Receive and invoice monographs

Course description

This recorded course would be useful for any staff responsible for receiving and invoicing monographs in WorldShare Acquisitions. It covers the process of receiving and invoicing single and multi-part items, invoicing first and receiving items later, changing the WorldCat® record before receiving an item, setting “in processing” options for newly added items, adding a non-bibliographic item to an invoice, paying an invoice, and creating a credit or supplemental invoice for an invoiced item.

View a recorded session

View a recorded session (41 minutes)

Course handouts

Receiving and invoicing monographs

Request closed captioning

Closed captioning is available in the US upon request with 5 business days' notice. To request closed captioning for a training session, please contact us at training@oclc.org.

Cancellation policy

In the event of low attendance, OCLC may cancel a training session. In this situation, registrants will be notified by email in advance of the session.