

How to order on Workday

By Dr. Chloe Carbone

Go to your workday and select Purchase. Then to “Actions” => “Create requisition”

If you want to order goods for the lab follow the address and building/room number referenced in picture 1, for chemicals, use the ones in picture 2.

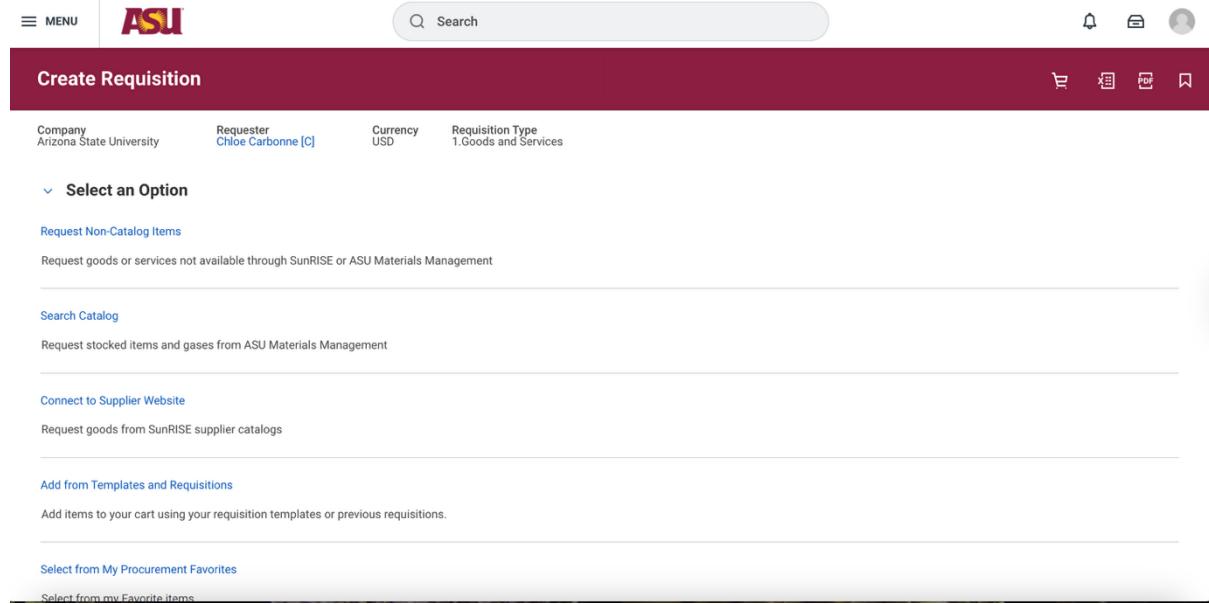
The grant number will be determined by Yvonne depending on the project you are working on.

Create Requisition		Create Requisition	
Requester	* X Chloe Carbone [C] (***)	Requester	* X Chloe Carbone [C] (***)
Requesting Entity		Requesting Entity	
Company	* X Arizona State University	Company	* X Arizona State University
Currency	* X USD	Currency	* X USD
Requisition Type	* X 1.Goods and Services	Requisition Type	* X Chemical
Ship-To	* X 734 W ALAMEDA DR (ALMDBR) TEMPE CENTRAL RECEIVING TEMPE, AZ 85282 United States of America	Ship-To	* X 551 E UNIVERSITY DR (PSGX CEMS) PSG CHEMICAL RECEIVING TEMPE, AZ 85287 United States of America
Building/Room No	X DC7904_WCPH (***)	Building/Room No	X C1015_CEMS (WCPH 3RD FL)
Procurement Method		Procurement Method	
Project		Project	
Gift		Gift	
Grant	X GR45363 ASU-BIOS Internal Account for PI Sawall - CAS- Climate	Grant	X GR45363 ASU-BIOS Internal Account for PI Sawall - CAS- Climate
Cost Center	X CC1449 GIOS-School of Ocean Futures grants	Cost Center	X CC1449 GIOS-School of Ocean Futures grants
Program		Program	
Additional Worktags	X Activity: A2200 Individual and Project Research X Campus: Tempe X Fund: FD3000 Sponsored Funds X Location: Sawall; Yvonne; WCPH 330	Additional Worktags	X Activity: A2200 Individual and Project Research X Campus: Tempe X Fund: FD3000 Sponsored Funds X Location: Sawall; Yvonne; WCPH 330
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Reference Yvonne Sawall and the room number WCPH 330 (for the lab) on the additional worktags.

