



## **Approve Bundle Requisitions - REQ3230**



Table of Contents

Approve Bundle Requisitions - REQ3230 ..... 1



# Approve Bundle Requisitions - REQ3230

**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.	Under <b>Retrieve By</b> :	
	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 <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. Click <b>Yes</b> to print the report. <a href="#">Review the report.</a> Click <b>No</b> to continue and return to the Approve Bundle Requisitions page.



## Back Cover