

Placing Orders

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Overview

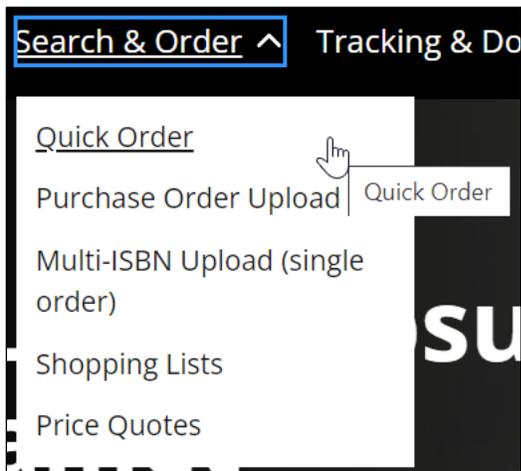
This OASIS (Order and Shipment Information) Placing Orders User Guide documents how to place orders for higher education products on the OASIS website. Click the links in the

Placing Orders

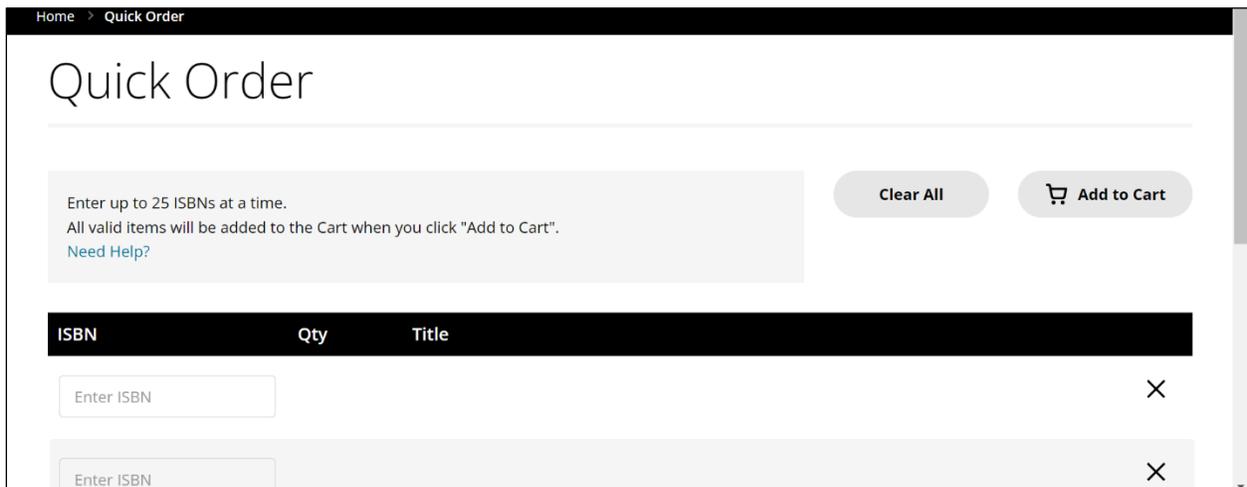
Table of Contents to learn more about advanced product search and creating and using quick orders, purchase orders, multiple ISBN uploads for single orders, shopping lists, and purchase orders.

Make a quick order

1. From the toolbar click **Search & Order**.



2. Select **Quick Order**.



3. Enter the ISBN for the product. If found, a clickable link with product's name will be displayed in the Title column.

Note: If you click this link the product's information page will be displayed. Click your browser's back key to return to the Quick Order page.

Placing Orders

Quick Order

Enter up to 25 ISBNs at a time.
All valid items will be added to the Cart when you click "Add to Cart".
[Need Help?](#)

[Clear All](#) [Add to Cart](#)

ISBN	Qty	Title	
<input type="text" value="9780133745825"/>	<input type="text"/>	Latin America: An Interpretive History	×
<input type="text" value="9780205053995"/>	<input type="text"/>	Africa in World History	×

4. Enter the quantity.

Enter up to 25 ISBNs at a time.
All valid items will be added to the Cart when you click "Add to Cart".
[Need Help?](#)

[Clear All](#) [Add to Cart](#)

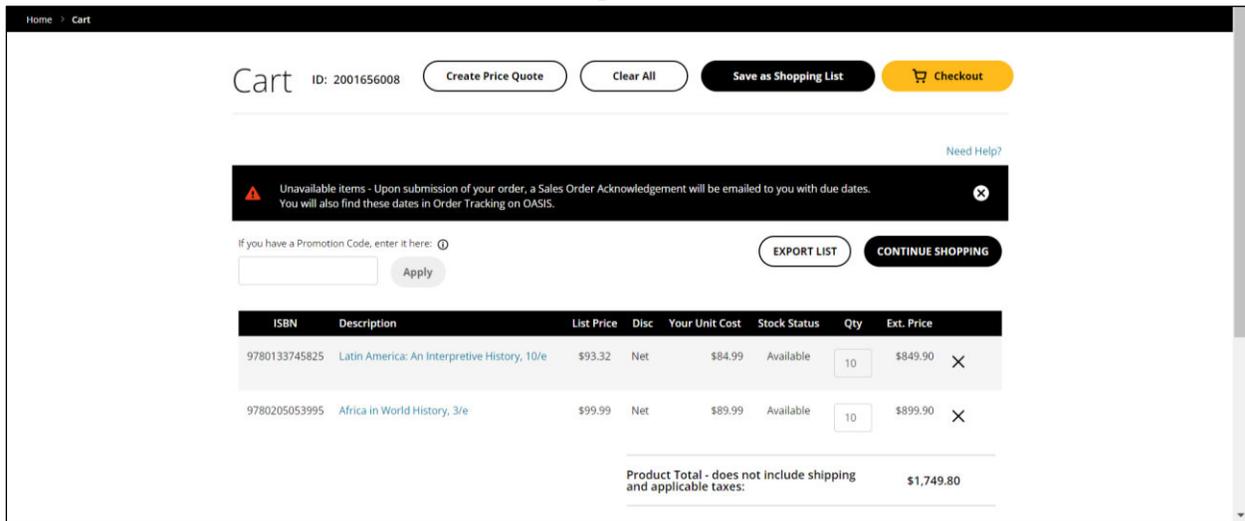
ISBN	Qty	Title	
<input type="text" value="9780133745825"/>	<input type="text" value="10"/>	Latin America: An Interpretive History	×
<input type="text" value="9780205053995"/>	<input type="text" value="10"/>	Africa in World History	×
<input type="text" value="Enter ISBN"/>			×

[Clear All](#) [Add to Cart](#)

[Get Support](#) [Why use OASIS?](#) [Terms & Conditions](#)

- Repeat Steps 3 and 4 as needed. You can enter up to 25 ISBNs.
- Click **Add to Cart**. Your shopping cart will be displayed.

