STAPLES - SHOP, CODE AND SUBMIT CART FOR APPROVAL QUICK GUIDE

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 Shop tab – Scroll to the Staples Icon in the SunRISE Punchout 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 Punch-out 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 the information and check for accuracy

5. Scroll down to **Accounting Codes – mandatory completion**

   Click on upper **Edit button** that is located below the question mark symbol within the Accounting Codes section

SunRISE 3/2014
Under Agency Org – click on “Select from Profile Values OR Select from ALL Values”
DO NOT type your Agency Org into this field it must be selected from one of the drop down menus

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 7320

Under Sub-Object – click on Select from Profile Values
Using the drop down menu, highlight and select sub-object code 732001

6. Notice if there are any warning icons in the Checkout Banner – all errors will need to be corrected before document is submitted

7. Click the Submit - your order will now follow the SunRISE workflow for document approval.

Receivers are not needed on Staples Orders

Your Staples Customer Service contact information is asustores@asu.edu or 965-3772.

For general assistance in entering a SunRISE order contact information is sunrise@mainex1.asu.edu or 727-7473.

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