

# Document Request on OASIS

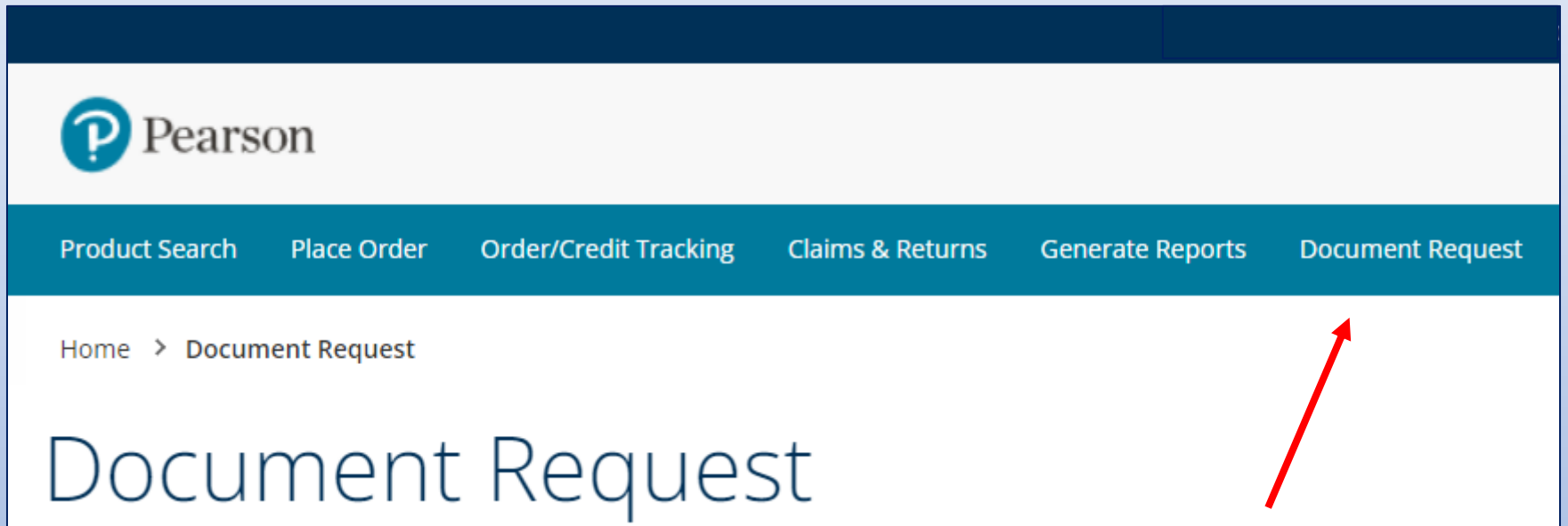
[Statement](#)

[Invoice](#)

[Credit Memo](#)

[Proof of Delivery](#)

In the navigation bar at the top, click “Document Request”



If you represent the billing account, you can request Statements on “Document Request”.


If you don't see this option but believe you should have access, reach out to the OASIS Administrator.

# Document Request


Statement (available for billing account only)

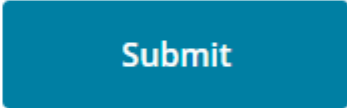
Select Account, Month & Year and click "Submit".  
The document will open in a new window to view, print or save.

**Statement For**

Billing Location #  

**Select Month and Year**

1/2021 



2021

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

The document opens in a new window.

To save/view, click “Save as PDF”.

**Pearson**  
Admin. Credit Dept.  
221 River Street  
Hoboken, NJ 07030

Please do not send payments to the Hoboken address.

**Statement of Account**  
Statement Date: 31-JAN-2021  
Page: 1 of 2  
Account Number:  
Account Balance: USD 16.42

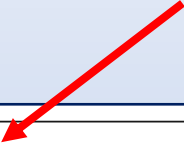
**FOR QUESTIONS CONTACT**  
Credit Dept.  
Tel: From 1-800-222-4638  
Fax: 201-767-6229  
E-Mail: credit@pearson.com

**PLEASE NOTE THIS IS NOT AN INVOICE - THIS IS A SUMMARY OF OPEN TRANSACTIONS ON YOUR ACCOUNT - PAYMENT INFORMATION IS QUOTED ON ALL INVOICES**

