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**.	

Under **Bundle Information**: Click 🔍 to view the requisitions associated with the bundle number. The details are displayed in the middle grid. Select the requisition(s) to be approved.

Under **Requisition Information**, the requisitions associated with the bundle number are displayed.

View	Click to view the requisition line item details. The details are displayed in the bottom grid.
Return Bundle	Click to return the requisition bundle to the approver who submitted the requisition bundle.
Approve Bundle	Click to approve the requisition bundle. A message is displayed providing the purchase order number and prompting you to print the Purchasing Requisition Report.
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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