

Receive/Un-Receive

You can receive and un-receive entire purchase orders, line items on a purchase order, and individual copies that are attached to a line item. You can receive items before or after you create invoices for the items.

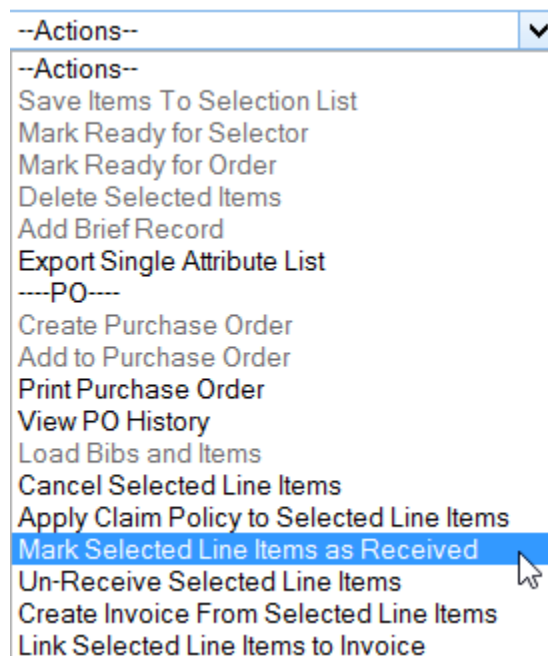
Purchase Orders

You can receive purchase orders that have a status of *on-order*. You can un-receive purchase orders that have a status of *received*.

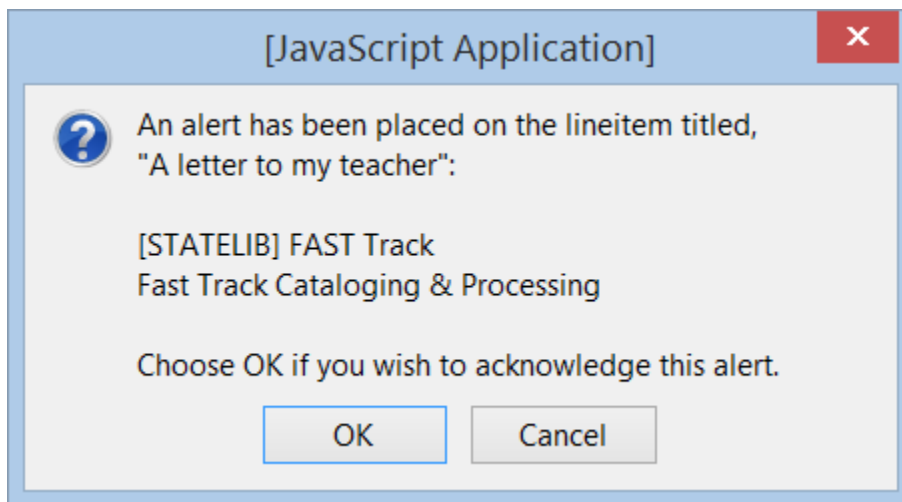
Receive a Purchase Order

In the event that all items on a purchase order arrive together, you are able to receive the entire purchase order at once. All line items on the purchase order must have the status of *on-order* for these steps to be followed.

1. Open a purchase order.
2. Click the checkmark to select all items on the purchase order.
3. Using the main *Actions* menu, select *Actions → Mark Selected Line Items as Received*.



4. Any alerts for the line items will pop up. Click *OK* to acknowledge the alerts and receive the items.



5. The line items on the purchase order will change to a gray-blue color and the Status will update to *Received*.

Purchase Order (received) Activated 2/23/17 3:06 PM

ID 648 Prepayment Required? No
 Name 648 Activatable? Activated
 Provider [Fake Test Vendor \(FTV\)](#) Notes (0)
 Total LineItems 3 EDI Messages (0)
 Total Estimated \$100.36 History [View](#)
 Total Encumbered \$100.36 Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#)
 Total Spent \$0.00

--Actions--

Copies Owning Branch Copy Location Collection Code Fund Circ Modifier Distribution Formula
 OR

