

How to order on Workday

By Dr. Chloe Carbonne

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

Requester * x Chloe Carbonne [C] ... ?

Requesting Entity ... ?

Company * x Arizona State University ... ?

Currency * x USD ... ?

Requisition Type * x 1.Goods and Services ... ?

Ship-To * x 734 W ALAMEDA DR (ALMDBR) TEMPE CENTRAL RECEIVING TEMPE, AZ 85287 United States of America ... ?

Building/Room No x DC7904_WCPH ... ?

Procurement Method ...

Project ...

Gift ...

Grant x GR45363 ASU-BIOS Internal Account for PI Sawall - CAS- Climate ...

Cost Center x CC1449 GIOS-School of Ocean Futures grants ... ?

Program ...

Additional Worktags x Activity: A2200 Individual and Project Research ... ?
x Campus: Tempe ... ?
x Fund: FD3000 Sponsored Funds ... ?
x Location: Sawall, Yvonne; WCPH 330 ... ?

OK **Cancel**

Create Requisition

Requester * x Chloe Carbonne [C] ... ?

Requesting Entity ... ?

Company * x Arizona State University ... ?

Currency * x USD ... ?

Requisition Type * x Chemical ... ?

Ship-To * x 551 E UNIVERSITY DR (PSGX CEMS) PSG CHEMICAL RECEIVING TEMPE, AZ 85287 United States of America ... ?

Building/Room No x C1015_CEMS (WCPH 3RD FL) ... ?

Procurement Method ...

Project ...

Gift ...

Grant x GR45363 ASU-BIOS Internal Account for PI Sawall - CAS- Climate ...

Cost Center x CC1449 GIOS-School of Ocean Futures grants ... ?

Program ...

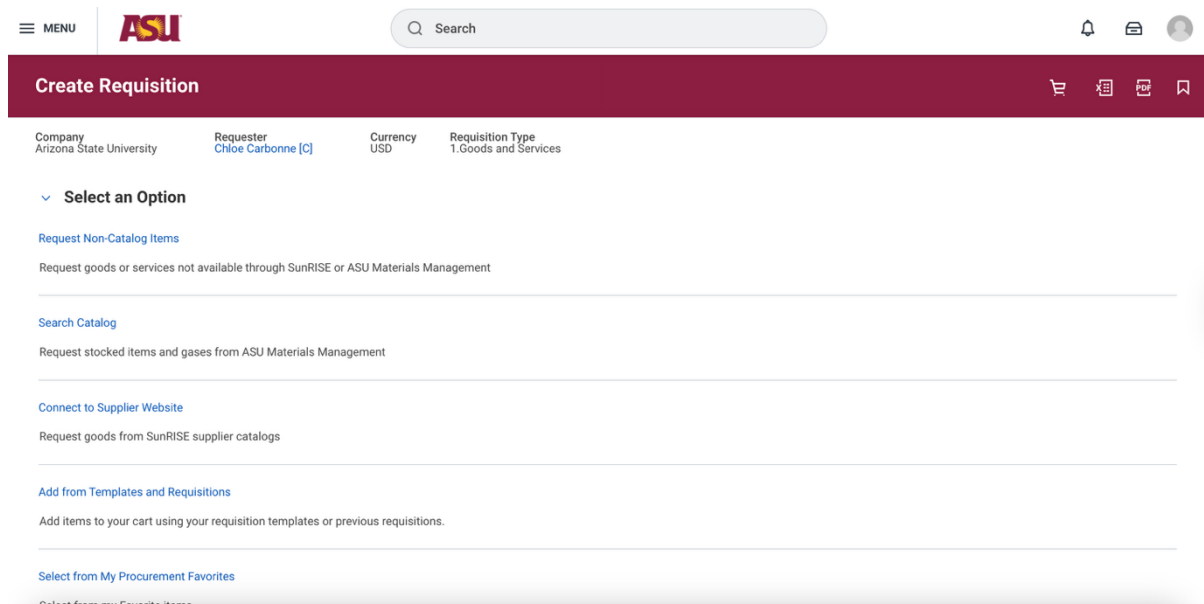
Additional Worktags x Activity: A2200 Individual and Project Research ... ?
x Campus: Tempe ... ?
x Fund: FD3000 Sponsored Funds ... ?
x Location: Sawall, Yvonne; WCPH 330 ... ?

