

# Ordering Digital Products

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## Overview

This OASIS (Order and Shipment Information) Ordering Digital Products User Guide documents how to place orders for higher education products on the OASIS website. Click the links in the Table of Contents to learn.

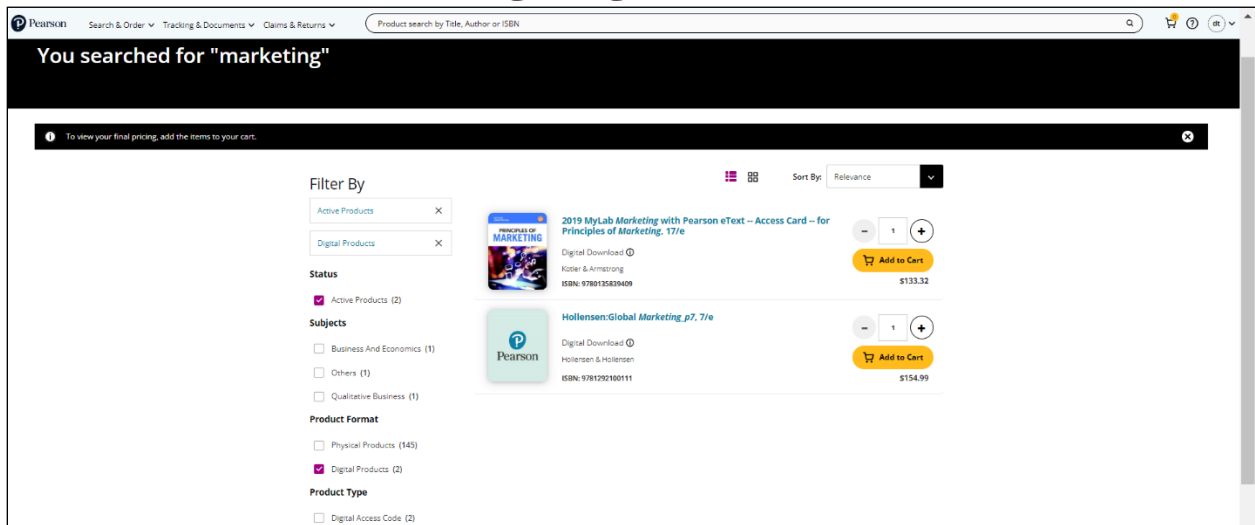
**Note:** Digital products (that are downloaded) and Physical products (that are shipped) can be ordered together.

## Search and order digital products

**Note:** See the [Placing Orders](#) user guide for more information about searching for and ordering digital and physical products.

1. After logging in, use any ordering option to search for and add products to the cart. The following shows an example of searching for “marketing” and then filtering by digital products.

## Ordering Digital Products



You searched for "marketing"

To view your final pricing, add the items to your cart.

Filter By

- Active Products
- Digital Products

Status

- Active Products (2)

Subjects

- Business And Economics (1)
- Others (1)
- Qualitative Business (1)



Product Format

- Physical Products (145)
- Digital Products (2)

