

ASU Purchasing and Business Services SunRISE – Contracts and Bids

SunRISE Contracts and Bids allows users to:

- Participate as a Request for Proposal Committee Member upon invitation and review the contents of the RFP and all proposals submitted.
- View existing contracts, submit new contract requests and track status of contract development.

How to Access:

1. Make sure you are logged into MyASU- ASURite and Password
2. Click on the [Register Now](#) link that will send you to a WorkDay Department Role Request
3. Under “Roles”, select “Jaggaer Procurement Requestor”

* Roles

4. Under “Reviewer”, select your cost center manager
5. Under “Organizations”, select your cost center code
6. Select “Submit” at the bottom of the form
7. ASU ServiceNow will send you a confirmation email that your request is completed.

Note: If you have been asked to evaluate a Request for Proposal please forward the confirmation email to the buyer who is conducting the RFP so they can add you as a committee member to the RFP.

8. Access the [site](#)

Please contact your buyer or [PurchQ](#) if you have any questions