



Reference Numbers - Warehouse Requisitions - BWH4200

Table of Contents

Reference Numbers - Warehouse Requisitions - BWH4200	i
Reference Numbers - Warehouse Requisitions - BWH4200	1







Reference Numbers - Warehouse Requisitions - BWH4200

Warehouse > Inquiry > Reference Numbers - Warehouse Requisitions







This page is used to display a list of reference numbers and the requisition numbers associated with them. If a campus user performs maintenance on a warehouse requisition using the [Warehouse Requisition Status](#) page, the Reference Numbers - Warehouse Requisitions page can be used by the campus user to view other Warehouse requisitions currently being processed. To view additional details on a specific requisition, the campus user can return data to the Warehouse Requisition Status page for a specific requisition.

Perform a reference number inquiry:

Retrieve an existing record	Search for a record.	
	Requisition Nbr	Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.
	PO Nbr	Type the purchase order number to be retrieved. Leading zeros are not required.
<p>If the purchase order number is not known, type data in one of the following search fields.</p> <ul style="list-style-type: none"> • From Date • To Date • Requestor Name • Vendor Name • Vendor Number • Status • Bid Category <p>Click Retrieve to process the inquiry based on the selected values. A list of requisitions that match the search criteria is displayed. All requisition details from the Create/Modify Warehouse Requisitions page are displayed along with the current requisition status.</p>		

Retrieve	<p>Click to process the inquiry based on the selected values. Only the account codes listed in your user profile that match the selected accounts are displayed. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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A list of requisitions that match the search criteria is displayed. All requisition details from the [Create/Modify Warehouse Requisitions - BWH3020](#) page are displayed along with the current requisition status.

Print	<p>Print requisition details.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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