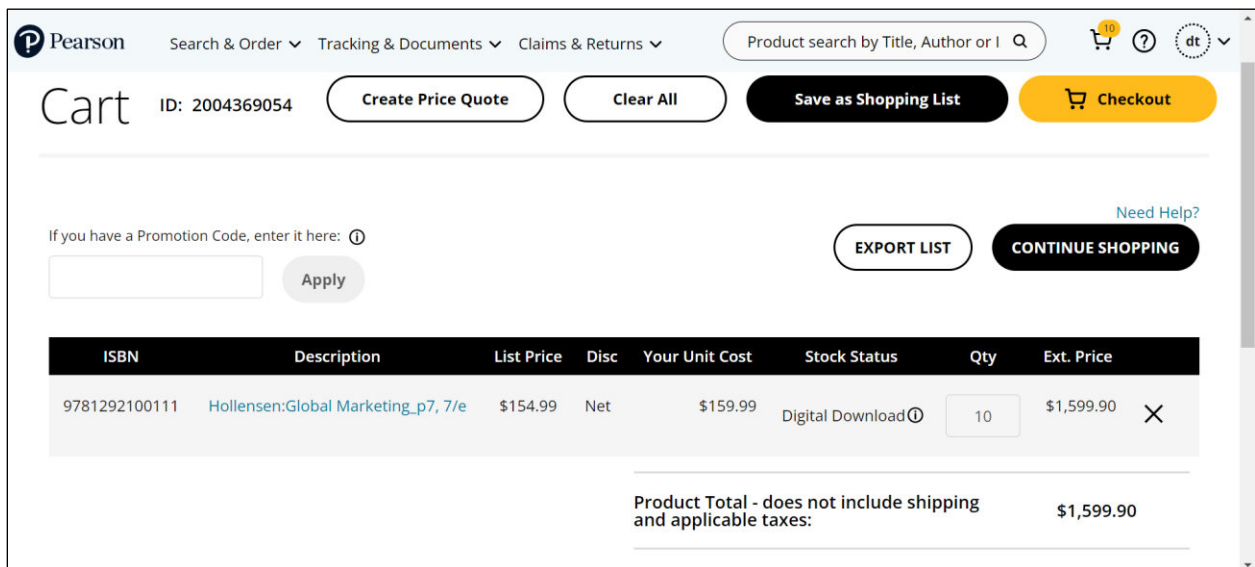
Product Type

- Digital Access Code (2)

Sort By: Relevance

	2019 MyLab Marketing with Pearson eText - Access Card - for Principles of Marketing, 17/e Kotler & Armstrong ISBN: 9780135839409	- 1 + <b>Add to Cart</b> \$133.32
	Hollensen:Global Marketing_p7, 7/e Hollensen & Hollensen ISBN: 9781292100111	- 1 + <b>Add to Cart</b> \$154.99

2. In this example you would enter the quantity and then click **Add to Cart**.



Cart ID: 2004369054

Create Price Quote Clear All Save as Shopping List Checkout

If you have a Promotion Code, enter it here:  Apply

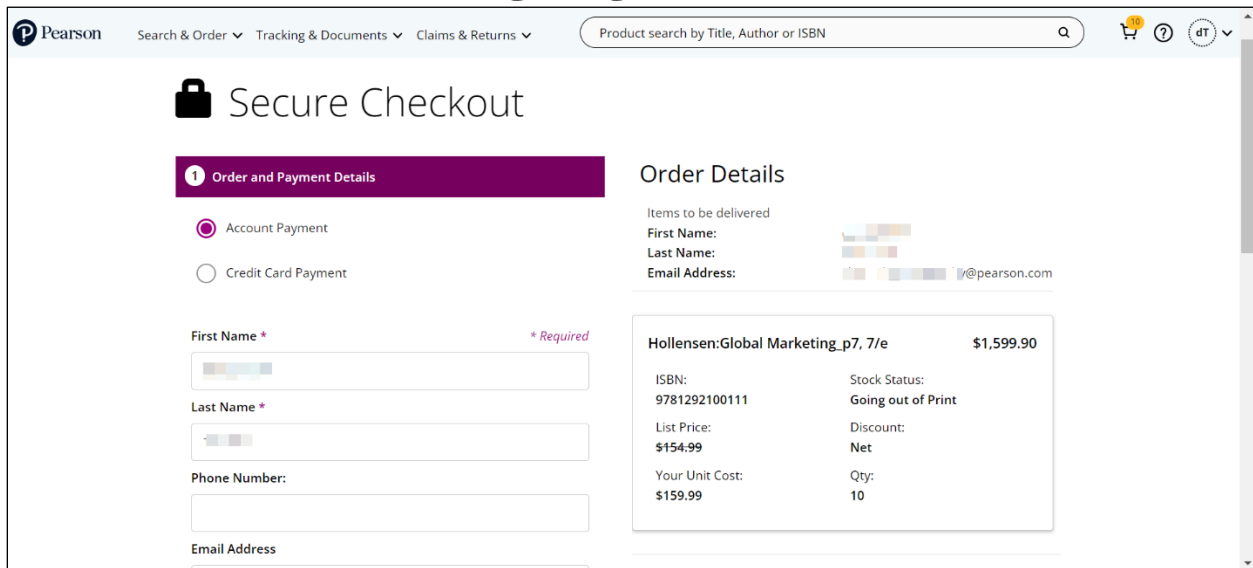
EXPORT LIST CONTINUE SHOPPING

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Ext. Price
9781292100111	Hollensen:Global Marketing_p7, 7/e	\$154.99	Net	\$159.99	Digital Download	10	\$1,599.90

