



# REQUEST FOR SunRISE ACCESS

Purchasing use only: \_\_\_\_ Approver set up in SunRISE

**New Request - (to make changes to your current access or cancel your access use the Change SunRISE Access Form)**

**Instructions:**

1. Complete fields in Section 1, 2 & 4. Section 3 is for New Lab discounts only.
2. If you do not have an active ASURITE User ID & PW please have one activated at [www.asu.edu/asurite/](http://www.asu.edu/asurite/) **before** submitting this form.
3. All sections that apply must be completed and approved by appropriate individual.

**Section 1: Applicant Information (all fields to be completed)**

Full Name (Last, First)	ASU Affiliate ID (1XXX – Number found on ASU ID Card)	Date of Request
Email Address	Work Phone Number ( )	ASURITE
Job Title	Mail Code	
Department Name	Building Name	
Applicant Signature ( <i>Required</i> )		Date Signed

**Section 2: SunRISE Order & Approving Roles/Permissions:**

- \*\* Requestor** (standard user shops only – One default Agency/Org needs to be listed)
- \*\* Requestor/Coder** (shops & codes document with **Agency/Org & Object/Sub-object**)
- \*\* Agency/Org Approver** (approves requisitions and submits order to Supplier – must be signer on accounts in Advantage System)
- Admin - (Views Department Transactions Only)**

**\*\* This role requires Section 4 to be completed.**

**NOTE:**

If your department needs an individual to review all department requisitions prior to the Agency/Org approval, please contact the SunRISE team at 7-RISE (7473).

**Chemical Lab Management Role/Permissions**

- Research Assistant/Lab Manager** (maintains chemical inventory & containers within the department lab also has same shopping rights as Requestor)
- New Lab** (orders supplies and equipment at large discounts for ASU lab 6 months old or newer this is available for a 3 month period of time only – See Section 3 Below)

**Section 3: New Lab – receive large discounts on Sigma Aldrich products when setting up your new ASU lab**

Anticipated Lab Start-Up Date:

\_\_\_\_\_

Lab Owner:

\_\_\_\_\_



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To Be Completed By Supervisor/Dean/Chair

**Section 4: Agency/Org(s) to be used and name(s) of individual set up as signer on the account(s) in Advantage.**

Please enter **Agency/Orgs** that this individual will be using to purchase items in the SunRISE system (additional Agency/Orgs may be added later by end user)

**Default Account for Requestor Role**

Agency/Org \_\_\_\_\_ Agency/Org \_\_\_\_\_  
 Account Signer Name: \_\_\_\_\_ Account Signer Name: \_\_\_\_\_

Agency/Org \_\_\_\_\_ Agency/Org \_\_\_\_\_  
 Account Signer Name: \_\_\_\_\_ Account Signer Name: \_\_\_\_\_

Print Supervisor Name:	<b>HR Dept Code:</b> <b>(Required)</b>	Date:
Supervisor Signature:		

Note: An email will be sent to you when your access has been activated.

**Section 6: SunRISE Training - Required, please check one.**

	I am requesting the role of <b>Approver</b> and I am aware that <b>SunRISE Training is mandatory. Go to <a href="http://www.asu.edu/hr/training">www.asu.edu/hr/training</a> to schedule a training session.</b>
	I am <b>not</b> requesting the role of Approver but would like to schedule a training session <b>(Highly Recommended). Go to <a href="http://www.asu.edu/hr/training">www.asu.edu/hr/training</a> to schedule a training session.</b>
	In lieu of SunRISE Training I would rather read the SunRISE Training Documents found on <a href="http://uabf.asu.edu/buying_sunrise">http://uabf.asu.edu/buying_sunrise</a> . I am very familiar with on-line shopping and I <b>am not going to be approving documents.</b>
	I have already registered online for SunRISE Training on: Enter date: _____

Go to [http://uabf.asu.edu/buying\\_sunrise](http://uabf.asu.edu/buying_sunrise) to access the Training documents and Quick Guides we have available on-line.

**REMINDER: All departments must have at least one Agency/Org Approver in SunRISE**

To submit this Request Form – save and email to: [sunrise@mainex1.asu.edu](mailto:sunrise@mainex1.asu.edu) or FAX to 5-2234.

*SunRISE Administrators Only*

<i>Process</i>	<i>Completed by Initials:</i>	<i>Date Completed</i>
<i>Initial Set-up</i>		
<i>FTP</i>		
<i>DL</i>		
<i>Verify</i>		