Placing Orders



Upload a purchase order

Step 1: Create the purchase order PDF

1. Create your purchase order with the ISBN and quantity on the same line as shown in the example below. You can use our [basic purchase order template](#), but most standard purchase order formats should work.

Product Details (required)			
ISBN*	Description	Quantity*	Price
9780205687534	History and Historians	10	53.32
9780133745825	Latin America: An Interpretive History	10	93.32
9780205053995	Africa in World History	10	99.99

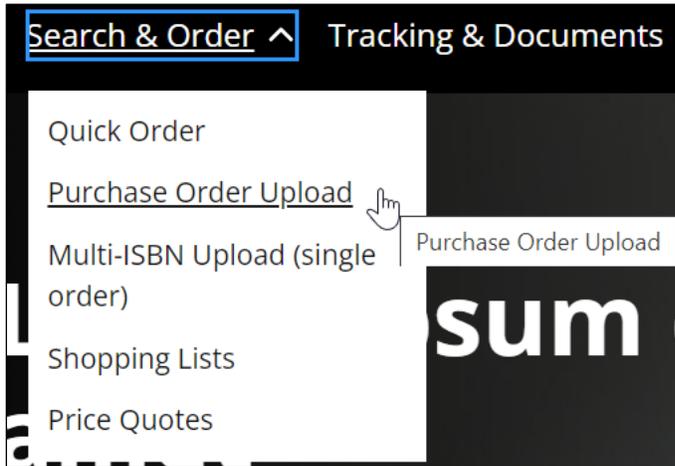
2. Save your purchase order as a PDF.

Note: The maximum file size is 2 MB.

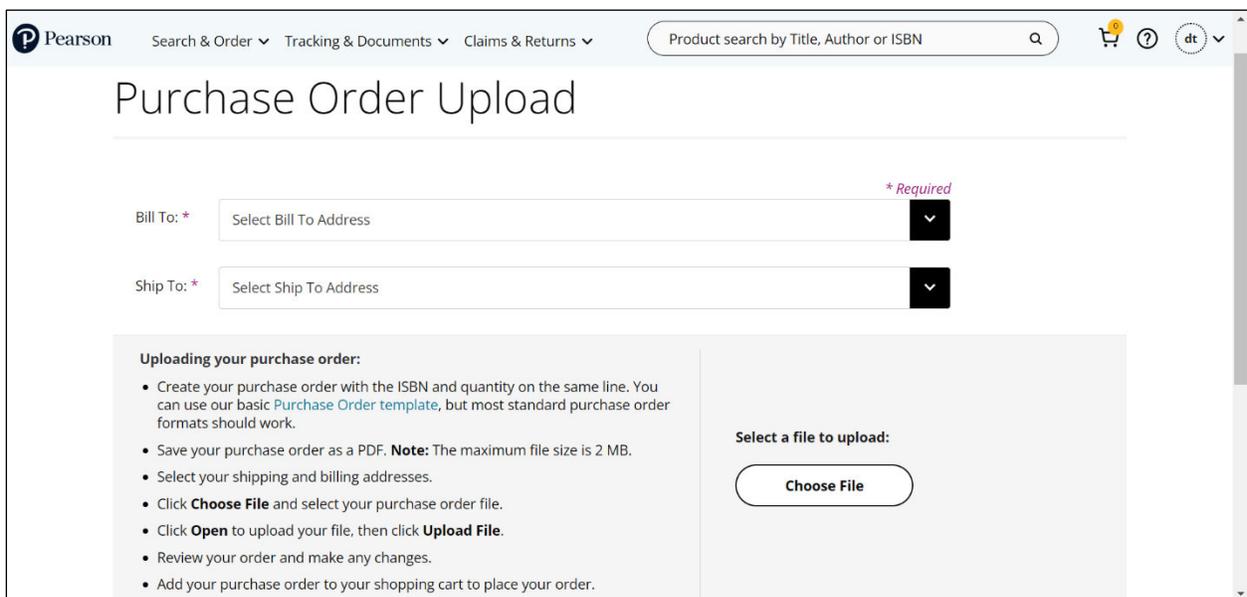
Step 2: Upload the purchase order PDF to OASIS

1. From the toolbar click **Search & Order**.

Placing Orders



2. Select **Purchase Order Upload**.



Product search by Title, Author or ISBN

Purchase Order Upload

Bill To: * * Required Select Bill To Address

Ship To: * Select Ship To Address

Uploading your purchase order:

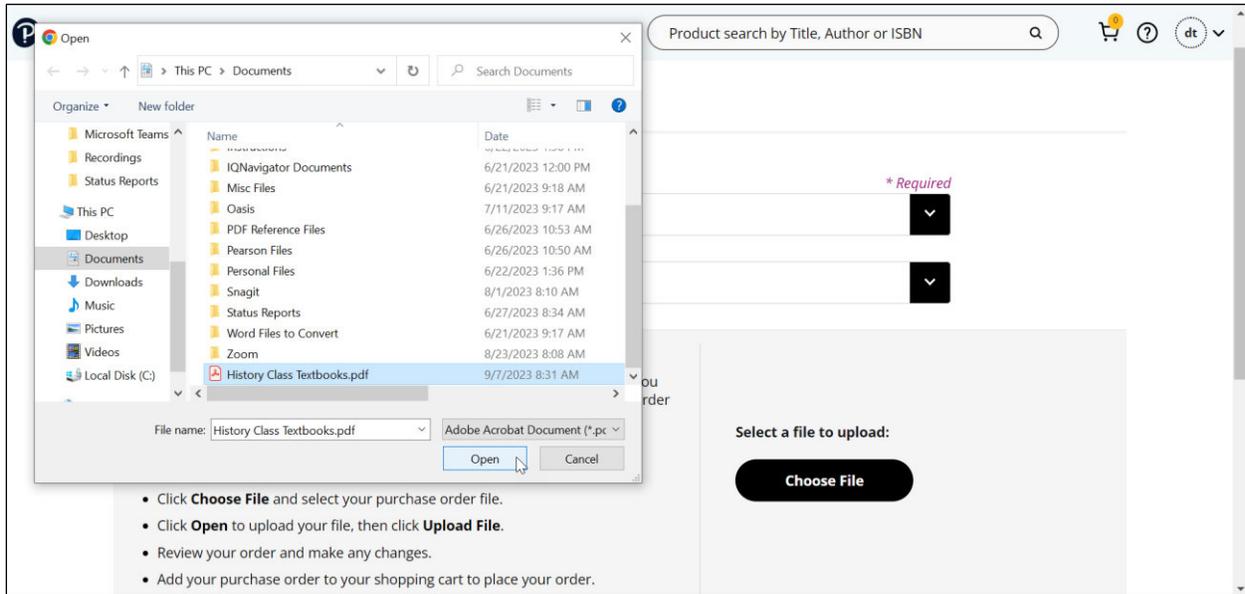
- Create your purchase order with the ISBN and quantity on the same line. You can use our basic [Purchase Order template](#), but most standard purchase order formats should work.
- Save your purchase order as a PDF. **Note:** The maximum file size is 2 MB.
- Select your shipping and billing addresses.
- Click **Choose File** and select your purchase order file.
- Click **Open** to upload your file, then click **Upload File**.
- Review your order and make any changes.
- Add your purchase order to your shopping cart to place your order.