A. If you want to order on the catalog (going to the usual websites: VWR, Fisher Scientific, Sigma Aldrich, McMaster-Carr, Dell, Amazon Pro...)

Select “Connect to supplier website”



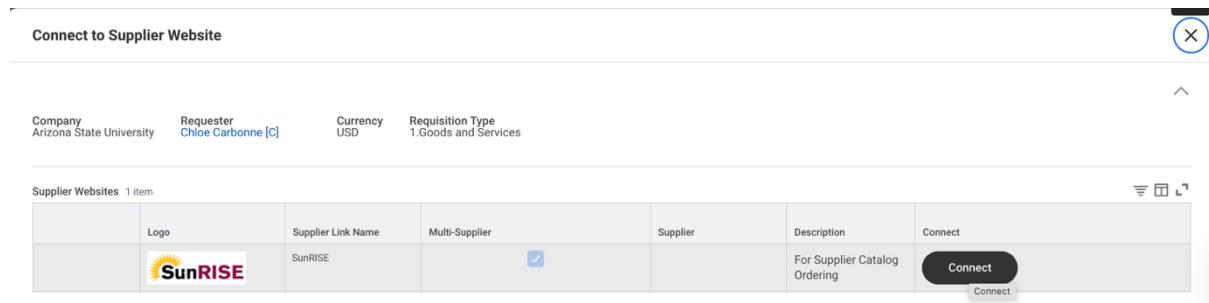
The screenshot shows the SunRISE requisition interface. At the top, there's a navigation bar with a 'MENU' icon, the ASU logo, a search bar, and user profile icons. Below the header is a dark red bar with the text 'Create Requisition'. The main area has several sections:

- Company:** Arizona State University
- Requester:** Chloe Carbone [C]
- Currency:** USD
- Requisition Type:** 1.Goods and Services

A dropdown menu titled 'Select an Option' is open, listing the following options:

- Request Non-Catalog Items:** Request goods or services not available through SunRISE or ASU Materials Management.
- Search Catalog:** Request stocked items and gases from ASU Materials Management.
- Connect to Supplier Website:** Request goods from SunRISE supplier catalogs.
- Add from Templates and Requisitions:** Add items to your cart using your requisition templates or previous requisitions.
- Select from My Procurement Favorites:** Select from my Favorite items.

You will be redirected to a SunRISE page, select “Connect”



The screenshot shows the SunRISE 'Supplier Websites' page. It displays a table with one item:

Supplier Websites 1 item						
	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
		SunRISE	<input checked="" type="checkbox"/>		For Supplier Catalog Ordering	Connect

The next page will have the list with the websites of the partners’ catalogs. If you click on the logo, you should be redirected to their website. You will be able to navigate normally on them and select the products you want. If you don’t know where to find something, you can find a research bar on this page too.

[SunRISE](#)

Shop · Shop SunRISE

All other SunRISE suppliers: Only mark attachments as External when it is a Tax-Exempt Certificate (see exceptions to this below).

- If attaching a Tax-Exempt Certificate, please change the Tax Applicability to Research & Development.

TAX EXEMPT PURCHASES-INTEGRATED DNA TECHNOLOGIES (IDT), CELL SIGNALING: ASU created a process eliminating the need to mark your Tax-Exempt certificate as "External" on research and development related purchases from *Integrated DNA Technologies (IDT)* and *Cell Signaling*. You will still need to attach the document to your requisition and enter the Tax Applicability designation of Research and Development, however, your document does not need to be sent to the supplier.

NOTE: If ordering from IDT or Cell Signaling for academic purposes, please continue to order as you do today by using the Taxable tax applicability.

