear All | Select Query

On the pull down menu select “inventory”.

Make sure **Chemical** is selected under **Item Type**.

Enter the **Chemical Name** (*ephedrine* - in this scenario) in the **Inventory Search** – it is advisable to use * before and after the chemical name.

Click **Search**

Searching For *ephedrine*

Search Results There are 9 samples matching the search criteria Page 1 of 1

Chemical Name	CAS No.	Purity / Concentration	Physical State	Type	Solvent	Container Options
(-)-NOREPHEDRINE	[492-41-1]			Pure		
(1R,2R)-(-)-PSEUDOEPHEDRINE	[321-97-1]			Pure		
(1R,2S)-(-)-N-METHYLEPHEDRINE	[552-79-4]		Solid	Pure		
(1S,2R)-(+)-NOREPHEDRINE	[37577-28-9]			Pure		
(L)-Ephedrine	[299-42-3]			Pure	Water	
EPHEDRINE HYDROCHLORIDE	[50-98-6]		Solid	Pure		
Ephedrine Sulfate	[134-72-5]		Solid	Pure	Water	
[(+)-PSEUDOEPHEDRINE HYDROCHLORIDE	[345-78-8]		Solid	Pure		
PSEUDOEPHEDRINE	[90-82-4]		Solid	Pure		

There are 9 samples matching the search criteria Page 1 of 1

Export Save Query

Double click on the **chemical name** in the **Search Results**

(If the **Chemical Properties** tab is not expanded click on the “+” sign next to the tab name)



The **Chemical** and its properties will be pulled from ASU's Master Chemical Database.

To add a new container for this chemical which already exists in the Master Chemical Database - click on the drop down menu and select **Create New Container**

Click the **Go** button next to Create New Container



https://usertest.sciquest.com - Container Details - Microsoft Internet Explorer

New Container

Container Information

Chemical Name	CAS No.	Chem ID-1	Purity	State	Type	Solvent
(L)-Ephedrine	[299-42-3]				Pure	Water

Container Name:

Barcode:

Container Type:

Regulatory Type:

Status:

Supplier:

Supplier Catalog Number:

Lot Number:

Expiration Date: (mm/dd/yyyy)

Comments:

Temperature:

Conditions:

Special Storage Limitations:

Location Details

The inventory item does not have a default location, owner, or project specified. If you have defaults assigned in your profile, those values will be used; otherwise you must select the desired location and

Current Location:

Owner:

Container Project:

Initial Amount: g

Complete the **Container Information** – Bolded Fields are required, however it is advisable to complete as many fields as possible to insure this container has the most updated record.

Location & Owner are selected through information already loaded in the SunRISE System.

https://usertest.sciquest.com - Container Details - Microsoft Internet Explorer

New Container

Container Information

Chemical Name	CAS No.	Chem ID-1	Purity	State	Type	Solvent
(L)-Ephedrine	[299-42-3]				Pure	Water

Container Name:

Barcode:

Container Type:

Regulatory Type:

Status:

Supplier:

Supplier Catalog Number:

Lot Number:

Expiration Date: (mm/dd/yyyy)

Comments:

Temperature:

Conditions:

Special Storage Limitations:

Location Details

Current Location:

Owner:

Container Project:

Initial Amount: g

After the fields are complete for the New Container

- click the button



Container Information						
Chemical Name	CAS No.	Purity	State	Type	Solvent	
(L)-Ephedrine	[299-42-3]			Pure	Water	
Amount						
Initial Amount	125.000 g					
Current Amount	125.000 g					
Container Details						
Barcode	12348977					
Container Type	bottle					
Regulatory Type	Closed					
Status	Available					
Container Name	Test Container					
Supplier	VWR International					
Supplier Catalog Number	V4568A					
Lot Number						
Expiration Date	8/28/2008					
Comments	Training Container					
Temperature						
Conditions						
Special Storage Limitations						
Location Details						
Current Location	MC Tempe Campus> 054 ISTB2> 2> 275> Flammable					
Owner	DeSOUZA, DENISE					
Container Project	Acteo Test					

Container Information that has just been entered into the SunRISE system will appear

(Make sure your pop-up blocker is set to off so the Container Information will load)

Export Save Query

Searching For *ephedrine*

Search Results There are 9 samples matching the search criteria Page 1 of 1

Chemical Name	CAS No.	Purity / Concentration	Physical State	Type	Solvent	Container Options
(-)-NOREPHEDRINE	[492-41-1]			Pure		
(1R,2R)-(-)-PSEUDOEPHEDRINE	[321-97-1]			Pure		
(1R,2S)-(-)-N-METHYLEPHEDRINE	[552-79-4]		Solid	Pure		
(1S,2R)-(+)-NOREPHEDRINE	[37577-28-9]			Pure		
(L)-Ephedrine	[299-42-3]			Pure	Water	
EPHEDRINE HYDROCHLORIDE	[50-98-6]		Solid	Pure		
Ephedrine Sulfate	[134-72-5]		Solid	Pure	Water	
[(+)-PSEUDOEPHEDRINE HYDROCHLORIDE	[345-78-8]		Solid	Pure		
PSEUDOEPHEDRINE	[90-82-4]		Solid	Pure		

There are 9 samples matching the search criteria Page 1 of 1

If you go back to **inventory** and search for the same chemical (using the *) it will now appear with the **inventory icon**.

