If you know the ILL Numbers for your requests, you can receive several of them as a batch by selecting the **Bulk Action** option from the links at the top of the screen.

You are presented with the Bulk Action/Authorization screen, where you can enter the ILL Numbers of the requests you want to receive, then select **Received** document from the Action drop-down and click the **Action** button.

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**Bulk Action / Authorisation**

Enter ILL numbers, separated by blanks or commas

4560, 4660, 5289

Select either an action, authorisation status or process status for all the requests

**Action**: Received

**Authorisation Status**: 

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Note: If you have integrated circulation with NRE/VDX, you should not use Bulk Action to Receive items. Each request must be treated individually so that the appropriate barcode can be entered.