Bundle Requisitions - REQ3220

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Purchasing > Maintenance > Bundle Requisitions

This page allows approvers in the Purchasing approval path to bundle (i.e., group) multiple requisitions to the same vendor into a single purchase order. If you are the final approver in the approval path, you can bundle requisitions and approve the bundle. In addition, this page can be used to return or approve a single requisition.

Only users who have been granted access on the District Administration > Maintenance > User Profiles > Purchasing Permissions tab can bundle requisitions. If the user does not have access, the **Save Bundle Requisition** and **Approve Bundle Requisition** buttons are not displayed.

Bundle requisitions:

Retrieve an existing 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**.

Under **Requisition Information**:

- Click 🔍 to view the account details associated with the individual item. The details are displayed in the bottom grid.
- Click **View** to view the requisition details. The requisition information is displayed. Refer to [Create/Modify Requisition](#) to make any changes.
- Make the necessary changes, click **Modify**, and then **Close** to close the window and return to the Bundle Requisitions page. Otherwise, click **Close** to return to the Bundle Requisitions page. If changes are made to a requisition, the **View** button changes to **Modified** for that requisition.

❑ Select the requisitions to be included in the bundle. Or, select a single requisition to approve or return.

❑ Click **Save Bundle Requisitions** to bundle and save the selected requisitions. The Bundle Requisitions report is displayed. [Review the report.](#)

❑ Click **Process** to continue. A message is displayed with the bundle number and prompts you to print the Purchasing Requisition Report.

- Click **Yes** to print the report. Review the report.
- Click **No** to continue.

❑ Click **Cancel** to continue and return to the Bundle Requisitions page.

❑ Click **Approve Bundle Requisition** to approve the requisition bundle. The Bundle Requisitions report is displayed. Review the report.

❑ Click **Process** to continue. A message is displayed with the bundle and purchase order number and prompts you to print the Purchasing Requisition Report.

- Click **Yes** to print the report. Review the report.
- Click **No** to continue.

❑ Click **Cancel** to continue and return to the Bundle Requisitions page.

❑ Click **Return Requisition** to return a requisition to the originator.

❑ Click **Approve Requisition** to approve a requisition. The Approve Requisition page is displayed.

Other functions and features:

Documents	View or attach supporting documentation.