TAX EXEMPT PURCHASES-DELL and APPLE COMPUTER: Most computer purchases are not research related and therefore should not be coded as Research and Development. If the computer is used as part of your research project, and not just for research notes, attach the Tax-Exempt certificate to your requisition but do NOT mark it as external, and enter the Tax Applicability designation of Research and Development. Once your PO has been created, reference the PO number on the Tax-Exempt certificate and email the certificate to the Dell or Apple representative (Apple also requires the Apple Sales Order # be provided on the Tax Exempt Certificate and sent to their tax team in addition to the rep).
Dell: Erik Keedy Erik.Keedy@Dell.com
Apple: Ian Pond ipond@apple.com & SalesTax@apple.com
 Questions on purchases qualifying for tax exemption: ASU Tax Accounting Taxaccounting@asu.edu

PRINTING A PURCHASE ORDER: Search for and open the purchase order, click on the three dots in the upper right hand corner, and choose the option "Print Fax Version".

BLACKHAWK NETWORK (BHN) REPLACES NATIONAL GIFT CARD (NGC): When ordering gift cards from BHN, please note the following:

- Order Acknowledgement: You will receive an order acknowledgement via email titled "Invoice and Summary". Please disregard the information about the invoice as BHN will send the invoice to Accounts Payable for you.
- Digital eCode Gift Cards:
 - You will receive two emails.
 - The first email will include instructions on how to download your digital eCode gift card file.
 - The second email will include the password for you to open your downloaded file.
 - When retrieving your digital eCode Visa gift cards, there will be a link which includes an optional template you can send along with the code to the recipient. PLEASE NOTE: The template includes information for both Visa and Mastercard, however, only Visa is offered at this time. Please remove anything that is Mastercard related.

Amazon Registration Information: How to register for Amazon's Business Account is located on ASU's SunRISE web page.

10/20/2025: If you are having issues with the SunRISE punch-out, Jaggaer is having technical difficulties and working on fixing issues.

Amazon Delivery Options (9/15/2023): To further support ASU's Sustainability initiatives, please choose [FREE Dedicated Delivery](#) when ordering from the Amazon catalog.

New Amazon Search Option: The "Shop SunRISE" area below now allows you to search for Amazon items prior to connecting to the Amazon catalog. Enter an item in the "Shop SunRISE" search field and click the looking glass icon to the right, or just hit "enter" on your keyboard. Once the search results appear you will see a new tab titled "Amazon Marketplace Results". Click on this tab to display the Amazon items that match your search criteria. Once you've identified the item you wish to purchase, click on "Connect to Supplier Catalog" to add the item to your cart.

For assistance, please call the ASU Help Desk at 480-965-2334 or submit a Service Now ticket to [FMS Support](#).

[Shop SunRISE](#)

Go to: Favorites | Quick Order | Browse: Suppliers | Categories | Contracts

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Newly Added SunRISE Supplier Catalogs:

Medco Sports Medicine (Performance Health Supply) is available in the ASU Non-Awarded Suppliers (Punchout and Hosted) section. (Effective April 1, 2025)

SunRISE Supplier Catalogs and Punchouts

ASU Awarded Suppliers (Punchout and Hosted)

