


## The Bundle Report – Producing & Assembling

The Bundle Report is a report detailing all transactions completed with relevant EFT (Electronic Fund Transfers) from the previous day. This report should be held for record keeping purposes.

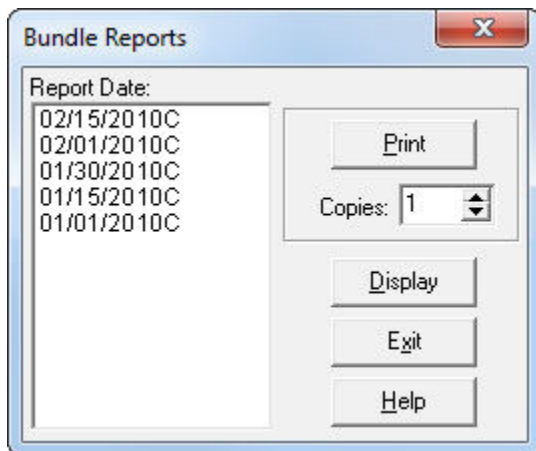
Anytime you complete a transaction in the CVR system, the following day a Bundle Report is generated. You are only required to send a bundle report if it contains transactions outside of standard renewals.

### **To Produce a Bundle Report in the Illinois EVR program:**

1. First select the  **Menu** from the left.

2. Then, select the  **Bundle Icon**.

3. A window will appear as shown below:



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.

**The Illinois Automobile Dealers Association (IADA)** upon shipment of inventory will include the return address of where a bundle report needs to be sent should it need to be sent. If there are contradictions between this document and instruction you receive from the IADA, the IADA documents should take precedence.

***See further notes on the following page on how to assemble and submit your bundle report***

- 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 may 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.

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