Product Total - does not include shipping and applicable taxes: \$1,599.90

3. Review your order and make any necessary changes. Once complete, click **Checkout**.

## Ordering Digital Products



**Secure Checkout**

**1 Order and Payment Details**

Account Payment  
 Credit Card Payment

First Name \* \* Required  
  
 Last Name \*  
  
 Phone Number:  
  
 Email Address:

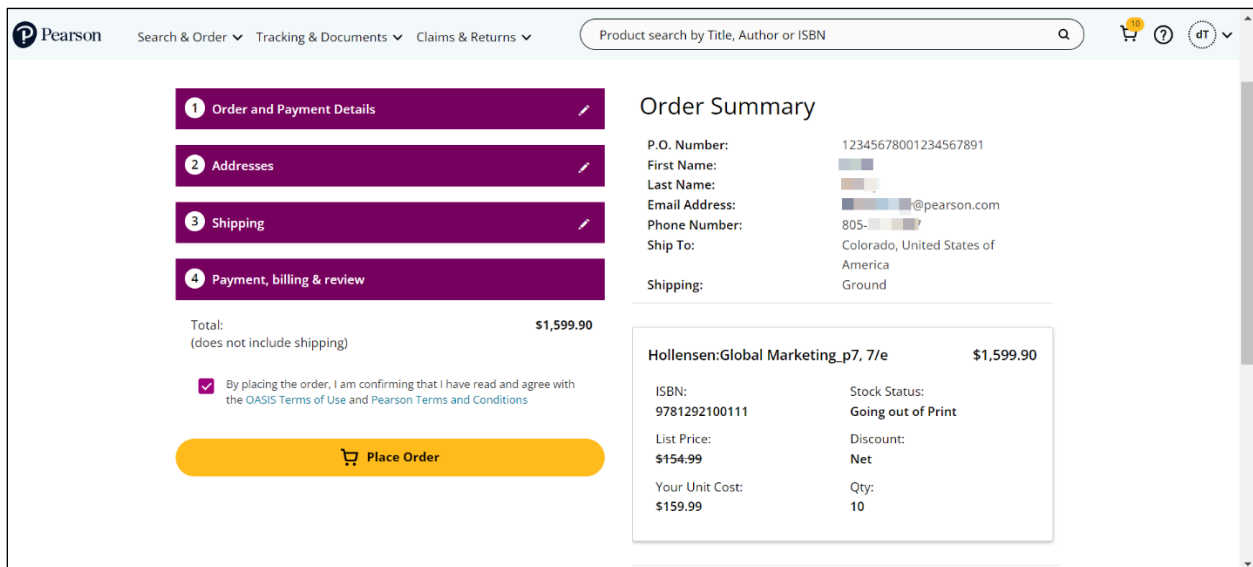
**Order Details**

Items to be delivered

First Name: [Redacted]  
 Last Name: [Redacted]  
 Email Address: [Redacted]@pearson.com

Hollensen:Global Marketing_p7, 7/e	\$1,599.90
ISBN: 9781292100111	Stock Status: Going out of Print
List Price: \$154.99	Discount: Net
Your Unit Cost: \$159.99	Qty: 10

- Complete the **Order and Payment Details, Addresses, Shipment, and Payment, billing and review** sections.
- Click the OASIS Terms of Use and Pearson Terms and Conditions checkbox.



**Order Summary**

P.O. Number: 12345678001234567891  
 First Name: [Redacted]  
 Last Name: [Redacted]  
 Email Address: [Redacted]@pearson.com  
 Phone Number: 805-[Redacted]  
 Ship To: Colorado, United States of America  
 Shipping: Ground

Total: **\$1,599.90**  
(does not include shipping)

By placing the order, I am confirming that I have read and agree with the OASIS Terms of Use and Pearson Terms and Conditions

**Place Order**

Hollensen:Global Marketing_p7, 7/e	\$1,599.90
ISBN: 9781292100111	Stock Status: Going out of Print
List Price: \$154.99	Discount: Net
Your Unit Cost: \$159.99	Qty: 10

- Click **Place Order**. You will receive a confirmation email with additional information.

## Ordering Digital Products

### Access codes and instructions

In Order Tracking, search for orders by “Digital Access Codes”. The codes (without the instructions) can be downloaded in a spreadsheet.

**Note:** See the [Tracking Orders](#) User Guide for more information.

### Review digital product status

Use Order Tracking to check the status of the order anytime. See the [Tracking Orders](#) user guide for more information.