Select a file to upload:

Choose File

3. Select your shipping and billing addresses.
4. Scroll down and click **Choose File**.
5. Select your purchase order file.

Placing Orders



Product search by Title, Author or ISBN

* Required

Select a file to upload:

Choose File

- Click **Choose File** and select your purchase order file.
- Click **Open** to upload your file, then click **Upload File**.
- Review your order and make any changes.
- Add your purchase order to your shopping cart to place your order.

6. Click **Open** to upload your file.

Uploading your purchase order:

- Create your purchase order with the ISBN and quantity on the same line. You can use our basic [Purchase Order template](#), but most standard purchase order formats should work.
- Save your purchase order as a PDF. **Note:** The maximum file size is 2 MB.
- Select your shipping and billing addresses.
- Click **Choose File** and select your purchase order file.
- Click **Open** to upload your file, then click **Upload File**.
- Review your order and make any changes.
- Add your purchase order to your shopping cart to place your order.

Select a file to upload:

Choose File history class textbooks...

Upload File

7. Click **Upload File**.

OASIS will create a [shopping list](#) from your PDF file. You can add it to your shopping cart to view pricing and availability or to place an order.

Note: If you are checking pricing and availability only, delete your list after viewing.

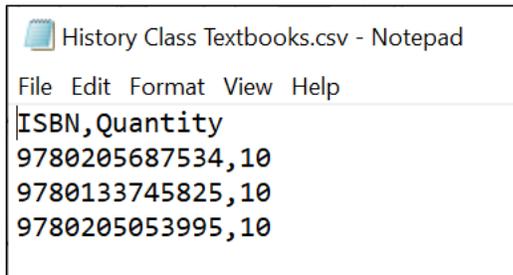
Placing Orders

Upload multiple ISBNs for a single order

Step 1: Create a CSV file with multiple ISBNs

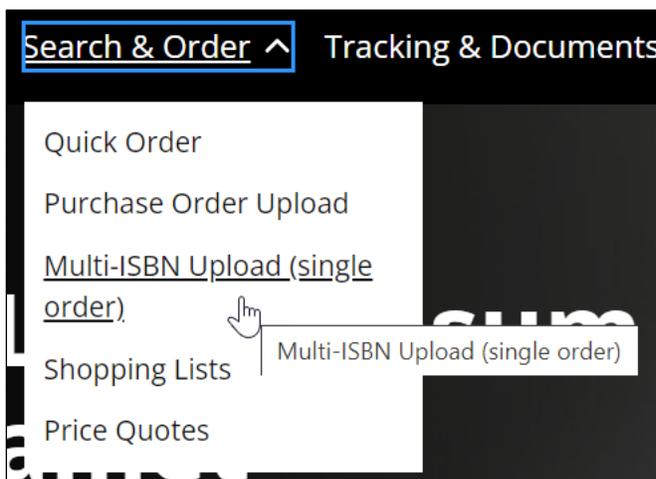
Create a CSV file with the ISBN in column A and the quantity in column B as shown below. Enter a quantity of 1 if you want to do a price check.

Note: The maximum file size is 10 KB.



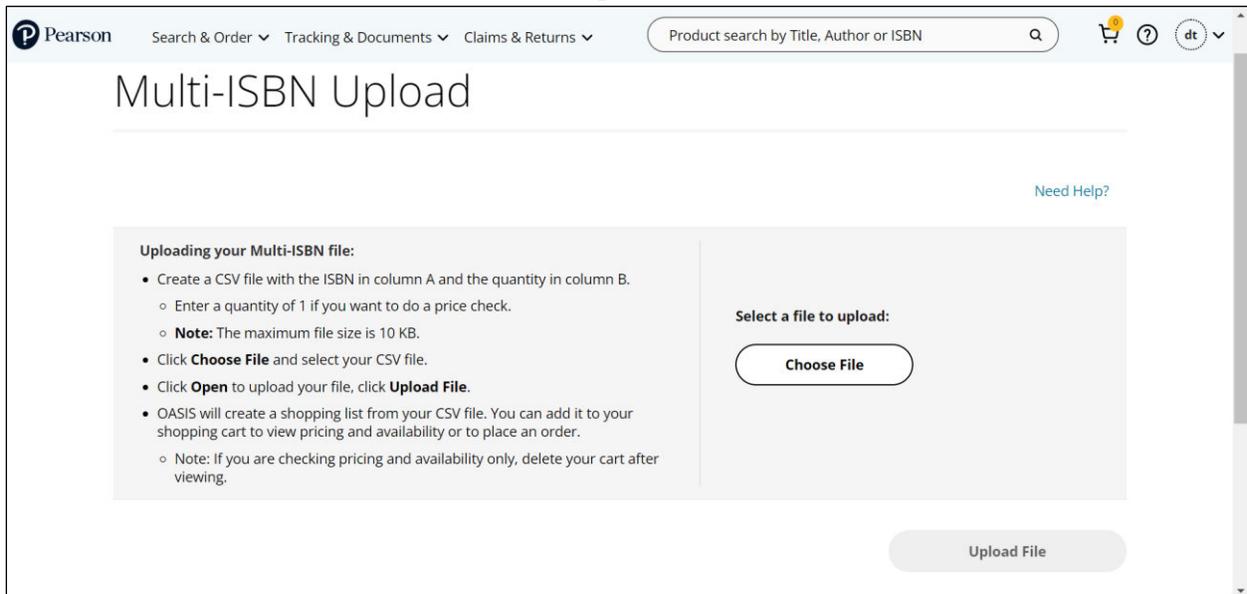
Step 2: Upload the Multi ISBN CSV file to OASIS

1. From the toolbar click **Search & Order**.

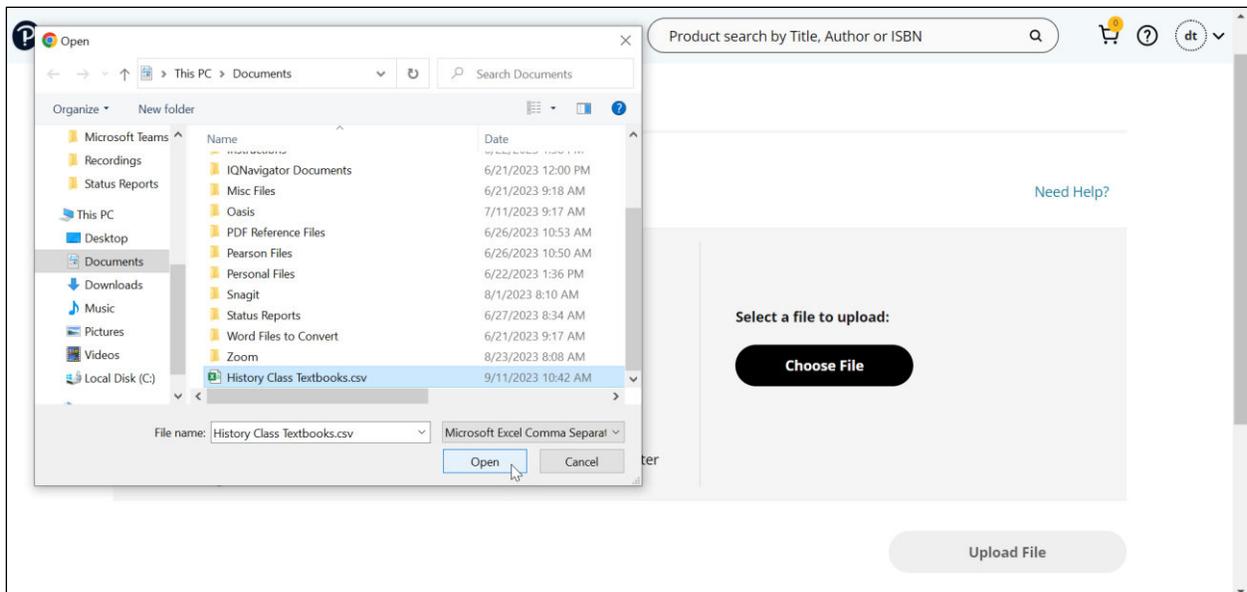


2. Select **Multi-ISBN Upload (single order)**.

Placing Orders

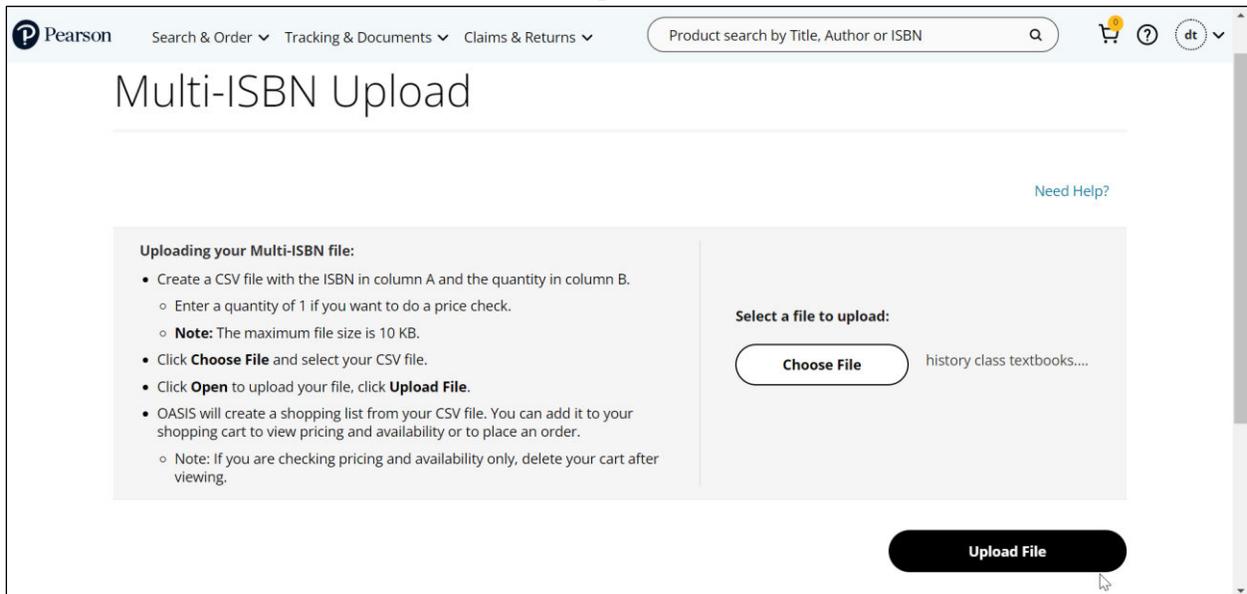


3. Click **Choose File**.
4. Select your multi-ISBN CSV file.



5. Click **Open** to upload your file.

Placing Orders



6. Click **Upload File**

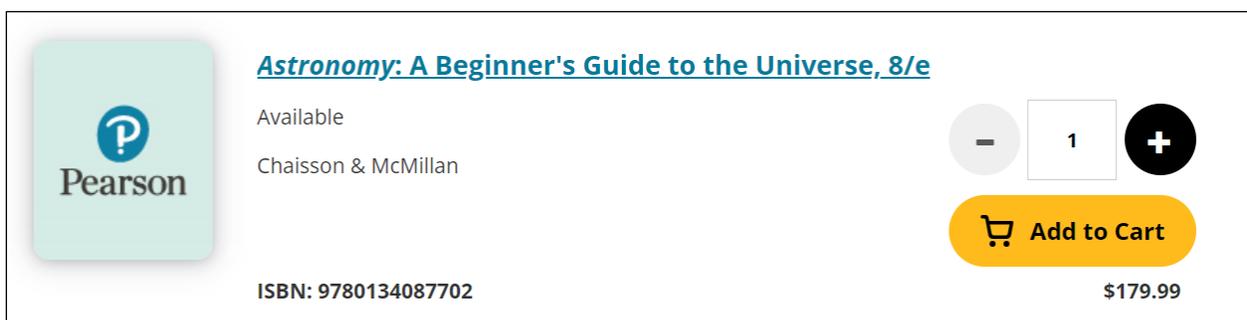
OASIS will create a [shopping list](#) from your CSV file. You can add it to your shopping cart to view pricing and availability or to place an order.

