



# 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:

|                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| <b>Retrieve an existing record.</b> | <a href="#">Search for a record.</a> |   |
|                                     | Under <b>Retrieve By</b> :           |   |
|                                     | <b>Vendor</b>                        | Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. |
|                                     | <b>Bundle Nbr</b>                    | Type the six-digit bundle number.   |
| Click <b>Retrieve</b> .             |                                      |   |

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.

|                       |  |
|-----------------------|--|
| <b>View</b>           | Click to view the requisition line item details. The details are displayed in the bottom grid.   |
| <b>Return Bundle</b>  | Click to return the requisition bundle to the approver who submitted the requisition bundle.   |
| <b>Approve Bundle</b> | Click to approve the requisition bundle. A message is displayed providing the purchase order number and prompting you to print the Purchasing Requisition Report.<br>Click <b>Yes</b> to print the report. <a href="#">Review the report.</a><br>Click <b>No</b> to continue and return to the Approve Bundle Requisitions page. |



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