### Download digital products

1. Once the codes are ready to be downloaded, they can be accessed in Order Tracking. The downloaded document includes the codes, instructions, and redemption URL:
2. In the “Digital Code Fulfillment” email, click the link to go directly to the OASIS page with the button to download the document.
3. Distribute the information to each student.
4. Open the downloaded document to view/print the codes and instructions.

**Note:** Distribute an access code, the redemption URL, and instructions to each student.

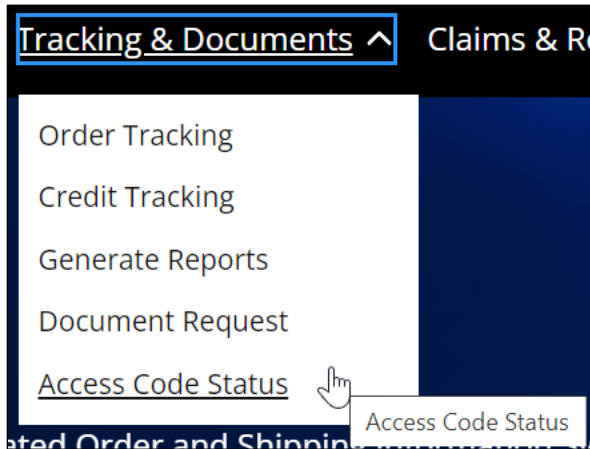
The following shows a digital redemption spreadsheet.

	A	B	C	D	E	F
3	Instructions				Redemption url	
	To access your eTextbook, please copy the code. Once at Pearson+, paste your code in the “Access code” field, create / sign in to an account, and access your book.				redeem.pearsonplus.com	
	Other useful links: Pearson+ access code support:askpearsonsupport.com Return to your etextbook once you've redeemed a code:pearsonplus.com/signin					
4						
5	#	ISBN	Product Description	Access Code		
6	1	A103000240286	Multi	QYVC- [blurred]	KL	
7	2	A103000240286	Multi	THCU- [blurred]	MZRR	
8						