Note: If you are checking pricing and availability only, delete your cart after viewing.

Use shopping lists

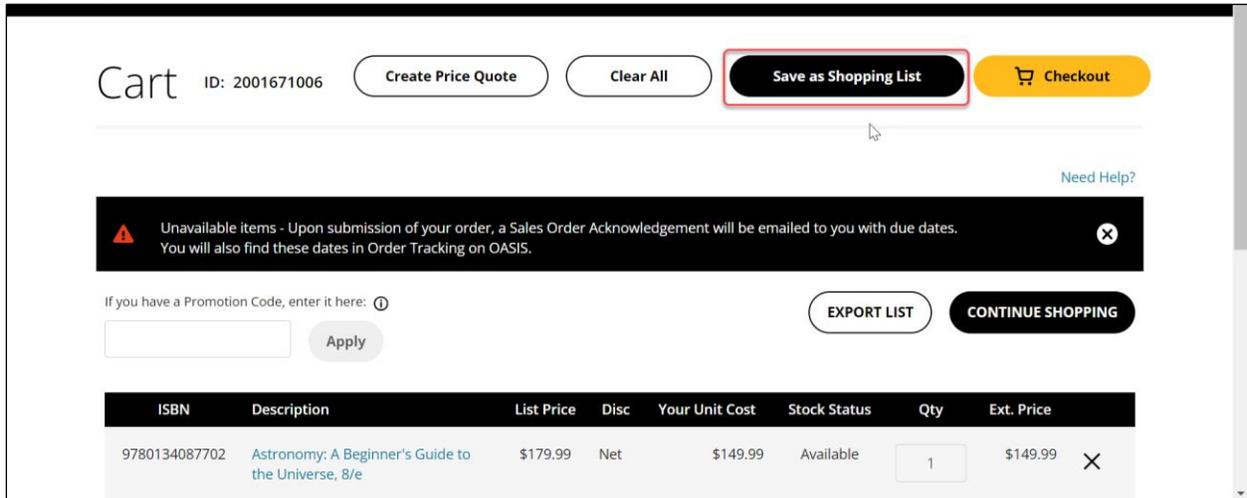
Create shopping lists

1. Select the product you want to add to your shopping list.



2. Click **Add to Cart**.

Placing Orders



Cart ID: 2001671006

Buttons: Create Price Quote, Clear All, **Save as Shopping List**, Checkout

Need Help?

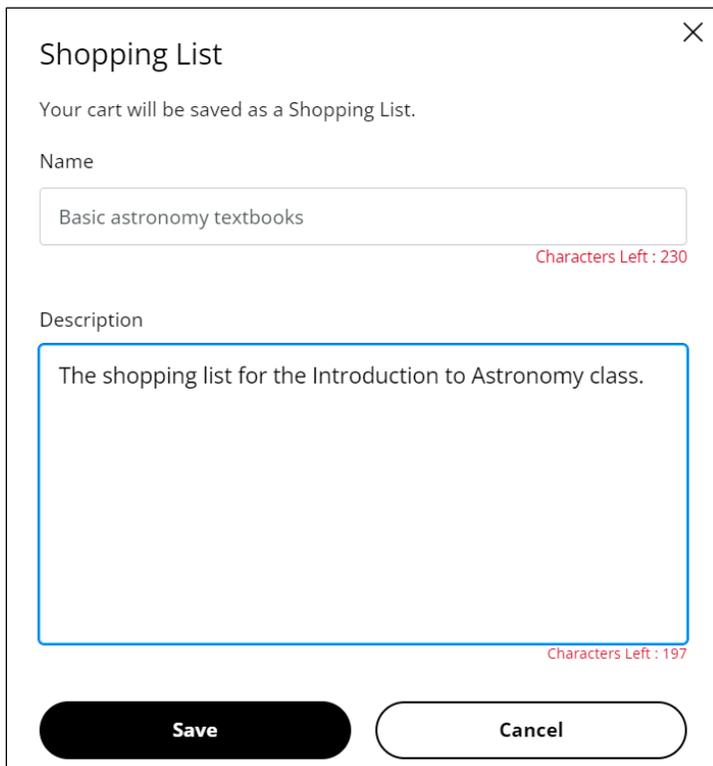
Unavailable Items - Upon submission of your order, a Sales Order Acknowledgement will be emailed to you with due dates. You will also find these dates in Order Tracking on OASIS.

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

Buttons: EXPORT LIST, CONTINUE SHOPPING

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Ext. Price
9780134087702	Astronomy: A Beginner's Guide to the Universe, 8/e	\$179.99	Net	\$149.99	Available	1	\$149.99

3. Click **Save as Shopping List**.



Shopping List

Your cart will be saved as a Shopping List.