GIFT CARDS NOT ALLOWED					

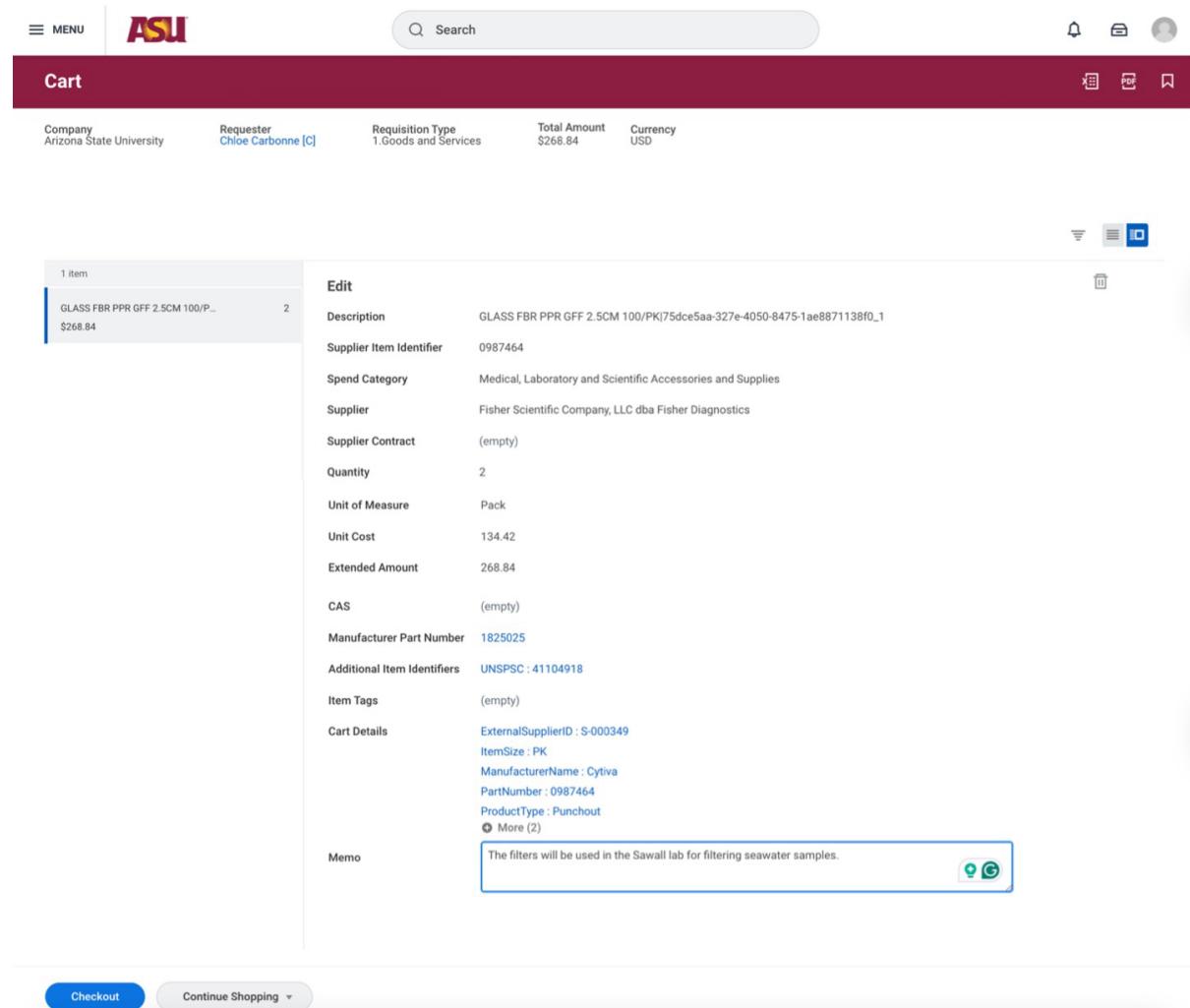
ASU Non-Awarded Suppliers (Punchout and Hosted)

When you are done on the website, proceed by accepting the cart. It should send the products to website. Accept every step until you are asked if you want to send the products to Workday.

It is better to close the orders one company at a time and not fuse the carts from different companies in workday.

Do not mix chemicals and other supplies in one order, even if they are coming from the same website. Chemicals are tax-free. Do not mix chemicals for cleaning (Isopropanol, ethanol, bleach) on the same order than other chemicals, they are also taxed differently.

When you validate the cart on workday, you will be redirected to another page with the description of each item. As seen on the next image. For each item you have to describe why the object is ordered. You will have to explain what you are going to do with it and specify that it is for the Sawall lab.