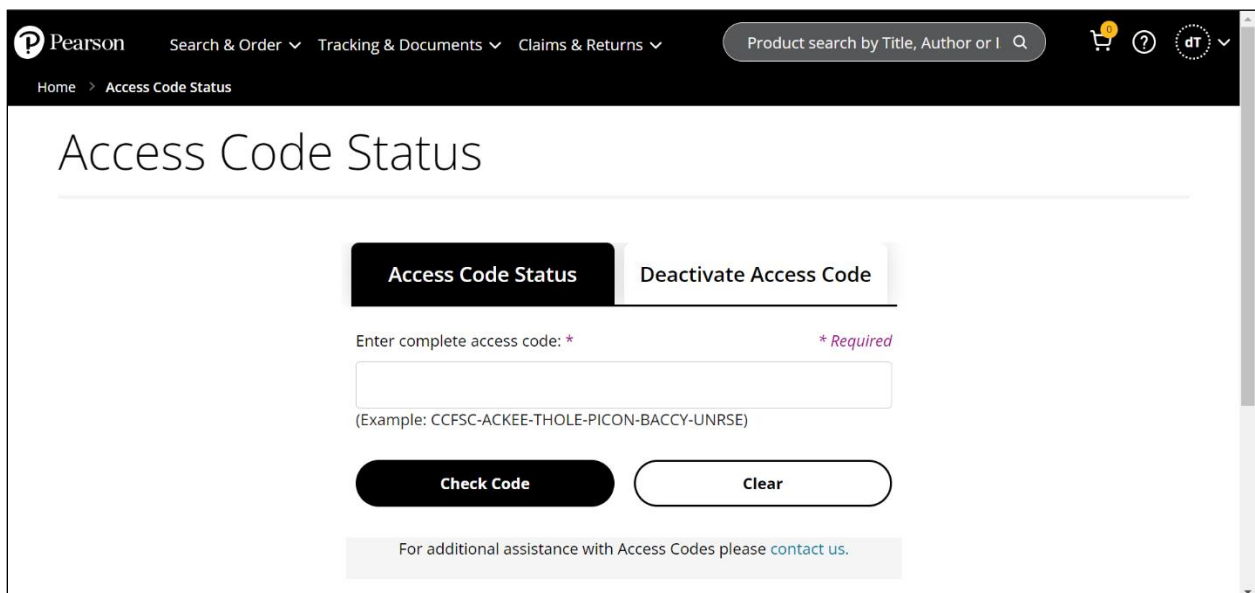
### Check access code status

1. Click **Tracking & Documents**.

## Ordering Digital Products



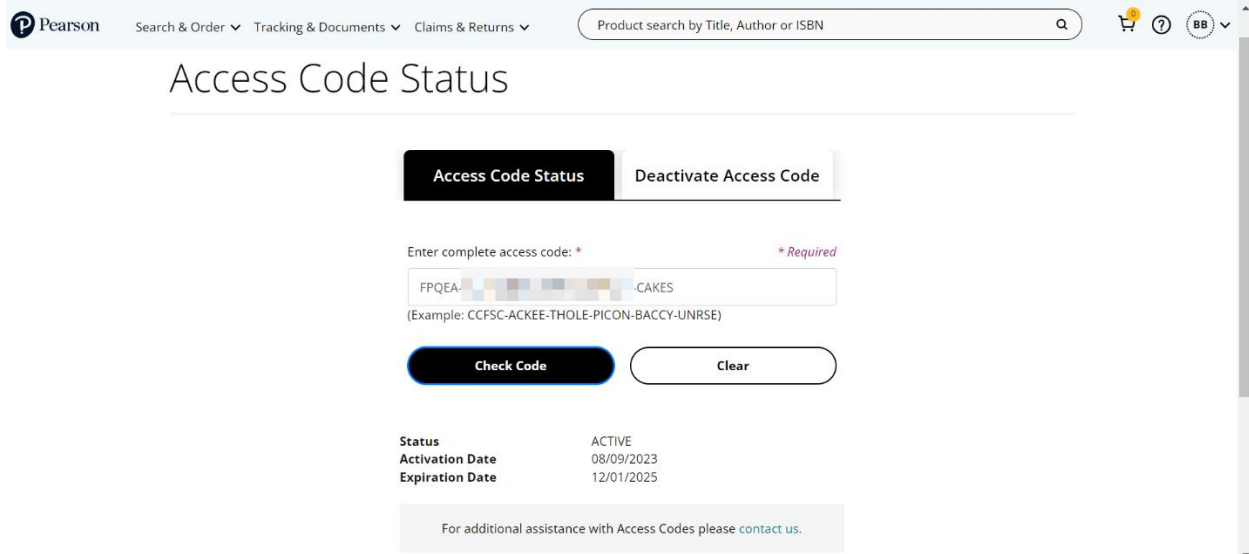
2. Select **Access Code Status**.



3. Enter the digital access.

4. Click **Check Code**.

## Ordering Digital Products



Access Code Status

Access Code Status Deactivate Access Code

Enter complete access code: \* *\* Required*

FPQEA- [blurred] -CAKES  
(Example: CCFSC-ACKEE-THOLE-PICON-BACCY-UNRSE)

Check Code Clear

Status	ACTIVE
Activation Date	08/09/2023
Expiration Date	12/01/2025

For additional assistance with Access Codes please contact us.

## Deactivate digital access codes

1. Click **Tracking & Documents**.
2. Select **Access Code Status**.
3. Click the **Deactivate Access Code** tab.

## Ordering Digital Products

Access Code Status	Deactivate Access Code
Access Code * <span style="float: right;">* Required</span>	
<input type="text"/>	
<small>(Example: CCFSC-ACKEE-THOLE-PICON-BACCY-UNRSE)</small>	
First & Last Name *	
<input type="text"/>	
Email *	
<input type="text"/>	
Account Name *	
<input type="text"/>	
Reason for deactivation *	
<input type="text"/>	
<small>This code is sent to OASIS Technical Support for deactivation. You will be notified by email when completed.</small>	
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	
<small>For additional assistance with Access Codes please <a href="#">contact us</a>.</small>	

4. Complete every field on this tab.
5. Click **Submit**.

## Ordering Digital Products

**Access Code Status** **Deactivate Access Code**

Access Code \* *\* Required*

FPQEA- ██████████ FAMES

(Example: CCFSC-ACKEE-THOLE-PICON-BACCY-UNRSE)

First & Last Name \*

██████████

Email \*



██████████@pearson.com

Account Name \*

██████████

Reason for deactivation \*

Tetsing

 Your request to deactivate this code has been submitted. It will be sent to OASIS Technical Support for deactivation. You will be notified by email when completed. 

**Submit** **Clear**

For additional assistance with Access Codes please [contact us](#).

We will email you when the access code has been deactivated.