Start legal deposit receipt delivery

Discover how to start legal deposit receipt delivery in WorldShare Acquisitions. After receipt delivery starts, you will not be able to change this date until you stop receipt delivery.

Note: All fields must be completed before you can start receipt delivery.

1. On the left navigation, click **Settings > Institution Settings > Legal Deposit Receipts**.
2. Select a language for your receipt template.
   - **Default Language of Vendor Contact** (default)
   - **English/French**
3. Enter the **date** (MM/DD/YYYY) on which you want to start sending receipts for items received. The system will send receipts for all items received on or after this date. You can enter date in the form field or use the calendar widget (📅).
4. Enter the **number of days** you want to delay receipt delivery after the item received date. All receipts are delivered on a weekly basis each Sunday.
5. Enter the **initial receipt number** for delivered receipts. This number must be greater than the last sent receipt number. Otherwise, the system will send the number after the last sent receipt number.

   For example:
   Note: After receipts sending starts, you will not be able to change this number until you stop the receipt delivery.
   - If the last receipt sent was 200 and you enter an Initial Receipt Number of 100, the system will set the next receipt number as 201.
   - If the last receipt sent was 50 (or no receipt has been sent) and you enter an Initial Receipt Number of 100, then the next receipt number will be 100.
6. Select the **branch** to be used as the "from" address in the receipt from the drop-down list. The system will use the shipping address of the branch selected as the "from" address.
7. Enter a **library staff member** who will serve as the "reply-to" contact in the receipt. As you type, a list will appear showing the staff members who match your search.
8. Enter a **library staff member** who will be contacted if the vendor does not have a Legal Deposit Receipt contact specified. As you type, a list will appear showing the staff members who match your search.
   Note: A vendor must have a contact specified in order to send receipts.
9. Click **Start Receipt Delivery**. The Start Receipt Delivery dialog appears and confirms that:
   - Once you click Start, receipts for all items received after your selected start date will be sent starting the upcoming Sunday.
   - You will have to stop receipt delivery to make any changes.
   - Receipt number can only be changed to a number greater than the last receipt sent.
10. From the Start Receipt Delivery dialog, select the **By clicking start, I acknowledge I have verified the entered information and affirm it is correct** checkbox and then click **Start**. A confirmation message appears which states that legal deposit receipt delivery has been scheduled successfully.
Stop legal deposit receipt delivery

1. On the left navigation, click **Settings > Institution Settings > Legal Deposit Receipts**.
2. Click **Stop Receipt Delivery**. The Stop Receipt Delivery dialog opens and confirms that:
   - You are about to stop receipt delivery.
   - No receipts will be sent while receipt delivery is stopped.
3. From the Stop Receipt Delivery dialog, click **Stop**. A confirmation message appears which states that legal deposit receipt delivery has been stopped.

Specify a vendor troubleshooting contact

1. On the left navigation, click **Vendors**.
2. From the list, select an **index** to search and enter the **search term(s)**.
3. Click **Search**.
4. Click the **Vendor Name** for which you want to specify a Legal Deposit Receipt contact.
5. Click **Acquisitions Settings** to open the accordion.
6. For Specific Notification Settings, complete the following:
   1. For Action, select **Legal Deposit Receipts** from the drop-down list.
   2. For Contact, select the **troubleshooting contact** from the drop-down list.
   3. For Delivery Method, select **E-Mail (HTML)** from the drop-down list.
7. Click **Save** at the top of the screen.