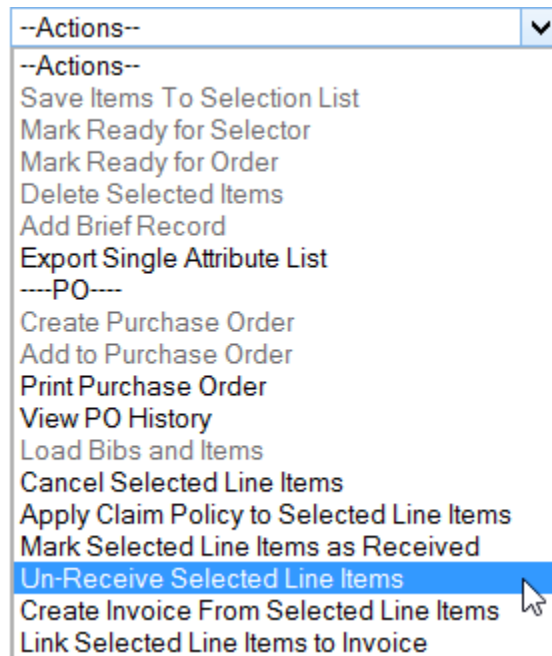
Line Items		Expand All	Items	Notes	Actions	Status	Estimated Price
<input checked="" type="checkbox"/>	A letter to my teacher Hopkinson, Deborah 0375868453 04/04/2017 Schwartz & Wade FTV Order Identifier ISBN <input type="text"/> 0375868453 # 29762 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(2)	-- Actions --	Received	9.98
<input type="checkbox"/>	A distant view of everything McCall Smith, Alexander 0307908941 07/18/2017 Pantheon FTV Order Identifier ISBN <input type="text"/> 0307908941 # 30016 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(0)	-- Actions --	Received	14.40
<input type="checkbox"/>	A cold case Turnbull, Peter 0727886835 02/01/2017 Severn House Publishers FTV Order Identifier ISBN <input type="text"/> 0727886835 # 30113 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(0)	-- Actions --	Received	25.80

Un-Receive a Purchase Order

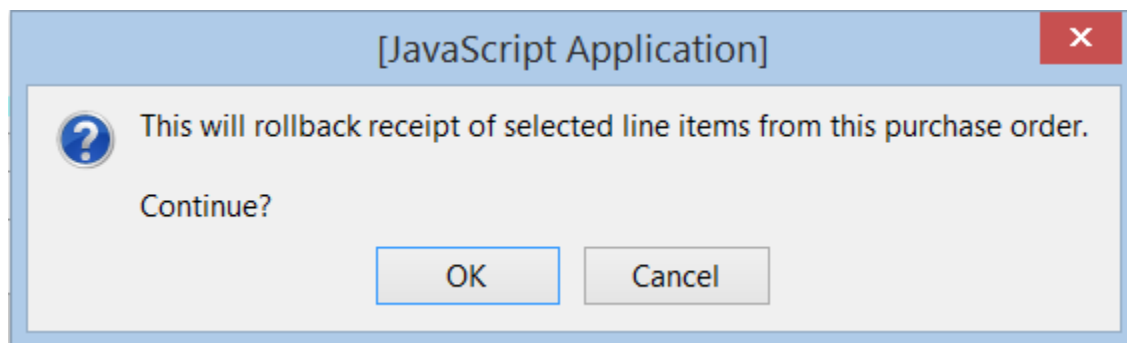
In the event that a purchase order is accidentally received or should not have been received in the first place due to damage or other reasons, it is possible to un-receive the purchase order.

All line items on the purchase order must have the status of *Received* for these steps to be followed.

1. Open a purchase order.
2. Click the checkmark to select all items on the purchase order.
3. Using the main *Actions* menu, select *Actions* → *Un-Receive Selected Line Items*.



4. A pop-up will appear asking you to confirm that you wish to rollback receipt of all the copies for the purchase order. Click *OK*.



5. The line items on the purchase order will change to a mauve color and the status will update to *on-order*.

If the purchase order is received in the future, it will behave in the same manner as a purchase order that is being received for the first time.

Line Items

You can receive line items that have a status of *on-order*. You can un-receive line items that have a status of *received*.

Receive a Line Item

Mark Received allows you to receive particular line items on a purchase order. Line items must have the status of *on-order* for this function to work.

