

The Bundle Report – Producing & Assembling

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A Bundle Report is a report detailing all transactions completed and their EFT's (Electronic Fund Transfer's) from the previous day. It also shows relevant EFT's from deals where taxes may have been pre-paid by a user.

Anytime a transaction is completed in the CVR system, the following day a Bundle Report is generated. You must print the Bundle Report and send it to the IADA with supporting documentation in a timely manner.

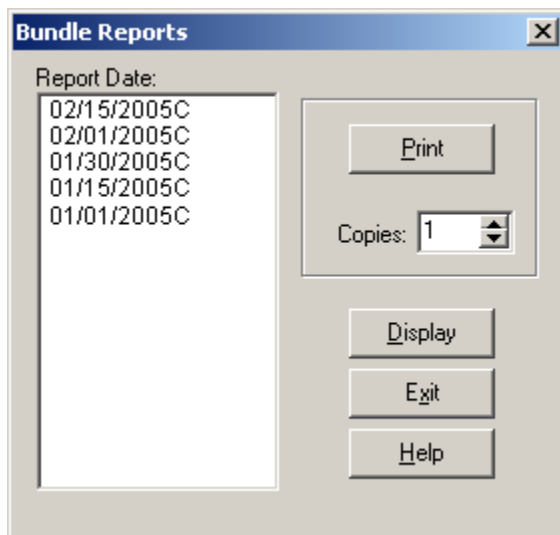
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To Produce a Bundle Report in the Illinois EVR program:

1. First select the  **Tab** from the left sliding menus.



2. Then, select the **Bundle Icon**.
3. A window will appear as shown below:



In the window that displays:

4. **Highlight** the date you would like to print the report for.
 5. **Indicate the Number of Copies** to be produced.
 6. **Select the Print Button** to print the report.
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To Assemble the Bundle Report:

The Illinois Automobile Dealers Association (IADA) upon shipment of inventory may send you a packet indicating how paperwork should be packaged and where to send it. Follow those sent guidelines over the suggestions of this document if there is any contradiction. To avoid common errors as well, read further.

Adhere to the following when making Bundle Reports:

- The Bundle Report itself should always be the first document with all other documents included behind it.
- Each individual transaction should be included in order as listed on the Bundle Report, stapled and/or paper clipped together with relevant information. Only use one staple and/or one paper clip per transaction.
- Copies of Renewal Cards automatically generate with the Bundle Report.
- Do Not Send: photocopies of License Plates, copies of Registration Cards, copies of Inquires, or ST-556 Sales Tax Transaction Return Forms.
- If multiple Bundle Report batches are sent in the same packaging, please separate each clearly.
- Send Bundle Report batches to the IADA via a traceable method.
- Contact the IADA for the most up to date address to send the Bundle Report.

The diagram below demonstrates the assembly a single bundle report batch:

