



# Bundle Requisitions - REQ3220



# Table of Contents

**Bundle Requisitions - REQ3220** ..... 1



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


### Bundle requisitions:

|                                     |  |   |  |
|-------------------------------------|--|---|--|
| <b>Retrieve an existing record.</b> | <a href="#">Search for a record.</a>   |   |  |
|                                     | Under <b>Retrieve By</b> :   |   |  |
|                                     | <b>Requisition Nbr</b>   | Select to perform a search using the requisition number. If selected, the following is displayed under <b>Retrieval Options</b> : |  |
|                                     |  | <b>Req Nbr</b>  | Type the six-digit requisition number.                 |
|                                     |  | <b>From Date</b>  | Type the beginning search date in the MMDDYYYY format. |
|                                     |  | <b>To Date</b>  | Type the ending search date in the MMDDYYYY format.    |
|                                     |  | <b>Requestor</b>  | Type the requestor for the requisition.                |
| <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 and click <b>Retrieve</b> . |   |  |
| <b>Bundle Nbr</b>                   | Select to perform a search using the requisition bundle number. If selected, the following is displayed under <b>Retrieval Options</b> .                       |   |  |
|                                     | <b>Bundle Nbr</b>  | Type the requisition bundle number and click <b>Retrieve</b> .  |  |
| <b>Field</b>                        | <b>Description</b>   |   |  |
| <b>Campus ID</b>                    |  |   |  |
| <b>Pass/Fail</b>                    |  |   |  |

Click **Save**.

\*\*NOTE:

### Other functions and features:

|  |                               |
|--|-------------------------------|
|                         | <a href="#">Delete a row.</a> |
| Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |                               |



## Back Cover