1. Open a purchase order.
2. Check the box(es) of the line item(s) you wish to receive.

Purchase Order (on-order) Activated 2/23/17 3:06 PM

ID 648 Prepayment Required? No

Name [648](#) Activatable? Activated

Provider [Fake Test Vendor \(FTV\)](#) Notes [\(0\)](#)

Total Lineitems 3 EDI Messages [\(0\)](#)

Total Estimated \$100.36 History [View](#)

Total Encumbered \$100.36 Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#)

Total Spent \$0.00 Cancel [Cancel order](#)

--Actions--

Copies Owning Branch Copy Location Collection Code Fund Circ Modifier Distribute

OR

Line Items	Expand All	Items	Notes	Actions	Status	Estimated Price
<input checked="" type="checkbox"/> A letter to my teacher Hopkinson, Deborah 0375868453 04/04/2017 Schwartz & Wade FTV Order Identifier ISBN <input type="text"/> 0375868453 # 29762 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(2)	-- Actions --	On-Order	9.98
<input checked="" type="checkbox"/> A distant view of everything McCall Smith, Alexander 0307908941 07/18/2017 Pantheon FTV Order Identifier ISBN <input type="text"/> 0307908941 # 30016 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(0)	-- Actions --	On-Order	14.40
<input type="checkbox"/> A cold case Turnbull, Peter 0727886835 02/01/2017 Severn House Publishers FTV Order Identifier ISBN <input type="text"/> 0727886835 # 30113 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(0)	-- Actions --	On-Order	25.80

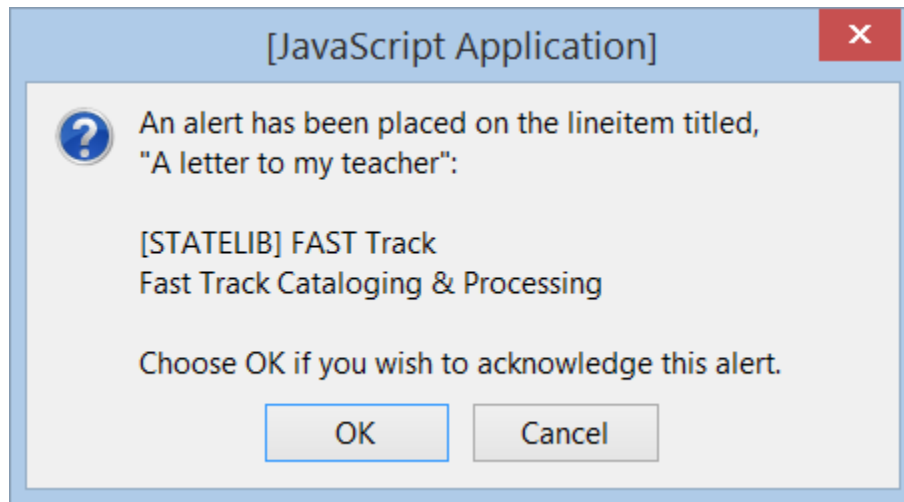
3. Using the main Actions menu, select *Actions→Mark Selected Line Items as Received*.

--Actions--

--Actions--

- Save Items To Selection List
- Mark Ready for Selector
- Mark Ready for Order
- Delete Selected Items
- Add Brief Record
- Export Single Attribute List
- PO----
- Create Purchase Order
- Add to Purchase Order
- Print Purchase Order
- View PO History
- Load Bibs and Items
- Cancel Selected Line Items
- Apply Claim Policy to Selected Line Items
- Mark Selected Line Items as Received**
- Un-Receive Selected Line Items
- Create Invoice From Selected Line Items
- Link Selected Line Items to Invoice

4. Any alerts on the line item will pop up. Click *OK* to acknowledge the alert and receive the item(s).





5.

Purchase Order (on-order) Activated 2/23/17 3:06 PM

ID 648	Prepayment Required? No
Name 648	Activatable? Activated
Provider Fake Test Vendor (FTV)	Notes (0)
Total Lineitems 3	EDI Messages (0)
Total Estimated \$100.36	History View
Total Encumbered \$100.36	Invoicing View Invoices (0) Create Invoice
Total Spent \$0.00	Cancel Cancel order

