Discover how to select custom notification text when ordering an item, claiming an order item or serial issue, or cancelling a one-time item or subscription in WorldShare Acquisitions. When working in Acquisitions, you can select custom notification text to add to a vendor notification message when:

- Ordering an item
- Claiming an order item or serial issue
- Cancelling a one-time item or subscription

Note: The custom notifications avail

**Select custom notification text when ordering an item**

1. Navigate to Orders > Orders.
2. On the Orders screen, find the order you want to place. See Search and filter orders for details.
3. Click the order name to open the order you want to place and then click Place Order.
4. From the Place Order dialog, select the Notify vendor about this claim check box and then click Continue.
5. From the Notify Vendor about Order dialog, select the Custom Order Text you want to include from the drop-down list.
6. The method you choose determines the next step.
   a. Email (EDIFACT and HTML)
      i. To preview the email, select Preview email before sending and then click Continue. Or
      ii. Click Place & Send Order to complete your order.
   b. Print
      i. Click Continue.
      ii. From the Print Preview dialog, click Place & Print Order.

**Select custom notification text when claiming an order item**

1. Navigate to Orders > Order Items.
2. On the Order Items screen, find the item you want to claim. See Search and filter order items for details.
3. Select the check box next to the item you want to claim.
4. At the top of the screen, click Claim.
5. From the Claim Items dialog, select the Notify vendor about this claim check box and then click Continue.
6. From the Notify Vendor about Claim dialog, select the Custom Claim Text you want to include from the drop-down list.
7. **Optional** Enter additional comment(s) in the **Additional Comment** form field. This field allows line breaks and links. Links will be rendered active in the message preview.

8. The method you choose determines the next step.
   a. **Print**
      i. Click **Continue**.
      ii. On the Print Preview window, click **Print Claim**. The claim / status inquiry prints.
   b. **Email (HTML)**
      i. **Optional** Select the **Preview email before sending** check box to view the email before sending it to the vendor. Click **Continue**.
      ii. Click **Send Claim**.

A confirmation message appears and the item has been claimed in the system

### Select custom notification text when claiming a serial issue

1. Navigate to **Orders > Subscription Items**.
2. On the Subscription Items screen, find the issue you want to claim. See **Search and filter order items: Subscription items** for details.
3. Select the **check box** next to the issue you want to claim.
4. At the top of the screen, click **Claim**.
5. From the Claim Items dialog, select the **Notify vendor about this claim** check box and then click **Continue**.
6. From the Notify Vendor about Claim dialog, select the **Custom Claim Text** you want to include from the drop-down list.
7. **Optional** Enter additional comment(s) in the **Additional Comment** form field. This field allows line breaks and links. Links will be rendered active in the message preview.
8. The method you choose determines the next step.
   a. **Print**
      i. Click **Continue**.
      ii. On the Print Preview window, click **Print Claim**. The claim / status inquiry prints.
   b. **Email (HTML)**
      i. **Optional** Select the **Preview email before sending** check box to view the email before sending it to the vendor. Click **Continue**.
      ii. Click **Send Claim**.

A confirmation message appears and the item has been claimed in the system

### Select custom notification text when cancelling a one-time item

1. Navigate to **Orders > One Time Items**.
2. On the One Time Items screen, find the item you want to cancel. See **Search and filter order items** for details.
3. Select the **check box** next to the item you want to cancel.

4. At the top of the screen, click **Cancel > Cancel Items**. If you are unable to cancel any copies you selected, it will be noted here.

5. From the Cancel Items dialog, select whether you want to cancel **All copies**, **Copies not received**, or **Copies not received and not invoiced**.

6. Select the **Notify vendor about this cancellation** check box and then click **Continue**.

7. From the Notify Vendor about Cancel dialog, select the **Custom Cancel Text** you want to include from the drop-down list.

8. *(Optional)* Enter additional comment(s) in the **Additional Comment** form field. This field allows line breaks and links. Links will be rendered active in the message preview.

9. The method you choose determines the next step.
   a. **Print**
      i. Click **Continue**.
      ii. On the Print Preview window, click **Print Cancel**. The cancel / status inquiry prints.
   b. **Email (HTML)**
      i. *(Optional)* Select the **Preview email before sending** check box to view the email before sending it to the vendor. Click **Continue**.
      ii. Click **Send Cancel**.

A confirmation message appears and the item has been cancelled in the system.

### Select custom notification text when cancelling a subscription

1. Navigate to **Orders > Subscription Items**.
2. On the Subscription Items screen, find the subscription you want to cancel. See **Search and filter order items: Subscription Items** for details.
3. Select the **check box** next to the subscription you want to cancel.
4. At the top of the screen, click **Cancel > Cancel Items**. If you are unable to cancel any copies you selected, it will be noted here.
5. From the Cancel Items dialog, select whether you want to cancel **All copies**, **Copies not received**, or **Copies not received and not invoiced**.
6. Select whether you want to cancel **mid-subscription** or at the **end of the subscription period**.
7. Select the **Notify vendor about this cancellation** check box and then click **Continue**.
8. From the Notify Vendor about Cancel dialog, select the **Custom Cancel Text** you want to include from the drop-down list.
9. *(Optional)* Enter additional comment(s) in the **Additional Comment** form field. This field allows line breaks and links. Links will be rendered active in the message preview.
10. The method you choose determines the next step.
    a. **Print**
       i. Click **Continue**.
       ii. On the Print Preview window, click **Print Cancel**. The cancel / status inquiry prints.
b. Email (HTML)
   i. (Optional) Select the Preview email before sending check box to view the email before sending it to the vendor. Click Continue.
   ii. Click Send Cancel.

A confirmation message appears and the item has been cancelled in the system.