



Reference Numbers - Warehouse Requisitions - BWH4200

Table of Contents







Reference Numbers - Warehouse Requisitions - BWH4200 1

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. If a campus user performs maintenance on a warehouse requisition using the [Warehouse Requisition Status](#) page, the Reference Numbers - Warehouse Requisitions page can be used by the campus user to view other Warehouse requisitions currently being processed. To view additional details on a specific requisition, the campus user can return data to the Warehouse Requisition Status page for a specific requisition.

Perform a reference number inquiry:

<p>Retrieve an existing record</p>	<p>Search for a record. Use the following search fields to narrow your search:</p> <table border="1" data-bbox="304 902 1476 1285"> <tr> <td data-bbox="304 902 547 1014">Start At</td> <td data-bbox="547 902 1476 1014">Type a reference number to indicate the starting point for the retrieval. The field can be a maximum of seven characters and is optional.</td> </tr> <tr> <td data-bbox="304 1014 547 1126">Requestor Name</td> <td data-bbox="547 1014 1476 1126">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.</td> </tr> <tr> <td data-bbox="304 1126 547 1205">From Date</td> <td data-bbox="547 1126 1476 1205">Type the from requisition date in the MMDDYYYY format, or leave blank to use all from dates.</td> </tr> <tr> <td data-bbox="304 1205 547 1285">To Date</td> <td data-bbox="547 1205 1476 1285">Type the to requisition date in the MMDDYYYY format, or leave blank to use all to dates.</td> </tr> </table> <p>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.</p>	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.
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.								
<p>Retrieve</p>	<p>Click to process the inquiry based on the selected values. A list of requisitions that match the search criteria is displayed.</p>								
<p>Print</p>	<p>Print requisition details.</p> <p>Review the report using the following buttons:</p> <p>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.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>								



Back Cover