--Actions--

Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifie
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Line Items				Expand All	Items	Notes	Actions	Status	Estimated Price
<input type="checkbox"/>		A letter to my teacher	Hopkinson, Deborah 0375868453 04/04/2017 Schwartz & Wade FTV	Expand	Copies(2)	Notes(2)	-- Actions --	Received	9.98
# 29762 0 → catalog ↗ worksheet ⚡ Suppl12 requests view invoice(s) ⇒ queue									
<input type="checkbox"/>		A distant view of everything	McCall Smith, Alexander 0307908941 07/18/2017 Pantheon FTV	Expand	Copies(2)	Notes(0)	-- Actions --	Received	14.40
# 30016 0 → catalog ↗ worksheet ⚡ Suppl12 requests view invoice(s) ⇒ queue									
<input type="checkbox"/>		A cold case	Turnbull, Peter 0727886835 02/01/2017 Severn House Publishers FTV	Expand	Copies(2)	Notes(0)	-- Actions --	On-Order	25.80
# 30113 0 → catalog ↗ worksheet ⚡ Suppl12 requests view invoice(s) ⇒ queue									

The line item(s) will change to a gray-blue color and the status will update to received.

Un-Receive a Line Item

In the event that a line item is accidentally received or should not have been received in the first place, due to damage or other reasons, it is possible to un-receive that line item.

1. Line items must have the status of received for this function to work.
2. Open a purchase order.
3. Check the box(es) of the line item(s) you wish to un-receive.

Purchase Order (on-order) Activated 2/23/17 3:06 PM

ID 648

Prepayment Required? No

Name 648

Activatable? Activated

Provider Fake Test Vendor (FTV)

Notes (0)

Total Lineitems 3

EDI Messages (0)

Total Estimated \$100.36

History View

Total Encumbered \$100.36

Invoicing

View Invoices (0)

Create Invoice

Link In

Total Spent \$0.00

Cancel

Cancel order ▾

--Actions-- ▾

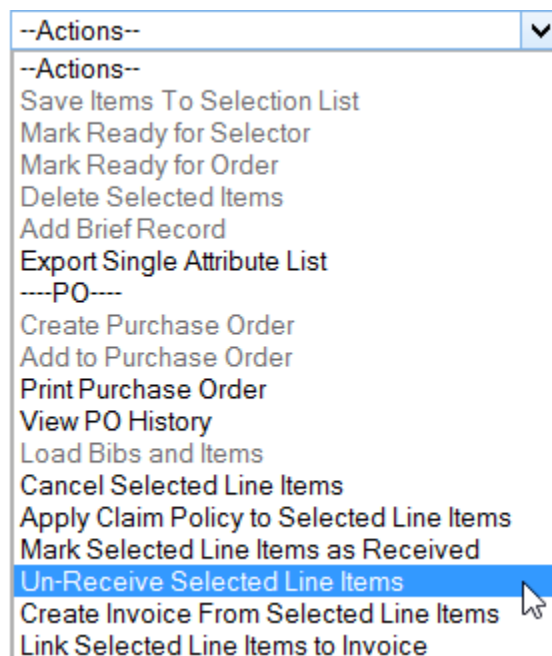
Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier

Line Items

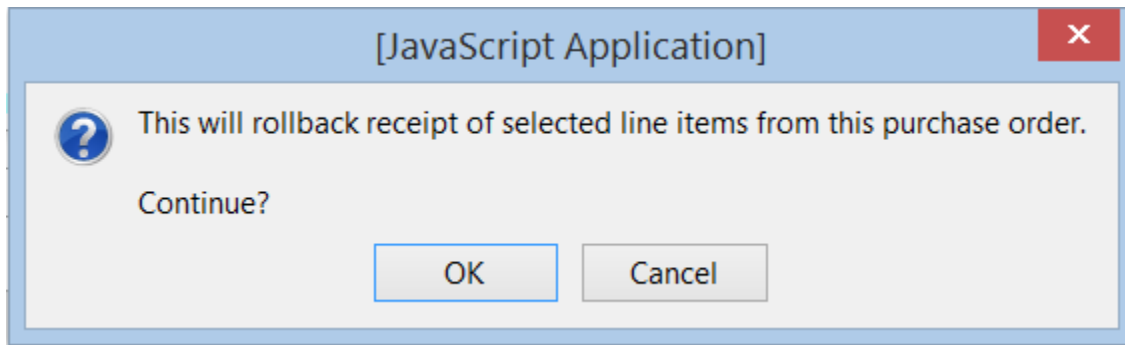
[Expand All Items](#)[Notes](#)[Actions](#)[Status](#)[Estimated Price](#)

