Reference Numbers - Warehouse Requisitions - BWH4200

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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	Use the following search fields to narrow your search:	
	Start At	Type a reference number to indicate the starting point for the retrieval. The field can be a maximum of seven characters and is optional.
	Requestor Name	Type the requester's name (last, first name). You can retrieve results by entering only the requestor's last name; however, you cannot enter only the first name.
	From Date	Type the from requisition date in the MMDDYYYY format, or leave blank to use all from dates.
	To Date	Type the to requisition date in the MMDDYYYY format, or leave blank to use all to dates.
	Click **Retrieve** to process the inquiry based on the selected values. A list of requisitions that match the search criteria is displayed. The list is ordered by reference number.	

❑ Click 🔍 to display the requisition details. You are redirected to the from the Warehouse Requisitions Status page.