Accessible Containers

Chemical Name	CAS No.	Orderable	Chem ID-1	Purity	State	Type	Solvent
(L)-Ephedrine	[299-42-3]	No				Pure	Water

+ Inventory Parameters

+ Container Details

Results: On Available AND All Locations

Mass Volume Radioactivity Go

Original Unit Original Unit Original Unit

Add Container Export

Accessible Containers

Barcode	Supplier	Supplier Catalog Number	Expiration Date	Container Project	Current Location	Current Amount	Available Actions:
12348977	VWR International	V4568A	8/28/2008	Acteo Test	MC Tempe Campus> 054 ISTB2> 2> 275> Flammable	125.000 g	

Results per page 10 Page 1 of 1

Clicking on the icon will pull the **Chemical** and **Accessible Containers** – the container you just entered will appear.



Correct Amount/Quantity of an item in inventory

Accessible Containers Close

Item Record							
Chemical Name	CAS No.	Orderable	Chem ID-1	Purity	State	Type	Solvent
(L)-Ephedrine	[299-42-3]	No				Pure	Water

+ Inventory Parameters

+ Container Details

Results On Available AND All Locations

Mass	Volume	Radioactivity	Go
Original Unit	Original Unit	Original Unit	

Add Container Export

Accessible Containers

Barcode	Supplier	Supplier Catalog Number	Expiration Date	Container Project	Current Location	Current Amount	Available Actions:
12348977	VWR International	V4568A	8/28/2008	Acteo Test	MC Tempe Campus> 054 ISTB2> 2> 275> Flammable	125.000 g	

Results per page 10 Page 1 of 1

Pull up **Accessible Containers** by clicking on the  in the inventory search function

In the **Available Actions** drop down for the item to be adjusted select the action to be taken

Available Actions

- Dispose
- Mark for Disposal
- Reassign
- Update
- Record Usage
- Split
- Copy
- Create New
- Correct Amount/Quantity
- History

Correct Amount/Quantity

Correction Information

Correction Reason

Reason Flex Text

Supporting Documentation Browse...

Initial Amount 125.000 g

Current Amount g

Confirm Correction Cancel

Select the Correction Reason

Input "Current Amount"

Click

Confirm Correction



Container Information

Chemical Name	CAS No.	Chem ID-1	Purity	State	Type	Solvent
(L)-Ephedrine	[299-42-3]				Pure	Water
Amount						
Initial Amount	125.000 g					
Current Amount	100.000 g					
Container Details						
Barcode	12348977					
Container Type	bottle					
Regulatory Type	Closed					
Status	Available					
Container Name	Test Container					
Supplier	VWR International					
Supplier Catalog Number	V4568A					
Lot Number						
Expiration Date	8/28/2008					
Comments	Training Container					
Temperature						
Conditions						
Special Storage Limitations						
Location Details						
Current Location	MC Tempe Campus> 054 ISTB2> 2> 275> Flammable					
Owner	DeSOUZA, DENISE					
Container Project	Acteo Test					

Container Information now has Corrected "Current Amount"



Disposal of a Container

Accessible Containers

Close

Item Record							
Chemical Name	CAS No.	Orderable	Chem ID-1	Purity	State	Type	Solvent
2,4-Lutidine	108-47-4	No		99%	Liquid	Pure	
+ Inventory Parameters							
+ Container Details							

Results On Available AND All Locations

Mass	Volume	Radioactivity	Go
Original Unit	Original Unit	Original Unit	

Add Container

Export

Accessible Containers

Accessible Inventory 2						
Barcode	Supplier	Supplier Catalog Number	Expiration Date	Container Project	Current Location	Current Amount
123098	Sigma-Aldrich Inc	SAI 123456	8/9/2008	BioDesign	MC Tempe Campus> 104A BDI> Floor1> 127A> Deli Box/Dessicator	120.000 g
345654	InvivoGen	456PL		Biodesign CIM	MC Tempe Campus> 104A BDI> Floor1> A171> Darkroom	150.600 g

Page 1 of 1

Available Actions:

Page 1 of 1

Pull up **Accessible Containers** by clicking on the  in the inventory search function

Select the **Available Actions** drop down menu for on the inventory line item you wish to dispose

Available Actions

- Dispose
- Mark for Disposal**
- Reassign
- Update
- Record Usage
- Split
- Copy
- Create New
- Correct Amount/Quantity
- History

Select **“Mark for Disposal”**



Disposal Information ?

