



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 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. Complete 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.