OK **Cancel**

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

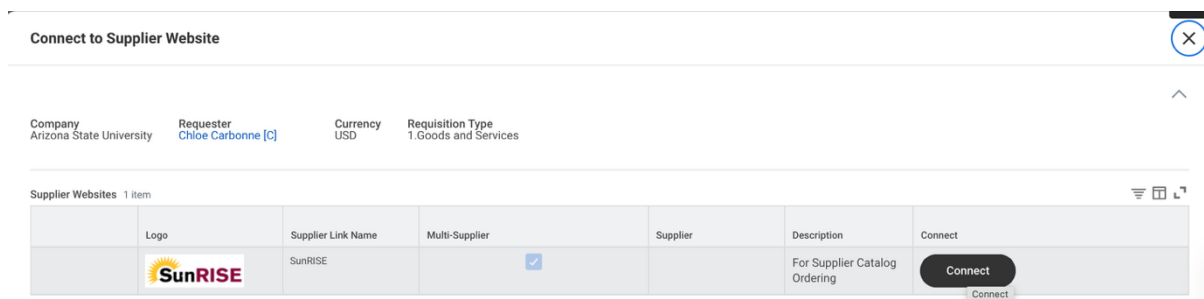
A. If you want to order on the catalog (going to the usual websites: VWR, Fisher Scientific, Sigma Aldrich, McMaster-Carr, Dell, Amazon Pro...)

Select “Connect to supplier website”




The screenshot shows the 'Create Requisition' page on the ASU portal. At the top, there is a navigation bar with the ASU logo, a search bar, and user icons. Below this, a header bar displays 'Create Requisition' and several icons. The main content area shows the requisition details: Company (Arizona State University), Requester (Chloe Carbonne [C]), Currency (USD), and Requisition Type (1.Goods and Services). Under the 'Select an Option' section, there are five links: 'Request Non-Catalog Items', 'Search Catalog', 'Connect to Supplier Website', 'Add from Templates and Requisitions', and 'Select from My Procurement Favorites'. The 'Connect to Supplier Website' link is highlighted.


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



The screenshot shows the 'Connect to Supplier Website' page. At the top, there is a title bar with a close button. Below this, the same requisition details are shown. The main content area is titled 'Supplier Websites 1 item' and contains a table with one row. The table has columns for Logo, Supplier Link Name, Multi-Supplier, Supplier, Description, and Connect. The row shows the SunRISE logo, 'SunRISE' as the link name, a checked 'Multi-Supplier' checkbox, an empty 'Supplier' field, 'For Supplier Catalog Ordering' as the description, and a 'Connect' button.

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

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.



All

Search (Alt+Q)

0.00 USD

Shop • Shop SunRISE

Helpful Tips When Ordering From a SunRISE Catalog (shop catalogs below)

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).

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					
 MIRO Supplies					
 McKesson Medical/ Surgical					

ASU Non-Awarded Suppliers (Punchout and Hosted)