Name

Characters Left : 230

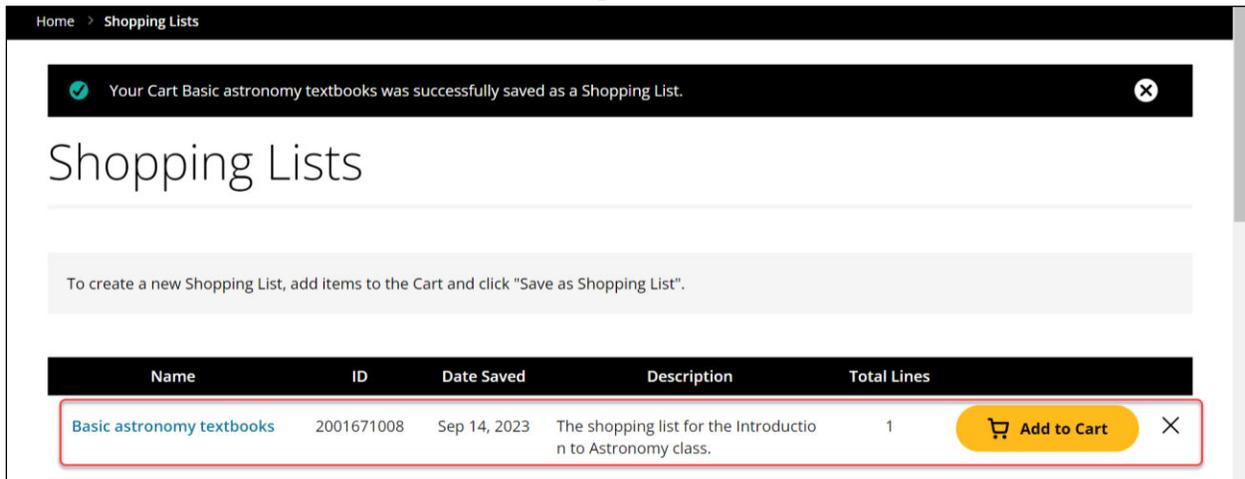
Description

Characters Left : 197

Buttons: Save, Cancel

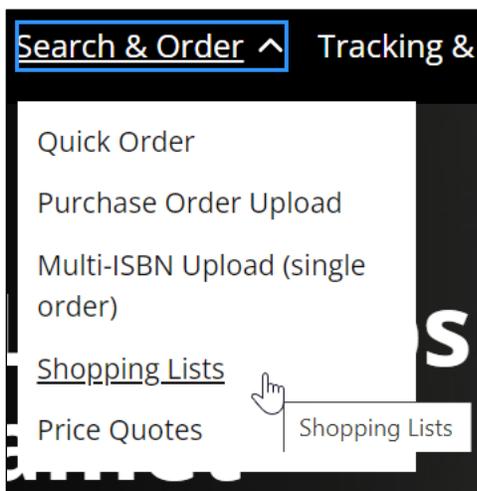
4. Enter a name for the list. Use only letters and numbers and do not use special characters.
5. Optional. Enter a description for the list.
6. Click **Save**.

Placing Orders



View shopping lists

1. Click **Search & Order**.



2. Select **Shopping Lists**.

Placing Orders

Home > Shopping Lists

Shopping Lists

To create a new Shopping List, add items to the Cart and click "Save as Shopping List".

Name	ID	Date Saved	Description	Total Lines	
1694457095210	2001665038	Sep 11, 2023	This cart was created by CSV import 1694457095210. Successfully imported:3 lines.	3	 
2001656008	2001656008	Sep 6, 2023	-	2	 

Note: Shopping Lists never expire; however, they can be deleted if not needed.

Automatic shopping lists

Shopping lists are also automatically created from items in your cart when the following happen:

- You have items in the cart and try to leave "Place Order" page before finalizing the order.
- Your shopping session times out.
- You lose your power or Internet connection while shopping.

Edit shopping lists

1. Click **Search & Order**.
2. Select **Shopping Lists**.

1694457095210	2001665038	Sep 11, 2023	This cart was created by CSV import 1694457095210. Successfully imported:3 lines.	3	 
-------------------------------	------------	--------------	---	---	---

3. Click its name.

Placing Orders

Home > Shopping Lists > Shopping List 2001665038

Shopping List Details

Name 1694457095210	ID 2001665038	Date Saved Sep 11, 2023	
Description This cart was created by CSV import 1694457095210. Successfully imported:3 lines.			
			

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

ISBN	Description	List Price	Qty	
9780205687534	History and Historians, 7e	\$53.32	10	

4. To edit its details, perform the following:
 - a) Click **Edit**.

Edit Shopping List ✕

Name

Characters Left : 255

Description

This cart was created by CSV import 1694457095210.
Successfully imported:3 lines.

Characters Left : 255

Save

Cancel

- b) Edit the name, description, or both, as needed.
 - c) Click **Save**.
5. To remove items from a list, perform the steps below:

Placing Orders

a) Click the **X** in the item's row.

ISBN	Description	List Price	Qty	
9780205687534	History and Historians, 7/e	\$53.32	10	X
9780133745825	Latin America: An Interpretive History, 10/e	\$93.32	10	X
9780205053995	Africa in World History, 3/e	\$99.99	10	X

The following will be displayed.

✕

Are you sure you want to delete this item from the Shopping List?

Cancel
OK

b) Click **OK**.

Delete shopping lists

1. Click **Search & Order**.
2. Select **Shopping Lists**.

Name	ID	Date Saved	Description	Total Lines	
History 301 textbooks	2001665038	Sep 14, 2023	This cart was created by CSV import 1694457095210. Successfully imported:3 lines.	2	🛒 Add to Cart ✕
Basic astronomy textbooks	2001671008	Sep 14, 2023	The shopping list for the Introduction to Astronomy class.	1	🛒 Add to Cart ✕
2001671006	2001671006	Sep 14, 2023	-	1	🛒 Add to Cart ✕

3. Click the **X** in its row or click its name and then click **Delete Shopping List**.

Placing Orders

×

Are you sure you want to delete this Shopping List?

List Name: **2001671006**
List ID Number: **2001671006**

4. Click **Delete**.

Use price quotes

Create price quotes

1. Add the items you want a price quote for to your cart.
2. When finished, click the cart icon in the toolbar.

Home > Cart

Cart ID: 2001673005

[Need Help?](#)

⚠ Unavailable items - Upon submission of your order, a Sales Order Acknowledgement will be emailed to you with due dates. You will also find these dates in Order Tracking on OASIS. ×

3. Click **Create Price Quote**.

Placing Orders

×

Specify the contact details to send the Price Quote.

* Required

Price Quote Name	<input type="text" value="Economics 201 price quote"/>
Contact Name *	<input type="text" value="Brian B"/>
Email Address *	<input type="text" value="brian.b@pearson.com"/>
Confirm Email Address *	<input type="text" value="brian.b@pearson.com"/>

4. Although not required, we recommend entering a name for the price quote.
5. OASIS will automatically enter your name as the contact name. However, you can change it.
6. OASIS will automatically enter your email address. However, you can change it. If you do you need to enter it again as confirmation.
7. Click **Submit**.

Placing Orders

✕

Your Price Quote has been created

Price Quote Name: Economics 201 price quote

Price Quote ID: 2001673019

Product Total: \$469.98
(does not include shipping and applicable taxes)

Expiration Date: Oct 15,2023 13:32 PM

An email with the Price Quote as a PDF attachment has been sent to [redacted]@pearson.com.
To view this quote in OASIS and convert into an order, go to Place Order and select Price Quotes.

