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**:	
	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.
	Bundle Nbr	Type the six-digit bundle number.
	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.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

❌ 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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