Invoice Date	Trans type	Your PO / Ref	Trans Ref	CCV	Original Amount	Amount Due	Due Date	Days Late	Disputes
18-MAR-2020	Credit Memo		1171340	000	164.000	164.000	18-MAR-2020	318	
18-MAR-2020	Credit Memo		1171340	000	164.000	282.000	18-MAR-2020	338	
18-MAY-2020	Invoice		1001018	000	20.000	282.000	28-MAY-2020	187	
18-MAY-2020	Invoice		1001019	000	20.000	302.000	28-MAY-2020	187	
18-MAY-2020	Invoice		1001017	000	38.200	340.200	28-MAY-2020	187	
18-MAY-2020	Invoice		1001019	000	38.600	378.800	28-MAY-2020	187	
18-MAY-2020	Invoice		1001019	000	42.800	421.600	28-MAY-2020	187	
18-MAY-2020	Invoice		1001018	000	104.400	526.000	28-MAY-2020	188	
18-MAY-2020	Invoice		1001020	000	124.100	650.100	28-MAY-2020	188	
18-MAY-2020	Invoice		1001020	000	38.500	688.600	28-MAY-2020	188	
18-MAY-2020	Invoice		1001020	000	38.000	726.600	28-MAY-2020	188	
01-JUL-2020	Invoice		1001110	000	28.500	755.100	31-AUG-2020	193	
01-JUL-2020	Invoice		1001110	000	38.500	793.600	31-AUG-2020	193	
01-JUL-2020	Invoice		1001110	000	38.500	832.100	31-AUG-2020	193	
01-JUL-2020	Invoice		1001117	000	37.400	869.500	31-AUG-2020	193	
01-JUL-2020	Invoice		1002004	000	38.500	908.000	31-AUG-2020	193	
01-SEP-2020	Credit Memo		1141900	000	188.500	719.500	30-SEP-2020	149	
11-SEP-2020	Credit Memo		1141902	000	108.000	611.500	11-SEP-2020	147	


## Request Invoices, Credit Memos and Proof of Deliveries on “Document Request”.

Click the radio button next to “Invoices, Credit Memos and PODs”.





Invoices, Credit Memos and PODs

Enter search criteria below and click "Show Matches".  
Click the document # link in the results.  
The document will open in a new window to view, print or save.

