First check in SunRISE on the Product Search Tab for what you need, if your item is not found then you should order via the Lab Stores Non-Catalog Form

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

2. **Access the Non-Catalog Form**
   
   **Product Search / Forms Sub-Tab**
   
   **Click on Lab Stores Non-Catalog Order Form**

3. **Compete Form**
   
   **Complete all fields** on the form
   
   **Select “Add and Go to Cart”** from the Drop-down Menu
   
   **Click GO**

4. This action will bring you back to the SunRISE cart

5. **Prepare cart for approval**
   
   **Click on Review tab**

6. **Shipment:**
   
   a. **All Non-Catalog (Non Emergency) orders will be delivered Lab Stores (REQUIRED).**
      
      Pick-up from Lab Stores of these item(s) may be indicated on the SunRISE cart individual line
   
   b. **All Non-Catalog (Emergency) orders will be delivered directly to the requesting department**

7. **Scroll down to Accounting Codes at Header Level** 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**

   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** highlight and select correct Sub-Object according to the item(s) ordered

   **Line item Accounting Codes may need to be entered dependent upon items ordered (732005 - supplies and materials, 732006 – chemicals and 732010 - radioactive)**

8. **Click the Save button**

9. **Scroll to the top of page**

10. **Click the upper right Submit button**

Please call our SunRISE helpline at 727-RISE (7473) if you need assistance.

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