

Un-receive function - please elaborate

- **Product:** Alma

Question

What is the unreceive function for a POL in the Receiving Department Items, in Alma?

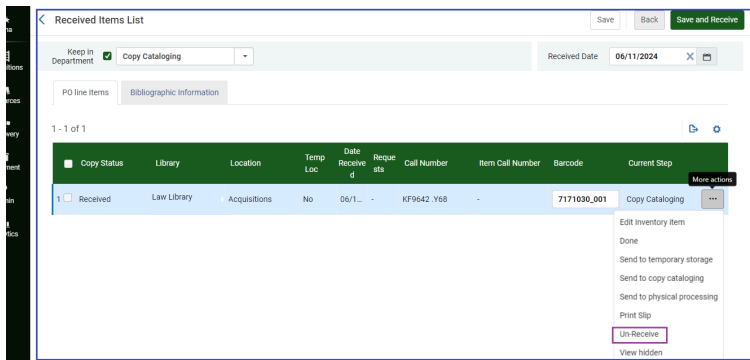
Answer

It is possible to un-receive an item for a POLine in the Acquisition Department, however only in these conditions:

- The item must have been received.
- The item must still be in the receiving department (i.e. is in a Work order status from marking Keep in department).
- There are no patron or library requests related to the item.

To un-receive:

1. Open the Receive New Material and search for the POL (set filter to Status: Closed, if appropriate).
2. From the item, select "Manage Items" from the row action.
3. The "Received Items List" page opens. Locate the item under the PO line items tab.
4. Select Un-Receive from the row actions.



As **workaround**, this worked for one Alma Institution:

In our case, the item had no barcode. We added a temporary barcode to the item, added a Work Order for it, and then Scanned In at the Circulation Desk, into the status of a Work Order in Acquisitions. The item became unavailable, and Primo showed that it is in the Acquisition Department, until a given date, as expected.

Additional Information

Click here for the Online Help page, regarding "[Un-receiving an Item](#)".

Please see this How to [Unreceive an item received from a POL](#)

See this [Youtube](#), published as the feature was added to Alma.

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