	A letter to my teacher	Hopkinson, Deborah 0375868453 04/04/2017 Schwartz & Wade FTV	Expand	Copies(2)	Notes(2)	-- Actions -- ▾	Received	9.98
# 29762 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue								
	A distant view of everything	McCall Smith, Alexander 0307908941 07/18/2017 Pantheon FTV	Expand	Copies(2)	Notes(0)	-- Actions -- ▾	Received	14.40
# 30016 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue								
	A cold case	Turnbull, Peter 0727886835 02/01/2017 Severn House Publishers FTV	Expand	Copies(2)	Notes(0)	-- Actions -- ▾	On-Order	25.80
# 30113 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue								

4. Using the main **Actions** menu, select **Actions→Un-Receive Selected Line Items**.



5. A pop-up will appear asking you to confirm that you wish to un-receive the line item(s). Click OK.



6. The line item(s) will change to a mauve color and the status will update to *on-order*.

Purchase Order (on-order) Activated 2/23/17 3:06 PM

ID 648	Prepayment Required? No
Name 648	Activatable? Activated
Provider Fake Test Vendor (FTV)	Notes (0)
Total Lineitems 3	EDI Messages (0)
Total Estimated \$100.36	History View
Total Encumbered \$100.36	Invoicing View Invoices (0) Create Invoice
Total Spent \$0.00	Cancel Cancel order

--Actions--

Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Line Items	Expand All	Items	Notes	Actions	Status	Estimated Price
<input type="checkbox"/> A letter to my teacher Hopkinson, Deborah 0375868453 04/04/2017 Schwartz & Wade FTV Order Identifier ISBN <input type="text" value="0375868453"/> # 29762 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(2)	-- Actions --	On-Order	9.98
<input type="checkbox"/> A distant view of everything McCall Smith, Alexander 0307908941 07/18/2017 Pantheon FTV Order Identifier ISBN <input type="text" value="0307908941"/> # 30016 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(0)	-- Actions --	On-Order	14.40
<input type="checkbox"/> A cold case Turnbull, Peter 0727886835 02/01/2017 Severn House Publishers FTV Order Identifier ISBN <input type="text" value="0727886835"/> # 30113 0 → catalog → worksheet → Suppl12 requests view invoice(s) → queue	Expand	Copies(2)	Notes(0)	-- Actions --	On-Order	25.80

If an un-received line item is received in the future, it will behave in the same manner as a line item that is being received for the first time.

Copies

You can receive copies that have a status of *on-order*. You can un-receive copies that have a status of *received*.

Receive a Copy

Mark Received in the copies screen allows you to receive only specific copies on a purchase order. Copies must have a status of *on-order* for the *Mark Received* link to appear.

1. Open a purchase order.
2. Click the *Copies* link on the line item containing the copy or copies you wish to receive.

Purchase Order (on-order) Activated 2/23/17 3:06 PM

ID 648

Prepayment Required? No

Name 648

Activatable? Activated

Provider [Fake Test Vendor \(FTV\)](#)Notes [\(0\)](#)

Total Lineitems 3

EDI Messages [\(0\)](#)

Total Estimated \$100.36

History [View](#)

Total Encumbered \$100.36

Invoicing [View Invoices \(0\)](#)[Create Invoice](#)

Total Spent \$0.00

Cancel [Cancel order](#)

--Actions--

Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier

✓ Line Items

[Expand All](#) Items Notes Actions Status Est Pri



3. Click the *Mark Received* link adjacent to the copy you wish to receive.

[A letter to my teacher](#), by Hopkinson, Deborah (0375868453)
 2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed
 Estimated \$19.96, Encumbered \$19.96, Paid \$0.00
 # 29762 [x](#) 648 2/23/17 [Suppl12](#)

Add/Edit Items

[Return](#) | Item Count: [Go](#) | [Save Changes](#)
Distribution Formulas [Apply](#) [Reset Formulas](#)

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Barcode	Notes	Receiver
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942	ACQ29941		Mark Received Cancel
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942	ACQ29942		Mark Received Cancel

4. Any alerts associated with the line item will pop up. Click *OK* to acknowledge the alert and receive the copy.



The alerts associated with a particular line item will appear each time a copy on that line item is received.

