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 the **Product Search tab** – Click on the Staples Icon in the SunRISE Punch-out area. Select needed items as you have done in the past on Stapleslink.com.

   **Click Submit** within the Staples site

   **Review Item Information** within the Staples site then **click Submit a second time** - This will pull your items from the Staples Punchout site into your SunRISE shopping cart

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 and check for accuracy

5. **Update Shipping**, (if shipping information has not been defaulted in your profile this information will need to be entered – Attention, Building and Room #)

6. With your role of Requestor the **accounting codes** will be defaulted on your orders

7. **Click Submit** to proceed for approval of the order

**Receivers are not needed on Staples Orders**

Your **Staples Customer Service contact information** is [asustores@asu.edu](mailto:asustores@asu.edu) or 965-3772.

For general assistance in entering a SunRISE order contact information is [sunrise@mainex1.asu.edu](mailto:sunrise@mainex1.asu.edu) or 727-7473.

**Note:** All Staples orders will default to 732001 – Office Supplies - when interfaced to the Advantage system.

SunRISE 3/2014