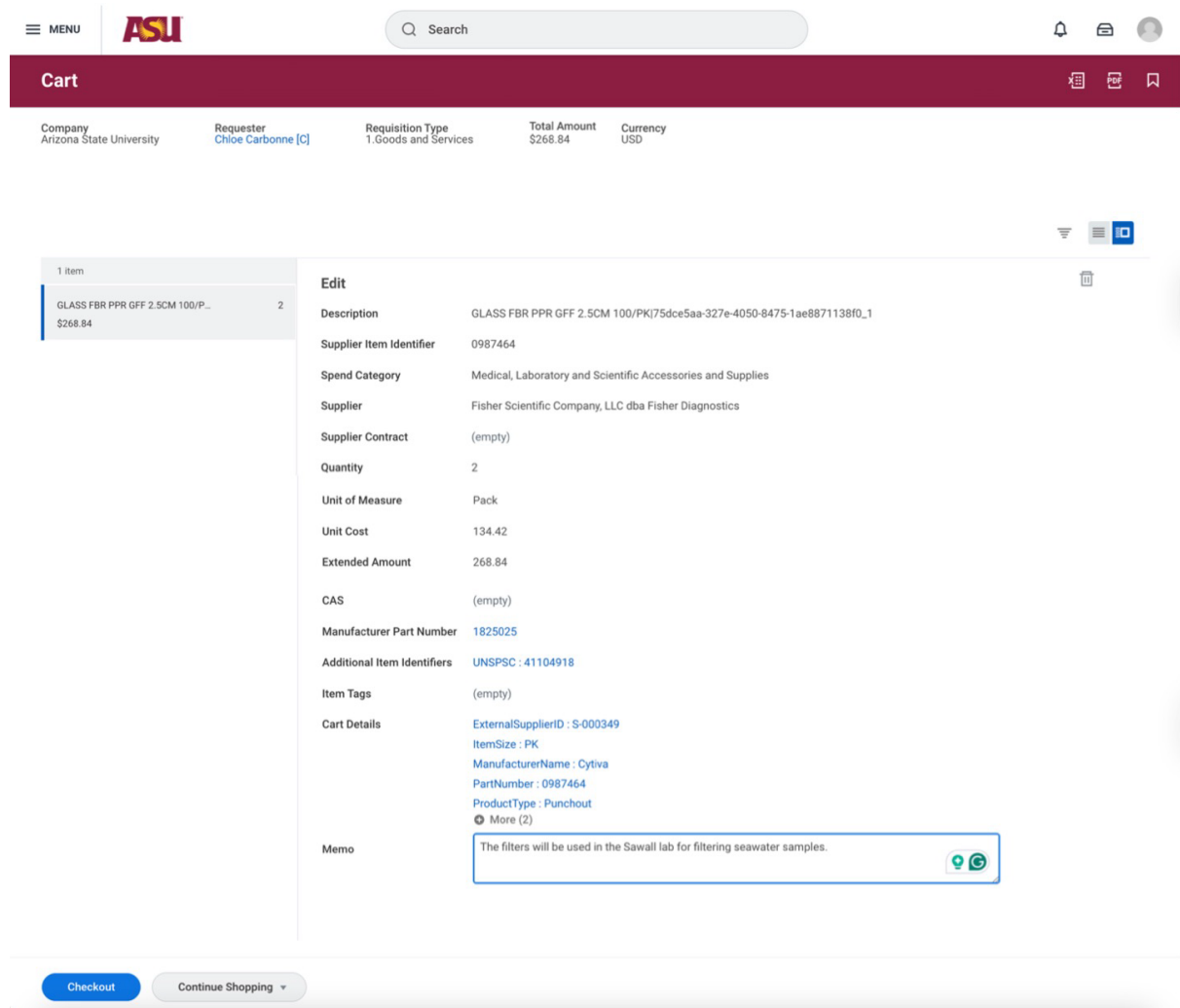
	 Agilent Technologies				
 UPS Ground \$7.99 Shipping Fee					 Integrated DNA Technologies
				 Performance Health Supply	
 MPI Biomedical					
	 RAININ Pumping Solutions	 (Formerly Perkin Elmer)			

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 Cart page. At the top, there is a navigation bar with the ASU logo, a search bar, and user icons. Below this is a dark red header with the word "Cart" and icons for cart management. The main content area displays the following information:

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

Below the header, there is a list of items. The first item is "GLASS FBR PPR GFF 2.5CM 100/P..." with a quantity of 2 and a price of \$268.84. To the right of the item list is an "Edit" section with the following details:

- Description: GLASS FBR PPR GFF 2.5CM 100/PK(75dce5aa-327e-4050-8475-1ae8871138f0_1
- 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 two buttons: "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%)”.

✕

Checkout

Company Arizona State University	Requester Chloe Carbonne [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 Carbonne [C]
 Memo to Suppliers ?
 Internal Memo ?

Goods

1 item 🔍 📄 🗑

+	Order	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
+ - ▾ ▾				GLASS FBR PPR GFF 2.5CM 100/PKJ75dce5aa -327e-4050-8475-1ae887 1138f0_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 Carbonne [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 * <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">x Taxable</div> Tax Code <div style="border: 1px solid #ccc; padding: 2px;">x Tempe TPT/Sales Tax (8.1%)</div>	Tempe - Retail: ARIZONA DEPARTMENT OF REVENUE (8.1%) <div style="border: 1px solid #ccc; padding: 2px;">x Nonrecoverable + Allocate</div>	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 for the “Order How” document provided by Alzira (also on [GitHub](#))