**Document Type \***  

**Purchase Order #**

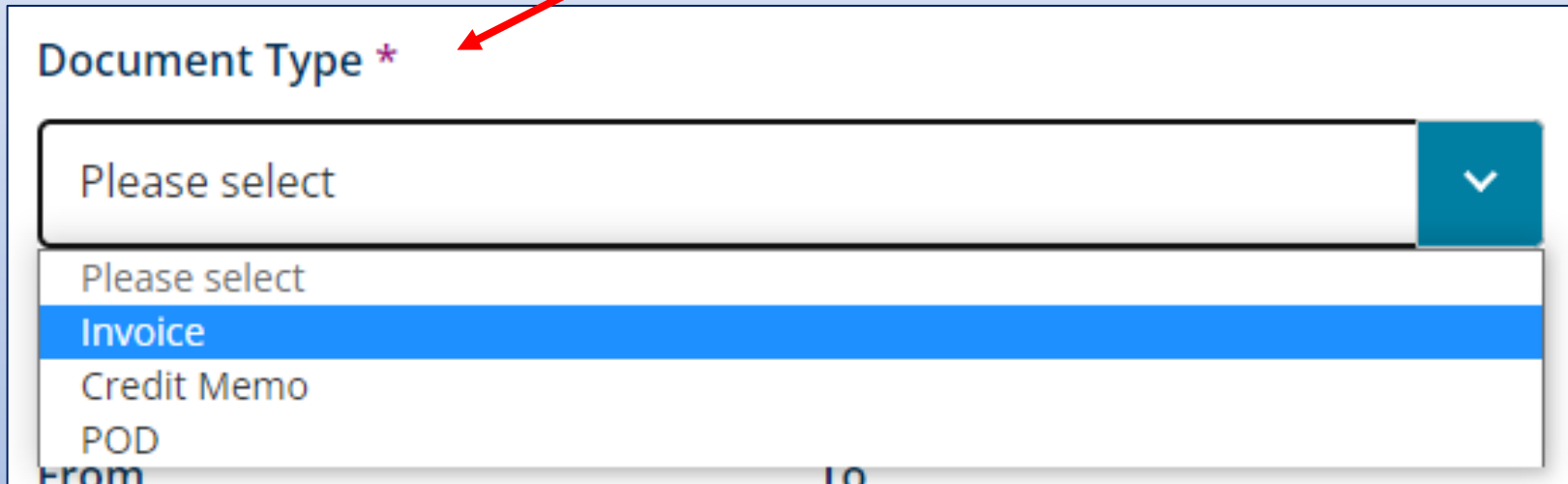
**Date Range (up to 24 months)**

**From**   **To**  

**Order Number**

**Invoice #**

Select the “Document Type” from the drop-down menu



The image shows a screenshot of a web form. At the top left, the text "Document Type \*" is displayed in a dark blue font. A red arrow points from the top right towards this text. Below the text is a white rectangular input field with a black border. Inside the field, the text "Please select" is written in a grey font. To the right of the input field is a teal square button with a white downward-pointing chevron icon. Below the input field, a dropdown menu is open, showing a list of options: "Please select", "Invoice", "Credit Memo", and "POD". The "Invoice" option is highlighted with a blue background. At the bottom left of the form, the word "From" is partially visible, and at the bottom center, the number "10" is partially visible.

Default Date Range is 3 months but can be increased up to the last 24 months.  
Add specific search criteria on the right to narrow the search.

Document Type \*  
Invoice

Purchase Order #

Date Range (up to 24 months)  
From 01/01/2021 To 12/23/2021

Order Number


Invoice #

Reset Show Matches

Sort By Invoice # Descending



Invoice #	POD	Date	Amount	PO #	Order #
9905166	N/A	07/01/2020	\$20.88	465936584	39252553
9588698	N/A	06/01/2020	\$41.76	465936584	38938426

Click "Show Matches".  
Search results are displayed on the bottom.  
Click the Invoice number to open.

Document Type \*  



Purchase Order #

Date Range (up to 24 months)

From   To  

Order Number

Invoice #

Sort By    

Invoice #	POD	Date	Amount	PO #	Order #
9905166	N/A	07/01/2020	\$20.88	465936584	39252553
9588698	N/A	06/01/2020	\$41.76	465936584	38938426



The document opens in a new window.

To save/view, click “Save as PDF”.

The screenshot shows a document viewer interface for a Pearson invoice. A red arrow points to a blue button labeled "Save as PDF" in the top right corner. The invoice content includes the Pearson logo, "INVOICE" title, and contact information for Pearson Education, Inc. and the customer, BOOKSMART. It also displays invoice details such as invoice number, date, and amount due. A summary table at the bottom left shows the total amount due, and a remittance information table is on the right.

**Pearson INVOICE**

**Customer Bill To:**  
BOOKSMART  
3875 TR  
889 SOUTH CONGRESS AVE  
PALM SPRING, FL 32907-4703

**Attention:**  
Accounts Payable

**Customer Ship To:**  
BOOKSMART  
3875 TR  
889 SOUTH CONGRESS AVE  
PALM SPRING, FL 32907-4703

**Pearson Education, Inc.**  
221 River Street  
Hoboken, NJ 07030  
Tel: 1-800-223-4888  
Email: [cust@pearson.com](mailto:cust@pearson.com)  
Tax ID No: 22-1628688

**Invoice Number :** 9710369  
**Delivery Number :** 44368883  
**Date :** 15-JUN-2020  
**Due Date :** 15-JUL-2020  
**Payment Terms :** NET 30  
**Customer Account :** 971030  
**Order Number :** 28012121  
**Currency :** USD  
**Shipped Terms :** Prepay and Add  
**Original Customer ID :** 8432828-17528  
**Purchase Order Number :** L317804  
**Number of Pages :** Page 1 of 2

**Terms And Conditions:** Terms And Conditions apply to all orders.

Summary	
Total Ordered Quantity (No. Of Items) :	1
Net Amount :	USD 5019.62
Tax Total :	USD 80.32
Invoice Total :	USD 5099.94
Amount Due :	USD 5099.94

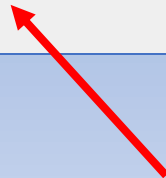
REMITTANCE INFORMATION	
Bank Checks Payable To:	Bank Wire To:
Pearson Education, Inc.	Bank Name:
PO Box 280479	Bank Address:
Atlanta, GA 30388-0479	Bank Branch:
	Bank Wire No:
	SWIFT Code:
	A/C No:
	Bank Account Name:

# Need help?

Do you need help using OASIS?  
On the Home Page, click the “OASIS Technical Support”  
link to submit your questions.

## OASIS User Guide & Technical Support

- **New!** You can now place orders by uploading your Purchase Order.
- OASIS step-by-step instructions [↗](#)
- OASIS User Guide & Video Tutorial
- **OASIS Technical Support**



Thank you for  
using OASIS!