




Cancel Back Orders - BWH3250

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[Click to view each item by campus.](#)

The Back Orders window is displayed. A row for each campus is displayed.

Warehouse > Maintenance > Cancel Back Orders

The following fields are displayed only:

- Item Number**
- Item Description**
- Campus**

Cancel back orders:

- On Hand**
- Original Order**
- Units Filled**
- Back Ordered**
- Units to Ship**

[Search for a 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.
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Click **Retrieve**. If the requisition number is not known, click [Directory](#).

Under Back Order Information:

Type the number of items to ship to a particular campus. If you type a number in this field, the Date , Equal , and Percent buttons are disabled.
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Back Cover