The screenshot shows the ASU Workday Cart interface. At the top, there's a navigation bar with 'MENU', the ASU logo, a search bar, and user icons. Below the header, a red banner displays 'Cart' and various export options (CSV, PDF, XML). The main content area shows a table for a single item:

Company	Requester	Requisition Type	Total Amount	Currency
Arizona State University	Chloe Carbone [C]	1.Goods and Services	\$268.84	USD

Below the table, a detailed view of the item is shown:

1 item

Edit	
Description	GLASS FBR PPR GFF 2.5CM 100/P...
Supplier Item Identifier	0987464
Spend Category	Medical, Laboratory and Scientific Accessories and Supplies
Supplier	Fisher Scientific Company, LLC dba Fisher Diagnostics
Supplier Contract	(empty)
Quantity	2
Unit of Measure	Pack
Unit Cost	134.42
Extended Amount	268.84
CAS	(empty)
Manufacturer Part Number	1825025
Additional Item Identifiers	UNSPSC : 41104918
Item Tags	(empty)
Cart Details	ExternalSupplierID : S-000349 ItemSize : PK ManufacturerName : Cytiva PartNumber : 0987464 ProductType : Punchout More (2)
Memo	The filters will be used in the Sawall lab for filtering seawater samples.

At the bottom of the page, there are buttons for 'Checkout' and 'Continue Shopping'.

When you validate, the next page will be the checkout.

Verify all the information for delivery. You also have to check for each object what its “spent category” is and change it accordingly, add the “tax”: for goods “taxable” and “Tempe TPT/sales tax (8 .1%)”, for chemicals “non-taxable”, for cleaning chemicals “Taxable” and “Tempe Retail Use Tax (7.4%)”.

(X)

Checkout

Company	Arizona State University	Requester	Chloe Carbone [C]	Requisition	- new -	Status	Draft	Total Amount	283.90 USD
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When shipping to central receiving locations, enter the Delivery Code for final distribution in the Building/Room No field. A Delivery Code begins with DC followed by the mail code (example: DC5812).

Contracts: To view ASU's contract repository you must have the Jaggaer Procurement Requestor (ASU) role. You may request access to the role through [Service Now](#).

Requisitions for software may require a security review. Visit the [Get Protected Security Review](#) webpage for more information.

Please enter the business justification in the internal memo field.

Shipping Address

Ship-To Address: 734 W ALAMEDA DR (ALMDBR)
TEMPE CENTRAL RECEIVING
TEMPE, AZ 85282
United States of America

Requisition Information

Request Date	* 11/21/2025 (?)
Currency	* X USD (?)
Requisition Type	* X 1.Goods and Services (?)
Sourcing Buyer	 (?)
Submitted by	Chloe Carbone [C]
Memo to Suppliers	 (?)
Internal Memo	 (?)

Goods

Goods							
Order	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost	
+ -	▼ ▲		GLASS FBR PPR GFF 2.5CM 100/PK75dce5aa -327e-4050-8475-1ae887 113ff0_1	X Medical, Laboratory and Scientific Accessories and Supplies (?)	Quantity * 2 Unit of Measure * Pack		

Extended Amount	*Ship-To Address	*Ship-To Contact	Requested Delivery Date	Supplier	Supplier Contract	Supplier Item Identifier
268.84	X 734 W ALAMEDA DR (ALMDBR) TEMPE CENTRAL RECEIVING TEMPE, AZ 85282 United States of America (?)	X Chloe Carbone [C] (?)		Fisher Scientific Company, LLC dba Fisher Diagnostics		0987464

Additional Item Identifiers	Item Tags	Cart Details	Tax	Tax Recoverability	Memo	*Building/Room No
UNSPSC : 41104918	ExternalSupplierID : S-000349 ItemSize : PK ManufacturerName : Cytiva PartNumber : 0987464 ProductType : Punchout More (2)	Tax Applicability * X Taxable (?) Tax Code X Tempe TPT/Sales Tax (8.1%) (?)	Tempe - Retail: ARIZONA DEPARTMENT OF REVENUE (8.1%) X Nonrecoverable + Allocate (?)	The filters will be used in the Sawall lab for filtering	X DC7904_WCPH (?)	



When you are done, recalculate the taxes (above the tax table).

For the non-taxable chemicals, you must add the tax exemption form. You will find an example and the template in github. The tax exemption form will be added to the document under “tax exemption”.

You can then validate the order and you are done.

For other kinds of orders, please refer to the “Order How” document provided by Alzira (also on GitHub)