# Reference Numbers - Warehouse Requisitions - BWH4200

# Table of Contents

# Reference Numbers - Warehouse Requisitions - BWH4200

*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:

| 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 Warehouse Requisition Status page.

# Back Cover