# 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**.
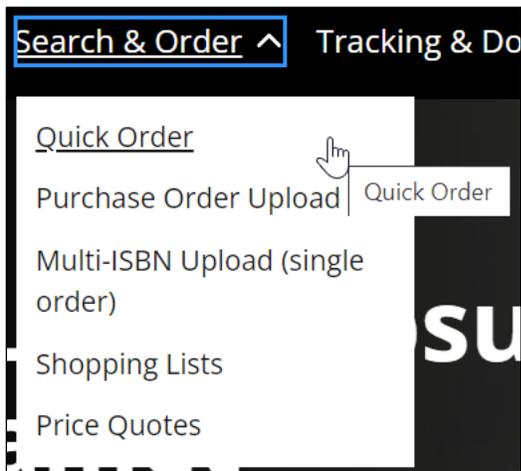


2. Select **Quick Order**.
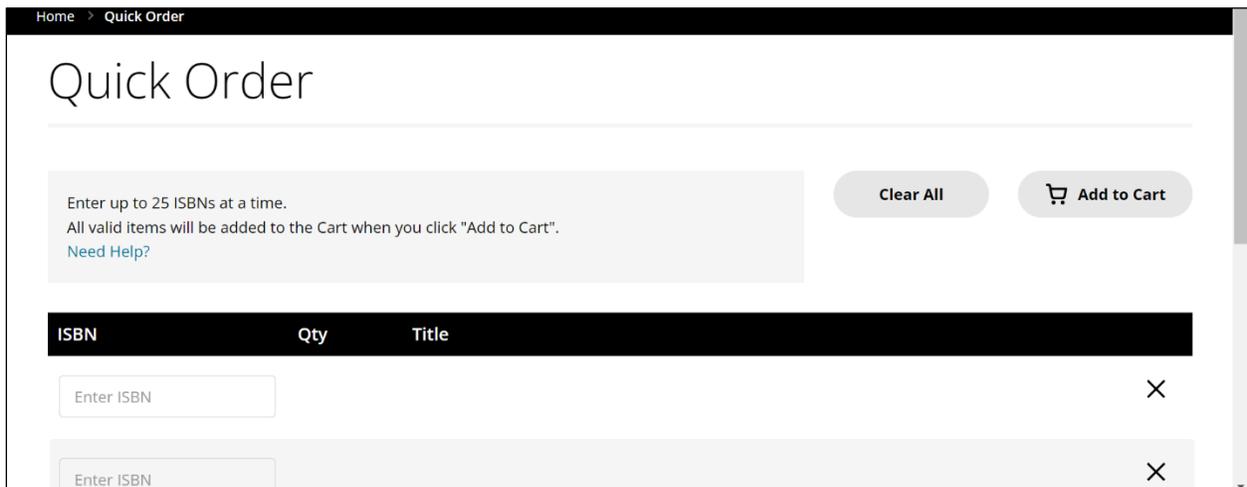


3. Enter the ISBN for the product. If found, a clickable link with product's name will be displayed in the Title column.

**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.

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## 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 | |
|------|-----|-------|---|
| 9780133745825 | | Latin America: An Interpretive History | ✕ |
| 9780205053995 | | 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 | |
|------|-----|-------|---|
| 9780133745825 | 10 | Latin America: An Interpretive History | ✕ |
| 9780205053995 | 10 | Africa in World History | ✕ |
| Enter ISBN | | | ✕ |

**Clear All**    **Add to Cart**

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

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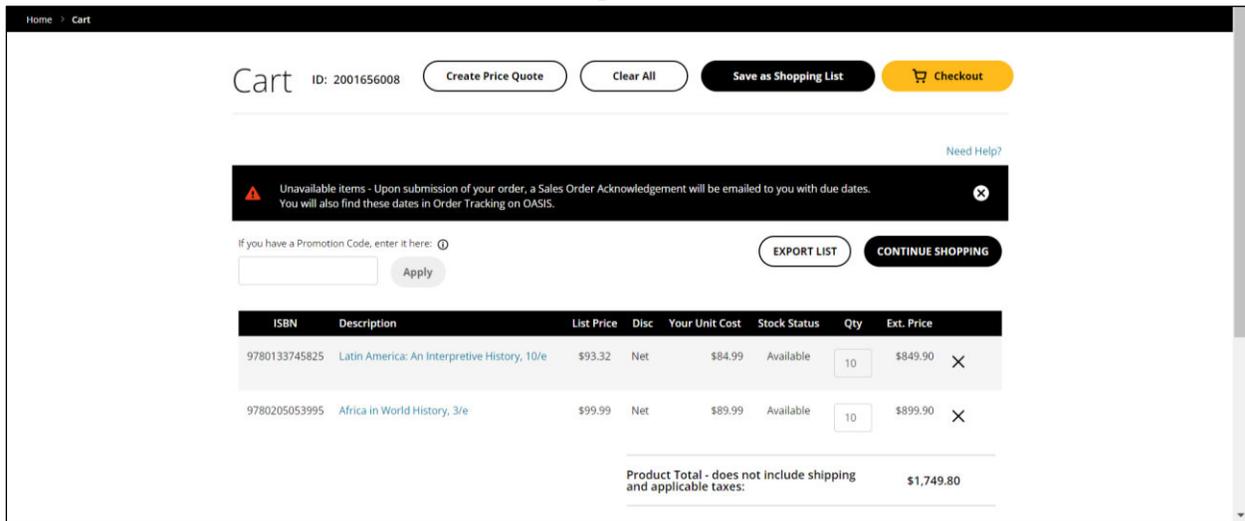