Disposal Reason
 Disposal Comments
 Supporting Documentation

Complete the **Disposal Information**

Click on the button

Container Information ?

Chemical Name	CAS No.	Chem ID-1	Purity	State	Type	Solvent
2,4-Lutidine	108-47-4		99%	Liquid	Pure	
Amount						
Initial Amount	120.000 g					
Current Amount	100.000 g					
Container Details						
Barcode	123098					
Container Type	Bottle					
Regulatory Type	Closed					
Status	Available					
Container Name	Lutidine Training Test					
Supplier	Sigma-Aldrich Inc					
Supplier Catalog Number	SAI 123456					

Container Details

Barcode	123098
Container Type	Bottle
Regulatory Type	Closed
Status	Disposed
Container Name	Lutidine Training Test
Supplier	Sigma-Aldrich Inc
Supplier Catalog Number	SAI 123456
Lot Number	3A

Container Details will now show status of “Disposed”

EH&S will now receive an email and container pick-up will be arranged with the lab.

Available Actions

Available Actions

- Dispose
- Mark for Disposal
- Reassign
- Update
- Record Usage
- Split
- Copy
- Create New
- Correct Amount/Quantity
- History

- Dispose** = Container is now empty and will be disposed of
- Mark for Disposal** = Container has held hazardous material and now needs to be disposed of and picked-up by EH&S – **Hazardous Waste Tag must be completed and attached to container**
- Reassign** = Container is being moved to a different lab
- Update** = Update Container Record
- Record Usage** = Deplete container as contents is being used
- Split** = Divide container into multiple containers
- Copy** = Copy existing info to a new container
- Create New** = Create a new container
- Correct Amount / Quantity** = Correct amount or quantity after physical inventory has been taken or an error has been detected
- History** = Lists container history of events

Many other actions can be done to an inventory line item by using this drop down menu.



Basic SunRISE Chemical Manager Definitions

SunRISE is the unique name given to the Arizona State University Research Enhancement System. The software company for SunRISE is **SciQUEST**. The terms **SunRISE, E-Commerce, E-Purchasing, On-Line Shopping, Web-Based Shopping, Higher Markets** and **SciQuest** are all synonymous.

Current Cart is the term used within the SunRISE system for a requisition in progress. Each supplier within the system might use different terminology for the same function. Some examples are **Request, Current Cart, Shopping Basket, Requisition and Current Order**. Whichever term is used, all are means for bringing items from a specific supplier back into the SunRISE system to create a requisition and subsequently a purchase order.

Punch Out Catalogs are suppliers that maintain their own web pages, while allowing end users access through SunRISE. **Punch Out Catalogs** may also be referred to as **On-Line Catalogs, Web Catalogs** or by the **supplier name**, i.e. Fisher, VWR, Spectrum, etc.

Error Messages in SunRISE will appear in yellow highlight and direct the user to incomplete or incorrect information.

Web Catalogs or “Punchout” catalogs

- These are online shopping catalogs that when selected, take the user into the supplier's website and online catalog. Two examples are VWR and Fisher (see main pages for these supplier's at right).
- All browsing, shopping, real-time inventory lookup and pricing are done from the supplier's website and their catalog.
- When finished shopping and putting items into a shipping cart, all information is automatically transferred back to *SunRISE* for requisitioning, approving, and creating a purchase order.

Hosted Catalogs

- In cases where suppliers do not have their own Web page or online catalog, the University may work with the supplier to list their products and prices as a Hosted Catalog.
- Hosted Catalogs will be listed under each commodity group. Click browse by supplier then choose hosted catalog suppliers from the “show types” field. A list of the hosted suppliers will appear.

User Profile your personal default user information. Accounting code and shipping default



for all requisitions. Information can be changed at any time by the end user in the User Profile screen.

Requisition Header information is associated with an entire requisition. Accounting code and shipping information for individual requisitions. Information can be changed at the time a requisition is created. Information may be changed before or after line items are added to the requisition.

Line Item information associated with a single item within a requisition. Accounting code per line item within a requisition. Information can be changed at the time a requisition is created. Information must be entered **AFTER** items are added to the requisition.

Funding Approval Determined by Advantage Account Number (Agency/Org) chosen.

Dollar Approvals All items in SunRISE are under contract or pricing agreement. Any approvals required are established in your User Profile.

Internal Campus Inventory Chemical inventory located within the campus labs and stockrooms that you have access to view and purchase from.



SunRISE Contacts

SunRISE Helpline: 727-RISE (7473)

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SunRISE Contacts

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