How do I create a credit invoice with the bibliographic data attached?

Applies to

- WorldShare Acquisitions

Answer

1. In WorldShare Acquisitions, click the **Receive and Invoice** tab to invoice the item.

2. To process a credit/refund, select the action of "Invoice" and then either find an existing invoice or create a new one.

3. Search for the item or filter to find the items (for a refund, filter to **Paid for Purchase Status**). Since the invoice has already been paid, the item will offer actions to **Credit, Refund or Supplement**.

Additional information

See [Add previously ordered item to an invoice](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Troubleshooting/How_do_I_create_a_credit_i...) for more information.