SHOP CODE AND SUBMIT CART FOR APPROVAL
QUICK GUIDE

1. Login to SunRISE
   Go to http://cfo.asu.edu/purchasing-sunrise - Single Sign On - use your ASURite ID and Password

2. Fill shopping cart
   Click on View My Cart Tab - add items using the “Continue Shopping” button to your cart either with the Hosted suppliers, Favorites from the Hosted Suppliers or Punchout suppliers (favorites must be saved within the punchout) – multiple suppliers can be on one order/requisition.

SunRISE 3/2014
Two Suppliers One Requisition in the Cart

3. Prepare cart for approval
   Click on Proceed to Checkout to view information for accuracy

4. Shipping, update shipping if shipping has not been defaulted in your profile

5. From the Ribbon Click on Accounting Codes if codes have not been defaulted

   ![Accounting Codes](image)

   Drop-down arrow houses values created in your profile

6. This takes you to the Accounting Codes Header Section of the Requisition. Click on the Edit button which opens up the fields so you can choose your values.

   ![Accounting Codes](image)

   Select from your code favorites

   ![Accounting Codes](image)

   Agency/Org

   Hide profile values…

   ![Accounting Codes](image)

   Select from all values…

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Link allows you to choose a value that is not housed in your profile

The first link, “Select from profile values-CHOOSE FROM DROP DOWN MENU” – allows you to pick from a drop down arrow that houses the values that you populated in your profile.

The second link, “Select from all values” allows you to choose a value that is not available in the drop-down menu. Once you click on the link, type in the agency/org, search, select and it will automatically populate. DO NOT type your Agency Org into this field as it must be selected from a hard-coded value. The same process is for the Object and Sub-Object.

7. Checkout Step Banner will appear as below – no errors should appear

8. Click the Submit – your order will now follow the SunRISE workflow for document approval

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**RECEIVING:**

- Once items are physically received a receiver needs to done in the Advantage System – to view instructions go to: [http://asu.edu/fs/advantage/xferdocs/AdvantOrd.pdf](http://asu.edu/fs/advantage/xferdocs/AdvantOrd.pdf) pages RC 1-7.
- When entering a receiver on a SunRISE order the codes you will need are:
  - Document type - PC
  - Document number - SQ500xxxxx

**NOTE:** Receivers are not needed for orders going to Staples, Chemistry Stockroom, ASU Hosted catalogs or if the PCard was used to purchase the items.

For general assistance call our SunRISE Helpline 7-7473 or email sunrise@mainex1.asu.edu