5. Click *Return* to return to the purchase order.

[A letter to my teacher, by Hopkinson, Deborah \(0375868453\)](#)
 2 Ordered, 1 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed
 Estimated \$19.96, Encumbered \$19.96, Paid \$0.00
 # 29762 [648 2/23/17](#) [Suppl12](#)

Add/Edit Items

[Return](#) | Item Count: [Go](#) | [Save Changes](#)

Distribution Formulas [Apply](#) [Reset Formulas](#)

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Barcode	Notes	Receiver
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942	ACQ29941		gplsacqadmin Un-Receive
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942	ACQ29942		Mark Received Cancel

6. The line item will only change to a gray-blue color and update the status to *received* when all copies associated with the line item have been received. Otherwise the line item continues to display in a mauve color with a state of *on-order*.

Un-Receive a Copy

In the event that a copy is accidentally received or should not have been received in the first place due to damage or other reasons, it is possible to un-receive that copy. Copies must have a status of *received* for the Un-Receive link to appear.

1. Open a purchase order.
2. Click the *Copies* link on the line item containing the copy or copies you wish to un-receive.

Purchase Order (on-order) Activated 2/23/17 3:06 PM

ID 648

Prepayment Required? No

Name [648](#)

Activatable? Activated

Provider [Fake Test Vendor \(FTV\)](#)

Notes [\(0\)](#)

Total Lineitems 3

EDI Messages [\(0\)](#)

Total Estimated \$100.36

History [View](#)

Total Encumbered \$100.36

Invoicing [View Invoices \(0\)](#) [Create Invoice](#)

Total Spent \$0.00

Cancel [Cancel order](#)

--Actions--

Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

✓ Line Items

[Expand All](#) Items Notes Actions Status Est Pri

	A letter to my teacher				
	Hopkinson, Deborah 0375868453 04/04/2017 Schwartz & Wade FTV				
	Order Identifier ISBN <input type="text" value="0375868453"/>				
# 29762 0	catalog	worksheet	Suppl12	requests	view invoice(s) queue

3. Click the Un-Receive link adjacent to the copy you wish to un-receive.

[A letter to my teacher](#), by Hopkinson, Deborah (0375868453)
 2 Ordered, 1 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed
 Estimated \$19.96, Encumbered \$19.96, Paid \$0.00
 # 29762 [# 648 2/23/17](#) [Suppl12](#)

Add/Edit Items

[Return](#) | Item Count: [Go](#) | [Save Changes](#)

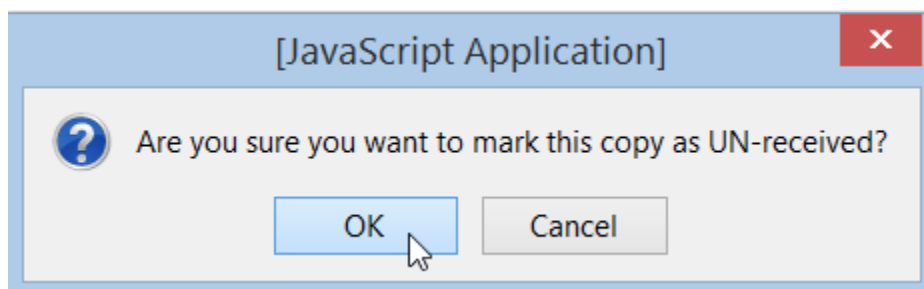
Distribution Formulas [Apply](#) [Reset Formulas](#)

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Batch Update		
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942			
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942			

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Barcode	Notes	Receiver
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942	ACQ29941		gplsacqadmin
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942	ACQ29942		

[Un-Receive](#)
[Mark Received](#) [Cancel](#)

4. A pop-up will appear asking you to confirm that you wish to un-receive the copy. Click OK.



5. Click *Return* to return to the purchase order.

[A letter to my teacher](#), by Hopkinson, Deborah (0375868453)
 2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed
 Estimated \$19.96, Encumbered \$19.96, Paid \$0.00
 # 29762 [# 648 2/23/17](#) [Suppl12](#)

Add/Edit Items

[Return](#) | Item Count: [Go](#) | [Save Changes](#)

Distribution Formulas [Apply](#) [Reset Formulas](#)

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Batch Update		
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942			
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942			

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Barcode	Notes	Receiver
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942	ACQ29941		
STATELIB-L	ON ORDER		George (2017)	book	ACQ29942	ACQ29942		

[Mark Received](#) [Cancel](#)
[Mark Received](#) [Cancel](#)

6. The line item will be a mauve color and the Status will show as *on-order*.

If the copy is received in the future, it will behave in the same manner as a copy that is being received for the first time.

