



# Warehouse Requisition Status - BWH4100



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# Warehouse Requisition Status - BWH4100

**Warehouse > Inquiry > Warehouse Requisition Status**





This page is used to perform a status inquiry on a warehouse requisition. Requisition records contain all basic requisition data entered at the time it was originated, and indicates whether the order was shipped or back-ordered. The quantity shipped depends upon the approved requisition being submitted to the warehouse and being received at the campus.

**Perform a warehouse requisition inquiry:**



<b>Retrieve an existing record</b>	<a href="#">Search for a record.</a>	
	<b>Requisition Nbr</b>	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.
	<b>PO Nbr</b>	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"> <li>• <b>From Date</b></li> <li>• <b>To Date</b></li> <li>• <b>Requestor Name</b></li> <li>• <b>Vendor Name</b></li> <li>• <b>Vendor Number</b></li> <li>• <b>Status</b></li> <li>• <b>Bid Category</b></li> </ul> <p>Click <b>Retrieve</b> 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 <a href="#">Create/Modify Warehouse Requisitions</a> page are displayed along with the current requisition status.]</p>		


**Retrieve** Click 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 - BWH3020](#) page are displayed along with the current requisition status. Only the account codes listed in your user profile that match the selected accounts are displayed. [Review the report.](#)

**Review the report using the following buttons:**

- 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.





**The report can be viewed and saved in various file formats.**

- 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.



 Click to view the account details for the selected requisition in the lower grid.

**Print** [Print requisition details.](#)

**Review the report using the following buttons:**

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- Click  to go back one page.
- Click  to go forward one page.
- Click  to go to the last page of the report.

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- Click  to save and print the report in PDF format.
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- Click **X** to close the report window. Some reports may have a **Close Report, Exit,** or **Cancel** button instead.