Discover how to receive serials one item at a time, receive or partially receive multiple items, and view the WorldCat record for an order item in WorldShare Acquisitions.

You are not required to receive serials and multi-parts in WorldShare Acquisitions. You can also choose to Do Not Track these items.

### Receive serials one item at a time

1. On the left navigation, click **Receive and Invoice**.
2. Select **Serial** from the Processing Type drop-down list.
3. Click **View Items**.
4. Click the **Search Text** form field and then press `<Enter>`.
5. In the Action list, the default action is **Receive and Invoice**.
6. You may also narrow your search by one of the filters below.

#### Search filters - Table

<table>
<thead>
<tr>
<th>TO SEARCH BY</th>
<th>USE RETRIEVAL METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search</strong></td>
<td>Select an index with which to limit your search from the list:</td>
</tr>
<tr>
<td></td>
<td>◦ Keyword</td>
</tr>
<tr>
<td></td>
<td>◦ Title (default)</td>
</tr>
<tr>
<td></td>
<td>◦ Copy Number</td>
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<tr>
<td></td>
<td>◦ Barcode</td>
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<tr>
<td></td>
<td>◦ Invoice Number</td>
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<tr>
<td></td>
<td>◦ ISBN</td>
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<tr>
<td></td>
<td>◦ ISSN</td>
</tr>
<tr>
<td></td>
<td>◦ Order Item Number</td>
</tr>
<tr>
<td></td>
<td>◦ Order Number</td>
</tr>
<tr>
<td><strong>Content Type</strong></td>
<td>Select the content type of the item from the list.</td>
</tr>
<tr>
<td></td>
<td>◦ To return to the list of all items, select the blank space in the list.</td>
</tr>
<tr>
<td><strong>Branch</strong></td>
<td>Select the branch the item is to be delivered to from</td>
</tr>
</tbody>
</table>
TO SEARCH BY | USE RETRIEVAL METHOD
--- | ---
the list.  
- The branch is in the Location column on the order.  
- To return to the list of outstanding items, select the blank space in the list.

Order Status (not available for editing when action is set to Receive) | Select the degree to which the order has been placed:  
- Ordered  
- Cancellation requested  
- Not cancelled  
- Cancelled

Receipt Status | Select the degree to which the order has been completed:  
- Not received  
- Received  
- Returned  
- Withdrawn

Purchase Status | Select the degree to which invoicing has been completed:  
- Not invoiced  
- Partially invoiced  
- Invoiced  
- Partially paid  
- Paid

6. Receive Item  
Use this procedure to indicate you have started or finished receiving a serial on an order. To edit your serials holdings, and manage and receive issues see Serial issues. To claim for serial issues see Claim serial issues.  
   a. Start receiving: In the item's row, in the Receiving Status column, click Start.  
   b. Finish receiving: In the item's row, in the Receiving Status column, click Finish.

7. Optionally, you can also invoice ordered serials and multi-parts from this page. See Add ordered items to invoice.

**Watch a video**

Receive and invoice serials subscriptions (9:59)
This video shows how to receive and invoice serials subscriptions in WorldShare Management Services.

Learn more in a training course: Receiving and invoicing serials subscriptions

**Receive or partially receive multiple items**

Follow the instructions below to update the Receipt Status of multiple serials or e-products to Received or Partially Received.

**Update the Receipt Status of multiple serials to Received**

1. Search order items using the instructions under Search and filter order items.
2. Select the check boxes next to the items you want to update. If you want to update all items in the table, select the check box at the top of the table.
3. At the top of the screen, click Receive > Receive.
4. From the Receive dialog, click Receive.

**Update the Receipt Status of multiple serials to Partially Received**

1. Search order items using the instructions under Search and filter order items.
2. Select the check boxes next to the items you want to update. If you want to update all items in the table, select the check box at the top of the table.
3. At the top of the screen, click Receive > Partially Receive.
4. From the Receive dialog, click Partially Receive.

**View the WorldCat record for an order item**

You can view the WorldCat bibliographic record for an order item in WorldShare Record Manager or your WorldCat Discovery instance. This allows you to verify that the record for a received item is correct by:

- Viewing the metadata and, if needed, editing a record before receiving (Record Manager)
- Viewing the patron-facing record (WorldCat Discovery)

Note: This functionality does not apply to items with either of the following processing types

- Electronic Product
- Local

1. From the Receive and Invoice - Serials screen, hover over the information icon (i) next to the order item title.
2. The information pop-up window provides the following links:
- **View/Edit Metadata** - Click to open the full MARC 21 bibliographic record in Record Manager. This link only appears if you have permission to view Metadata.

- **View in WorldCat Discovery** - Click to open the bibliographic record in your WorldCat Discovery instance.