WorldShare Acquisitions

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

- **Get started**
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  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**
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  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**
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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

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Discover how to renew stand alone and subscription items.

- Subscription

• Claim and cancel

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Discover how to claim and cancel order and subscription items.

- Claim
- Cancel

• Receive

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

- Monographs
- Serial and e-products
- Serial issues

• Invoice

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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

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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

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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

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

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  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