Discover how to locate, place, and resend an order in WorldShare Acquisitions.

**Search for Order**

Locate the open order you want to place. For details see [View and edit an order](#).

1. On the left navigation, click **Orders > Orders**.
2. Click **Search** to view all orders.
   Or
   From the drop-down list, select an **index** and enter the **search term(s)** in the box. Click **Search**.
   ◦ Results are sorted alphabetically by name.
   ◦ Use the Vendor, Order Type, Order status filters if required.
   ◦ To change the sort order, click any column heading.
3. Click the **Order Name** or **Order #** to view or edit the order or plan. For details, see [View and edit an order](#).

(Placing orders cannot be done from a plan. Plans automatically have the status Placed.)

**Place order**

Open the order you want to place, complete any edits, and click **Save Order** at the top of the screen:

1. At the top of the screen click **Place Order**.
2. In the Place Order window, follow local practice to determine whether you check the box to notify the vendor about this order.
   ◦ **Yes** - Place order and notify the vendor
     a. Select the **check box**.
     b. Click **Continue**.
     c. Go to step 3.
   ◦ **No** - Place order, but do not notify the vendor
     a. Do not check the box.
     b. Click **Place Order**.
3. In the Notify Vendor about Order window, fill in the following fields:
   a. **Method** - The method you choose to notify the vendor of the order.
      i. **E-Mail (EDIFACT)**: Send an EDIFACT order message via email. Before using this method, read [Send your vendor EDIFACT order information via email](#) for information on configuration.
      ii. **E-Mail (HTML)**: Send your order via email.
      iii. **Print**: Print your order to send via mail.
b. **Reply to** - The person at your library that the vendor can contact about your order.
   - The default is the first person listed on the [Contacts page](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Place_an_order) in [OCLC Service Configuration](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Place_an_order) (WorldCat Registry > Contacts).
   - You can set a recurring contact for when vendors reply to an order in the Institution Settings for your system. For more information, see [Create a recurring reply-to contact](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Place_an_order).
   - You can set a default method and vendor contact by editing the Acquisitions Settings in the vendor record. For more information, see [Acquisitions Settings](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Place_an_order).

c. **To** - The person at the vendor who will receive your notification of an order.

4. The method you choose determines the next step.
   a. **Email (EDIFACT and HTML)**
      i. *(Optional)* To preview the email, select **Preview email before sending** and then click **Continue**.
      ii. Click **Send Order**.
   b. **Print**
      i. Click **Continue**.
      ii. From the Print Preview dialog, click **Print Order**.

### Resend order

1. Open the order you want to resend and complete any edits.
2. Click **Resend Order**.
3. From the Notify Vendor about Order dialog, fill in the following fields:
   a. **Method** - The method you choose to notify the vendor of the order.
      i. **E-Email (HTML)**: Send your order via email.
      ii. **E-Mail (EDIFACT)**: Send an EDIFACT order message via email. Before using this method, read [Send your vendor EDIFACT order information via email](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Place_an_order) for information on configuration.
      iii. **Print**: Print your order to send via mail.
   b. **To** - The person at the vendor who will receive your notification of an order.
   c. **Reply to** - The person at your library that the vendor can contact about your order. The default is the first person listed on the [Contacts page](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Place_an_order) in [OCLC Service Configuration](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Place_an_order) (WorldCat Registry > Contacts). You can set a default method and vendor contact by editing the Acquisitions Settings in the vendor record. For more information, see [Acquisitions Settings](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Place_an_order).
4. The method you choose determines the next step.
   a. Email (HTML or EDIFACT)
      1. *(Optional)* To preview the email, select **Preview email before sending** and then click **Continue**.
      2. From the Print Preview dialog, click **Send Order**.
   b. **Print**
      i. Click **Continue**.
      ii. From the Print Preview dialog, click **Print Order**.