How do I create a credit invoice with the bibliographic data attached?

Applies to

• WorldShare Acquisitions

Answer

1. In WorldShare Acquisitions, click the Receive and Invoice tab to invoice the item.

2. To process a credit/refund, select the action of "Invoice" and then either find an existing invoice or create a new one.

3. Search for the item or filter to find the items (for a refund, filter to Paid for Purchase Status). Since the invoice has already been paid, the item will offer actions to Credit, Refund or Supplement.

Additional information

See Add previously ordered item to an invoice for more information.