



# Warehouse Requisition Status - BWH4100



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## 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:

<b>Retrieve an existing record.</b>	<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.
If the purchase order number is not known, type data in one of the following search fields. <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> 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 [Create/Modify Warehouse Requisitions](#) page are displayed along with the current

- 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. Only the account codes listed in your user profile that match the selected accounts are displayed. 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** Click to print the report. [Review the report.](#)