Receive Line Items from an Invoice

You can receive line items and copies that have been linked to an invoice directly from the invoice rather than through a purchase order. You can receive individual copies, or receive items in batch. Before items can be received from an invoice, the invoice must be saved.

Numeric Mode

Numeric Mode allows you to receive line items in batch.

You must choose a save option before you can receive items.

1. In the top right corner of the invoice screen, click *Receive Items*.

Invoice

Lineitems: 2

Expected Cost: 36.50

Hide Details

Vendor Invoice ID 2468

Invoice Date 02/28/2017

Receive Method Paper

Invoice Type paper

Provider FTV

Shipper FTV

Note

Payment Auth las

Payment Method Check

Receiver STATELIB

Invoice Search

Bibliographic Items						
Title Details	# Invoiced / # Paid	Billed	Per Copy	Paid	Detach	
Read to your bunny / Rosemary Wells., by Wells, Rosemary (9780590302845) 2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$10.50, Encumbered \$0.00, Paid \$0.00 # 29263 # 646 2/21/17	2 / 2		0.00		Detach	
It looked like spilt milk / by Charles G. Shaw., by Shaw, Charles Green, 1892-1974. (9781442003873) 2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$26.00, Encumbered \$0.00, Paid \$0.00 # 29264 # 646 2/21/17	2 / 2		0.00		Detach	

2. The Acquisitions Invoice Receiving interface opens.

The interface defaults to *Numeric Mode*.

Acquisitions Invoice Receiving

Invoice #2468

Copies received on this invoice: 0 out of 4.

The remaining are listed below.

[[Use List Mode](#)]

Receive Selected Copies

[It looked like spilt milk / by Charles G. Shaw., by Shaw, Charles Green, 1892-1974. \(9781442003873\)](#)

2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed

Estimated \$26.00, Encumbered \$0.00, Paid \$0.00

29264 [≡ 646 2/21/17](#)

Number of copies to receive:

[Read to your bunny / Rosemary Wells., by Wells, Rosemary \(9780590302845\)](#)

2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed

Estimated \$10.50, Encumbered \$0.00, Paid \$0.00

29263 [≡ 646 2/21/17](#)

Number of copies to receive:

Receive Selected Copies

Return to Invoice

3. Select the number of copies you would like to receive for each line item on the invoice.
4. Click *Receive Selected Copies*.

Acquisitions Invoice Receiving

Invoice #2468

Copies received on this invoice: 0 out of 4.

The remaining are listed below.

[[Use List Mode](#)]

Receive Selected Copies

[It looked like spilt milk / by Charles G. Shaw., by Shaw, Charles Green, 1892-1974. \(9781442003873\)](#)

2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed

Estimated \$26.00, Encumbered \$0.00, Paid \$0.00

29264 [# 646 2/21/17](#)

Number of copies to receive:

[Read to your bunny / Rosemary Wells., by Wells, Rosemary \(9780590302845\)](#)

2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed

Estimated \$10.50, Encumbered \$0.00, Paid \$0.00

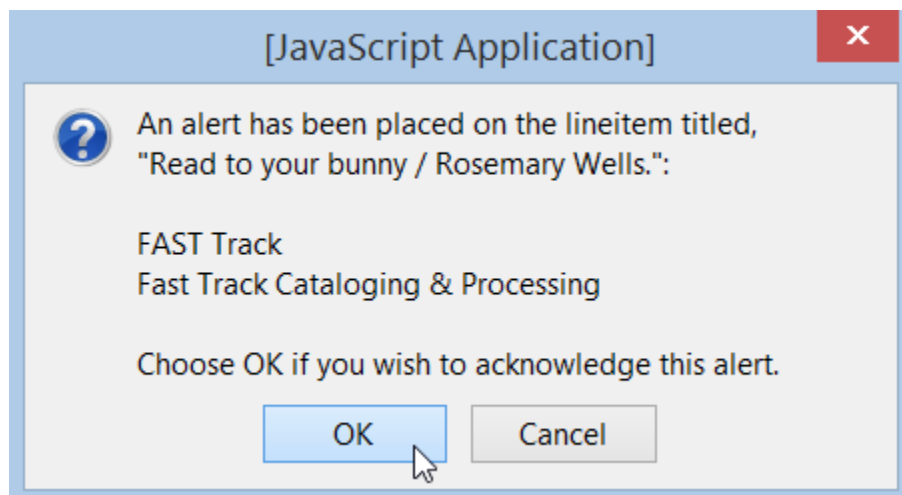
29263 [# 646 2/21/17](#)

Number of copies to receive:

Receive Selected Copies

Return to Invoice

5. Any alerts associated with the line item will pop up. Click *OK* to acknowledge the alert and receive the items.



6. The screen will refresh. Select more copies to receive or click *Return to Invoice*.

Acquisitions Invoice Receiving

Invoice #2468

Copies received on this invoice: 3 out of 4.

