WorldShare Acquisitions

Last updated: Tue, 26 Sep 2017 17:36:46 GMT

Query Search

WorldShare Acquisitions facilitates ordering, receiving, and processing of physical and electronic items.

• Get started

   No image available

   Get started with WorldShare Acquisitions.

   ◦ About Acquisitions
   ◦ Acquisitions account roles
   ◦ Acquisitions terms
   ◦ Contact OCLC Order Services
   ◦ Set or reset your password
   ◦ Sign in to Acquisitions

• Budget

   No image available

   Discover how to create, manage, and choose budgets and funds.

   ◦ Choose a fund on an order/invoice
   ◦ Close a budget
   ◦ Create a budget for the first time
   ◦ Create a budget for the next fiscal period
   ◦ Create funds
   ◦ Delete funds
   ◦ Download a budget
   ◦ Edit budget
   ◦ Edit funds
   ◦ Notes for funds

• Order

   No image available
Use Orders to manage your orders, plans, and order items.

- Add item to order
- Create new order
- Import an order
- Manage order item templates
- Place an order
- Request a quote
- Search existing orders
- View and edit an order

• Renew

  No image available

Discover how to renew stand alone and subscription items.

  - Subscription

• Claim and cancel

  No image available

Discover how to claim and cancel order and subscription items.

  - Claim
  - Cancel

• Receive

  No image available

Discover how to receive monographs, e-products, serials, and serial issues.

  - Monographs
  - Serial and e-products
  - Serial issues

• Invoice

  No image available

Find out how to create, edit, import, and pay invoices.

  - Add not ordered items to invoice
  - Add ordered items to invoice
  - Create new invoice
  - Edit an invoice
  - Import invoices
• Integrate invoices with an external financial system
• Invoice while receiving
• Mark as ready
• Pay an invoice
• Unpay an invoice

• Vendors

No image available

In WorldShare Acquisitions, a vendor is a company from which you buy materials (or access to information).

• Baker & Taylor EDIFACT configuration
• Create a new vendor
• Edit a vendor
• Import invoices and orders
• ProQuest EDIFACT configuration
• Publish a vendor
• Search for a vendor
• Send your vendor EDIFACT order information via email

• Search

No image available

Acquisitions provides a variety of methods to search by, including encumbrances, vendors, and order items.

• Find encumbrances
• Invoices
• Invoice items
• Missing serial issues
• Orders
• Order items
• Saved searches
• Search for a vendor
• Vendors
• WorldCat
• WorldCat knowledge base

• Release notes and known issues

No image available

Release notes are documents that contain information about new product features and enhancements as installed in scheduled releases.
• Training

No image available

Find training on WorldShare Acquisitions.

◦ Ordering when there is no WorldCat record
◦ Manage budgets and vendors
◦ Managing standing orders
◦ Managing approval plans
◦ Receiving and invoicing serials subscriptions
◦ Ordering and renewing serials subscriptions
◦ Ordering monographs basics
◦ Receiving and invoicing monographs
◦ Adding serials holdings
◦ Adding monograph holdings
◦ Videos
◦ Exercises