Close

8. Click **Close**.

Home > Price Quotes

Price Quotes

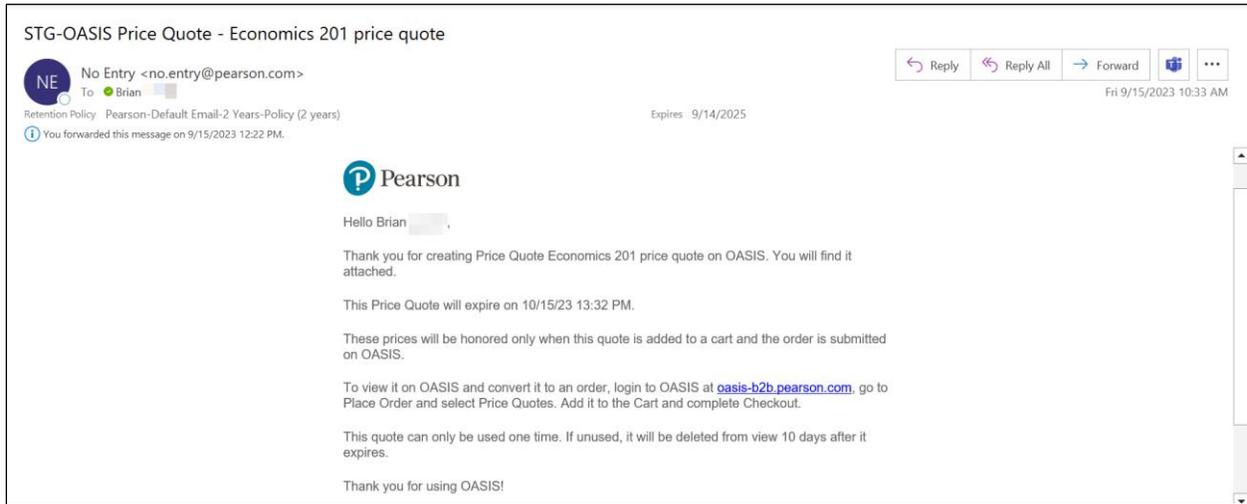
To create a new Price Quote, add items to the Cart and click "Create Price Quote".

Sort By: Price Quote ID ▼ Descending ▼

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download
Economics 201 price quote	2001673019	Valid	09/15/23 13:32 PM	10/15/23 13:32 PM	\$469.98	 Add to Cart ✕

An email with a PDF of the price quote will be sent to the address configured in Step 6 above.

Placing Orders



STG-OASIS Price Quote - Economics 201 price quote

No Entry <no.entry@pearson.com>
To: Brian

Retention Policy: Pearson-Default Email-2 Years-Policy (2 years) Expires: 9/14/2025
Fri 9/15/2023 10:33 AM

You forwarded this message on 9/15/2023 12:22 PM.

 Pearson

Hello Brian,

Thank you for creating Price Quote Economics 201 price quote on OASIS. You will find it attached.

This Price Quote will expire on 10/15/23 13:32 PM.

These prices will be honored only when this quote is added to a cart and the order is submitted on OASIS.

To view it on OASIS and convert it to an order, login to OASIS at oasis-b2b.pearson.com, go to Place Order and select Price Quotes. Add it to the Cart and complete Checkout.

This quote can only be used one time. If unused, it will be deleted from view 10 days after it expires.

Thank you for using OASIS!

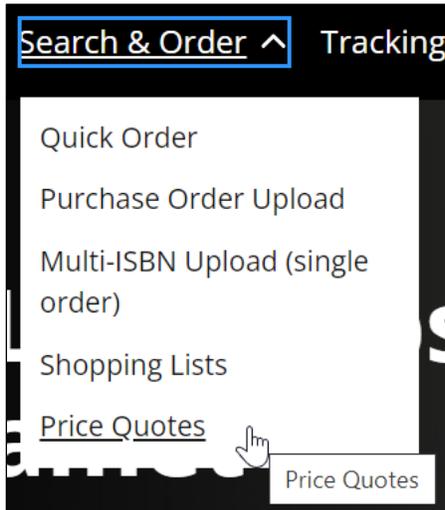
Please note the following:

- The Price Quote is good for 30 days.
- The quote is for product prices only. If you need shipping and taxes included, reach out to Customer Service for a complete quote.
- The prices on the quote will be honored only when added to a cart and the order is submitted on OASIS.
- To submit the order, click **Add to Cart** and complete the checkout.
- Click the document icon () to download a copy of the price quote as a PDF.
- The quote can only be used one time. If unused, it will be deleted from view 10 days after it expires.

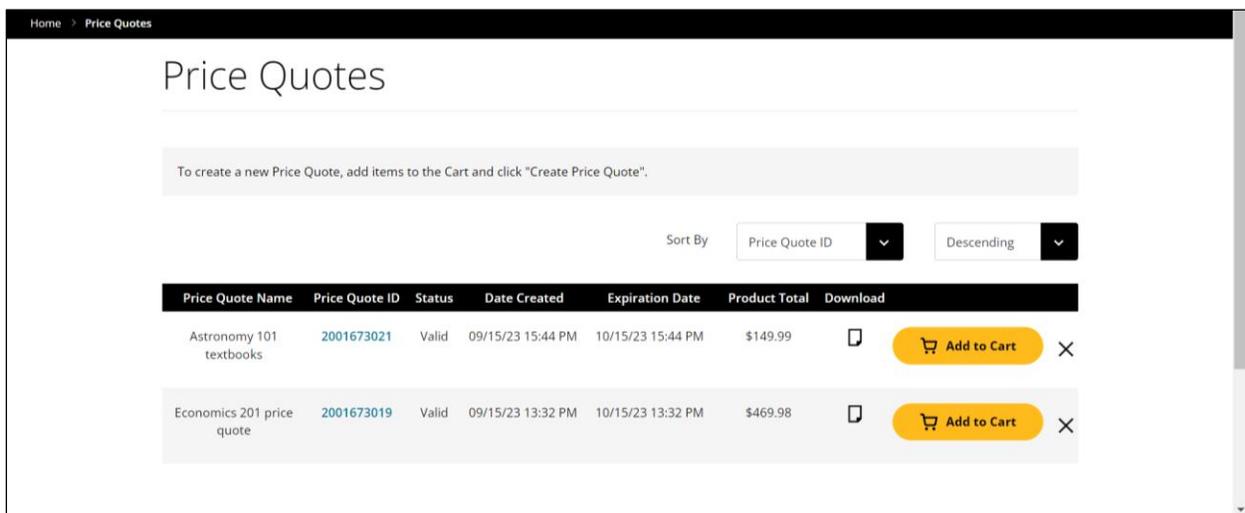
View all price quotes

1. Click **Search & Order**.

Placing Orders



2. Click **Price Quotes**.



View price quote details

1. Click **Search & Order**.
2. Click **Price Quotes**.

Placing Orders

Sort By Price Quote ID Descending

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download	
Astronomy 101 textbooks	2001673021	Valid	09/15/23 15:44 PM	10/15/23 15:44 PM	\$149.99		
Economics 201 price quote	2001673019	Valid	09/15/23 13:32 PM	10/15/23 13:32 PM	\$469.98		

