Warehouse Requisition Status - BWH4100

Table of Contents

iv

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 that was 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:

Retrieve an existing 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.
	If the purchase order number is not known, type data in one of the following search fields. • **From Date** • **To Date** • **Requestor Name** • **Vendor Name** • **Vendor Number** • **Status** • **Bid Category** 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.	

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

❑ Click **Accounts** to view the accounts associated with the item. A separate pop-up window is displayed with the details. Click **OK** to close the window.

❑ Click **Notes** to view any notes associated with the requisition. A separate pop-up window is displayed with any available notes. Click **OK** to close the window.

Print	Print requisition details. **Review the report using the following buttons**: Click ⬚First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click ⬚Last 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.