



Approve Bundle Requisitions - REQ3230

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Purchasing > Maintenance > Approve Bundle Requisitions

This page allows the final approver in the Purchasing approval path to approve or return requisition bundles. Once a requisition bundle is approved, the bundled requisitions are assigned a single purchase order number.

The page consists of three grids:

- The top grid displays the requisition bundle information.
- The middle grid displays the requisition information for the bundle.
- The bottom grid displays the requisition line items.

Approve bundle requisitions:

| | | | |
|-------------------------------------|--|---|--|
| Retrieve an existing record. | Search for a record. | | |
| | Under Retrieve By : | | |
| | Requisition Nbr | Select to perform a search using the requisition number. If selected, the following is displayed under Retrieval Options : | |
| | | Req Nbr | Type the six-digit requisition number. |
| | | From Date | Type the beginning search date in the MMDDYYYY format. |
| | | To Date | Type the ending search date in the MMDDYYYY format. |
| | | Requestor | Type the requestor for the requisition. |
| Vendor | Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor and click Retrieve . | | |
| Bundle Nbr | Select to perform a search using the requisition bundle number. If selected, the following is displayed under Retrieval Options . | | |
| | Bundle Nbr | Type the requisition bundle number and click Retrieve . | |

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.


/*Inline folded include*/

| Field | Description |
|-----------|-------------|
| Campus ID | |
| Pass/Fail | |

Click **Save**.

**NOTE:

Other functions and features:

| |
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|  Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |
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