Discover how to receive e-products one at a time and how to partially or fully receive multiple items in WorldShare Acquisitions.
You are not required to receive e-products in WorldShare Acquisitions. You can also choose to Do Not Track these items.

### Receive e-products one item at a time

1. On the left navigation, click **Receive and Invoice**.
2. Select **E-Product** from the Processing Type drop-down list.
3. Click **View Items**.
4. Click the **Search Text** form field and then press `<Enter>`.
5. *(Optional)* You may also narrow your search by one of the filters below.

#### Search filters - Table

<table>
<thead>
<tr>
<th>TO SEARCH BY</th>
<th>USE RETRIEVAL METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search</strong></td>
<td>Select an index with which to limit your search from the list:</td>
</tr>
<tr>
<td></td>
<td>◦ Keyword</td>
</tr>
<tr>
<td></td>
<td>◦ Title (default)</td>
</tr>
<tr>
<td></td>
<td>◦ Copy Number</td>
</tr>
<tr>
<td></td>
<td>◦ Barcode</td>
</tr>
<tr>
<td></td>
<td>◦ Invoice Number</td>
</tr>
<tr>
<td></td>
<td>◦ ISBN</td>
</tr>
<tr>
<td></td>
<td>◦ ISSN</td>
</tr>
<tr>
<td></td>
<td>◦ Order Item Number</td>
</tr>
<tr>
<td></td>
<td>◦ Order Number</td>
</tr>
<tr>
<td><strong>Content Type</strong></td>
<td>Select the content type of the item from the list.</td>
</tr>
<tr>
<td></td>
<td>◦ To return to the list of all items, select the blank space in the list.</td>
</tr>
<tr>
<td><strong>Branch</strong></td>
<td>Select the branch the item is to be delivered to from the list.</td>
</tr>
</tbody>
</table>
TO SEARCH BY

USE RETRIEVAL METHOD

- The branch is in the Location column on the order.
- To return to the list of outstanding items, select the blank space in the list.

Order Status (not available for editing when action is set to Receive)

Select the degree to which the order has been placed:
- Ordered
- Cancellation requested
- Not cancelled
- Cancelled

Receipt Status

Select the degree to which the order has been completed:
- Not received
- Received
- Returned
- Withdrawn

Purchase Status

Select the degree to which invoicing has been completed:
- Not invoiced
- Partially invoiced
- Invoiced
- Partially paid
- Paid

6. Receive Item
   Use this procedure to indicate you have started or finished receiving an e-product on an order.
   a. Start receiving: In the item's row, in the Receiving Status column, click Start.
   b. Finish receiving: In the item's row, in the Receiving Status column, click Finish.

7. (Optional) You can also invoice ordered e-products from this page. See Add ordered items to invoice.

Receive or partially receive multiple items

Follow the instructions below to update the Receipt Status of multiple serials or e-products to Received or Partially Received.
Update the Receipt Status of multiple e-products to Received

1. Search order items using the instructions under Search and filter order items.
2. Select the check boxes next to the items you want to update. If you want to update all items in the table, select the check box at the top of the table.
3. At the top of the screen, click Receive > Receive.
4. From the Receive dialog, click Receive.

Update the Receipt Status of multiple e-products to Partially Received

1. Search order items using the instructions under Search and filter order items.
2. Select the check boxes next to the items you want to update. If you want to update all items in the table, select the check box at the top of the table.
3. At the top of the screen, click Receive > Partially Receive.
4. From the Receive dialog, click Partially Receive.