



# Reference Numbers - Warehouse Requisitions - BWH4200



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## Warehouse > Inquiry > Reference Numbers - Warehouse Requisitions

This page is used to display a list of reference numbers and the requisition numbers associated with them.

### Perform a reference number inquiry:

<b>Retrieve an existing record</b>	Use the following search fields to narrow your search:	
	<b>Start At</b>	Type a reference number to indicate the starting point for the retrieval. The field can be a maximum of seven characters and is optional.
	<b>Requestor Name</b>	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.
	<b>From Date</b>	Type the from requisition date in the MMDDYYYY format, or leave blank to use all from dates.
	<b>To Date</b>	Type the to requisition date in the MMDDYYYY format, or leave blank to use all to dates.
Click <b>Retrieve</b> 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 [Warehouse Requisition Status](#) page.