3. Click the item's price quote ID number.

Home > View Price Quote

View Price Quote

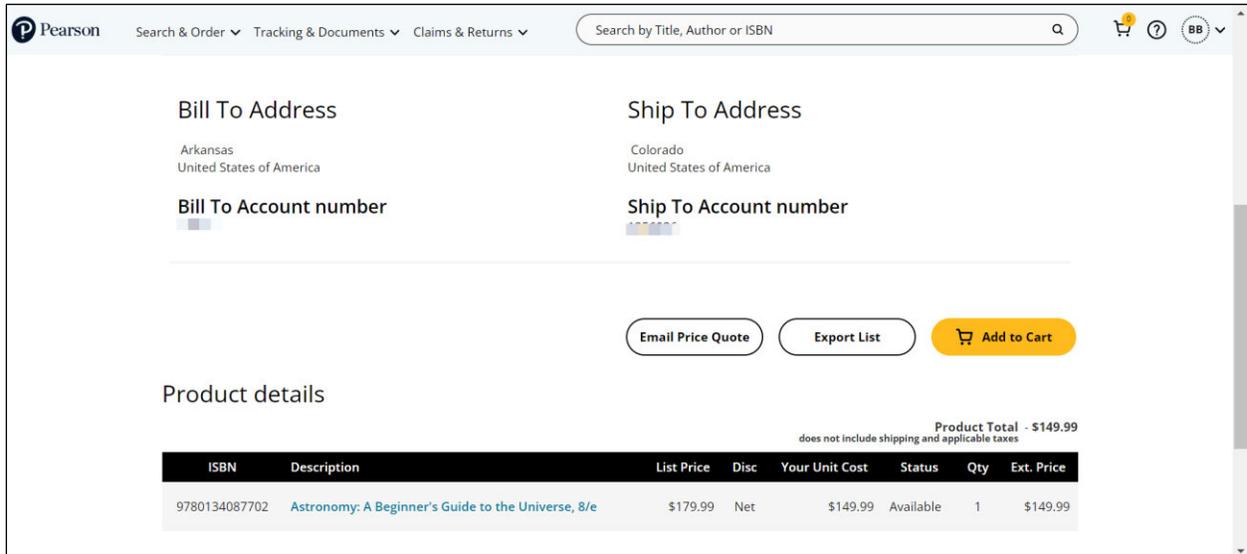
Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total <small>does not include shipping and applicable taxes</small>
Astronomy 101 textbooks	2001673021	Valid	09/15/23 15:44 PM	10/15/23 15:44 PM	\$149.99

- For a copy of this quote, click "Export List".
- These prices will be honored only when this quote is added to a cart and the order is submitted on OASIS.
- To submit this order, click "Add to Cart" and complete Checkout.
- This quote can only be used one time. If unused, it will be deleted from view 10 days after it expires.

Bill To Address Ship To Address

From this page you can email the price quote, export (download) the price quote as a PDF and add it to your cart.

Placing Orders

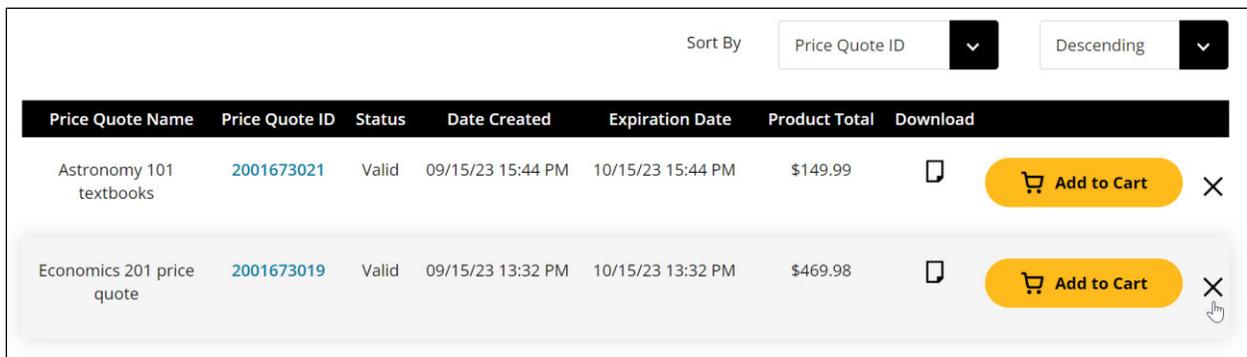


Product Total - \$149.99
does not include shipping and applicable taxes

ISBN	Description	List Price	Disc	Your Unit Cost	Status	Qty	Ext. Price
9780134087702	Astronomy: A Beginner's Guide to the Universe, 8/e	\$179.99	Net	\$149.99	Available	1	\$149.99

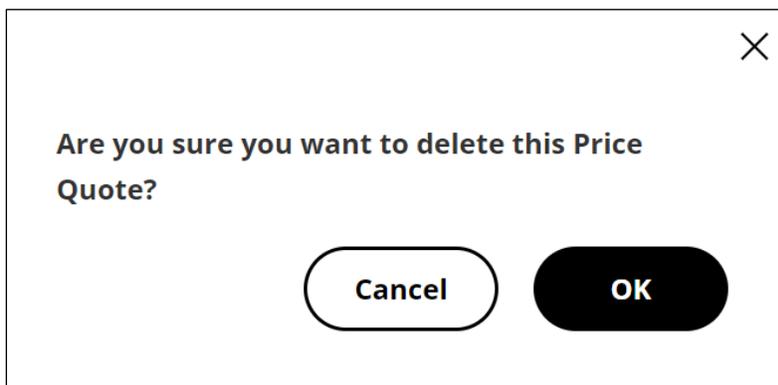
Delete price quotes

1. Click **Search & Order**.
2. Click **Price Quotes**.



Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download
Astronomy 101 textbooks	2001673021	Valid	09/15/23 15:44 PM	10/15/23 15:44 PM	\$149.99	 Add to Cart 
Economics 201 price quote	2001673019	Valid	09/15/23 13:32 PM	10/15/23 13:32 PM	\$469.98	 Add to Cart 

3. Click the **X** in the price quote's row.



Are you sure you want to delete this Price Quote?

[Cancel](#) [OK](#)

Placing Orders

4. Click **OK**.