



## **Reference Numbers - Warehouse Requisitions - BWH4200**



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# 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:

|   |  |   |
|---|--|---|
| <b>Retrieve an existing record</b>  | Use the following search fields to narrow your search: |   |
|   | <b>Start At</b>  | Type a reference number to indicate the starting point for the retrieval. The field can be a maximum of seven characters and is optional.                         |
|   | <b>Requestor Name</b>                                  | 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. |
|   | <b>From Date</b>                                       | Type the from requisition date in the MMDDYYYY format, or leave blank to use all from dates.  |
|   | <b>To Date</b>   | Type the to requisition date in the MMDDYYYY format, or leave blank to use all to dates.  |
| Click <b>Retrieve</b> 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.



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