The remaining are listed below.

[[Use Numeric Mode](#)]

Receive Selected Copies

<input type="checkbox"/> Select All	Owning Branch	Copy Location
It looked like spilt milk / by Charles G. Shaw., by Shaw, Charles Green, 1892-1974. (9781442003873) 2 Ordered, 1 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$26.00, Encumbered \$0.00, Paid \$0.00 # 29264 # 646 2/21/17		
<input type="checkbox"/>	STATELIB-L	ON ORDER

Receive Selected Copies

Return to Invoice

List Mode

List Mode allows you to receive individual copies in batch.

You must choose a save option before you can receive items.

1. In the top right corner of the invoice screen, click *Receive Items*.

Invoice

Receive Items

LineItems: 2

Expected Cost: 36.50

Hide Details

Vendor Invoice ID 2468

Invoice Date 02/28/2017

Receive Method Paper

Invoice Type paper

Provider FTV

Shipper FTV

Note

Payment Auth las

Payment Method Check

Receiver STATELIB

Invoice Search

Bibliographic Items

Title Details	# Invoiced / # Paid	Billed	Per Copy	Paid	Detach
Read to your bunny / Rosemary Wells., by Wells, Rosemary (9780590302845) 2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$10.50, Encumbered \$0.00, Paid \$0.00 # 29263 # 646 2/21/17	2 / 2		0.00		Detach
It looked like spilt milk / by Charles G. Shaw., by Shaw, Charles Green, 1892-1974. (9781442003873) 2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$26.00, Encumbered \$0.00, Paid \$0.00 # 29264 # 646 2/21/17	2 / 2		0.00		Detach

2. The Acquisitions Invoice Receiving interface opens. The interface defaults to Numeric Mode.

3. Click *Use List Mode*.

Acquisitions Invoice Receiving

Invoice #2468

Copies received on this invoice: 2 out of 4.

The remaining are listed below.

[[Use List Mode](#)]

Receive Selected Copies

[It looked like spilt milk / by Charles G. Shaw., by Shaw, Charles Green, 1892-1974. \(9781442003873\)](#)

2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed

Estimated \$26.00, Encumbered \$0.00, Paid \$0.00

29264 [# 646 2/21/17](#)

Number of copies to receive:

Receive Selected Copies

Return to Invoice

4. Use the check boxes to select the specific copies you would like to receive.

5. Click *Receive Selected Copies*.

Acquisitions Invoice Receiving

Invoice #2468

Copies received on this invoice: 2 out of 4.

The remaining are listed below.

[[Use Numeric Mode](#)]

Receive Selected Copies

<input type="checkbox"/> Select All	Owning Branch	Copy Location	Circ Modifier	Fund	Callnumber	Barcode
It looked like spilt milk / by Charles G. Shaw., by Shaw, Charles Green, 1892-1974. (9781442003873)						
2 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed						
Estimated \$26.00, Encumbered \$0.00, Paid \$0.00						
# 29264 # 646 2/21/17						
<input checked="" type="checkbox"/>	STATLIB-L	ON ORDER	book	Zuzu	ACQ29934	ACQ29933
<input type="checkbox"/>	STATLIB-L	ON ORDER	book	Zuzu	ACQ29934	ACQ29934

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6. The screen will refresh. Select more copies to receive or click *Return to Invoice*.

Acquisitions Invoice Receiving

Invoice #2468

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<input type="checkbox"/> Select All	Owning Branch	Copy Location
It looked like spilt milk / by Charles G. Shaw. , by Shaw, Charles Green, 1892-1974. (9781442003873) 2 Ordered, 1 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$26.00, Encumbered \$0.00, Paid \$0.00 # 29264 # 646 2/21/17		
<input type="checkbox"/>	STATELIB-L	ON ORDER

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