



Warehouse Requisition Status - BWH4100

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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.
<p>If the purchase order number is not known, type data in one of the following search fields.</p> <ul style="list-style-type: none"> • From Date • To Date • Requestor Name • Vendor Name • Vendor Number • Status • Bid Category <p>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.</p>		
<p><input type="checkbox"/> Click</p>		



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.](#)



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