# Upload a purchase order

## 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.

| 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¤ | ¤ |
| °¤ | °¤ | °¤ | ¤ | ¤ |

Product·Details·(required·*)¶

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
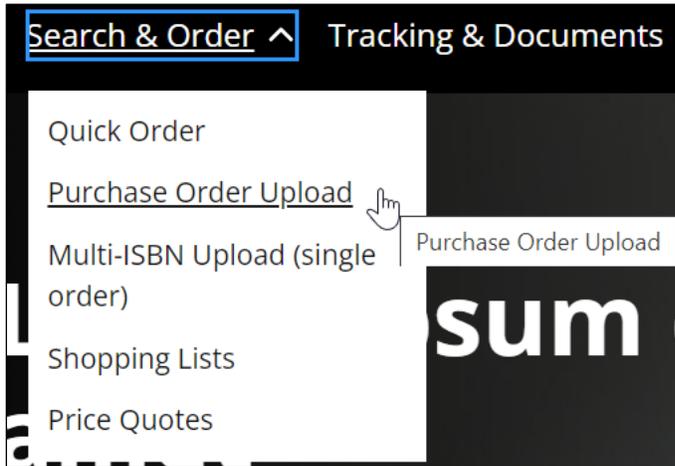


2. Select **Purchase Order Upload**.
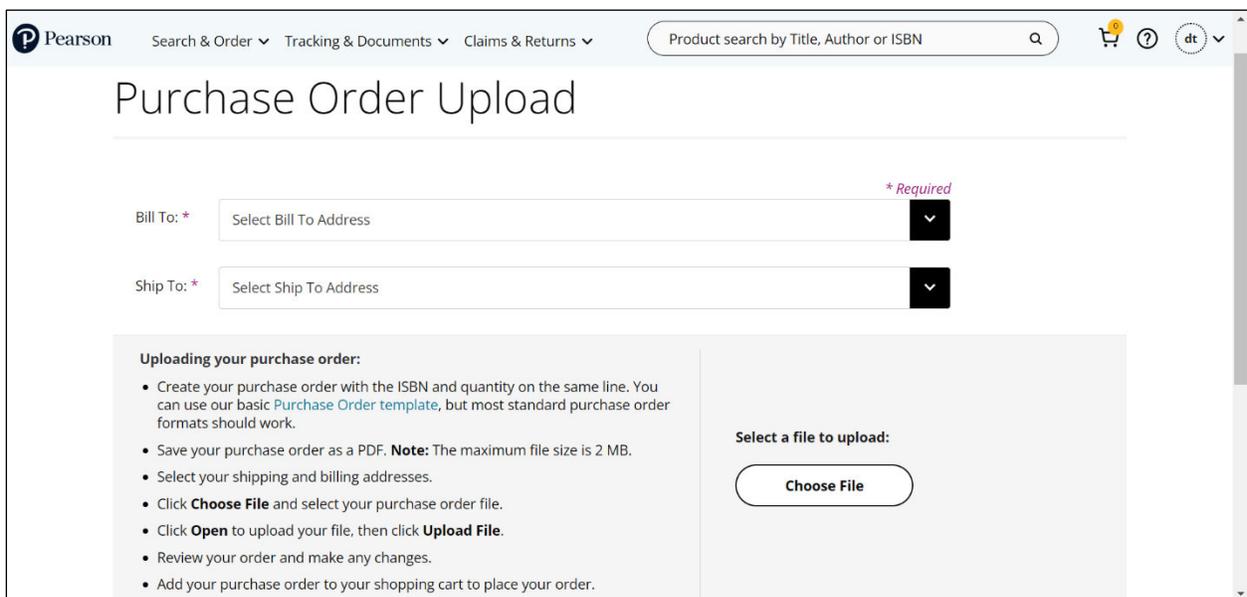


3. Select your shipping and billing addresses.
4. Scroll down and click **Choose File**.
5. Select your purchase order file.

# Placing Orders



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.

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## 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.
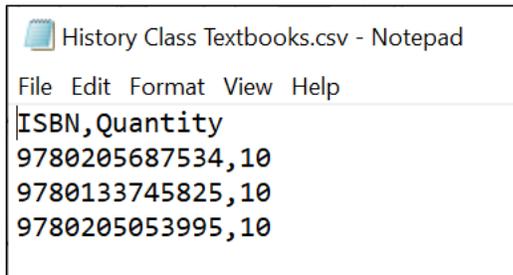


### Step 2: Upload the Multi ISBN CSV file to OASIS

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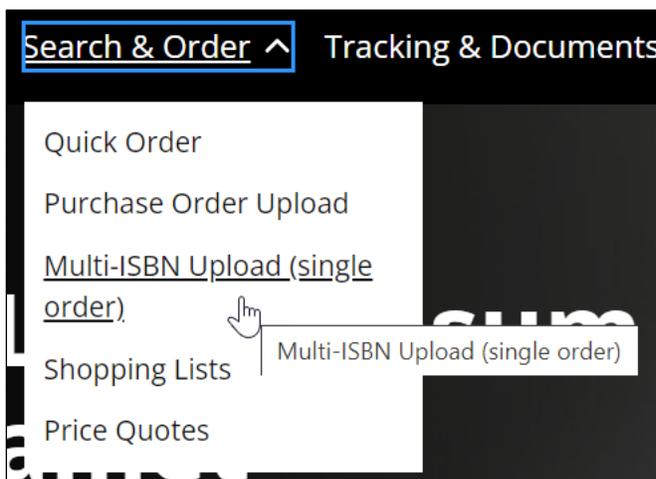


2. Select **Multi-ISBN Upload (single order)**.

# Placing Orders
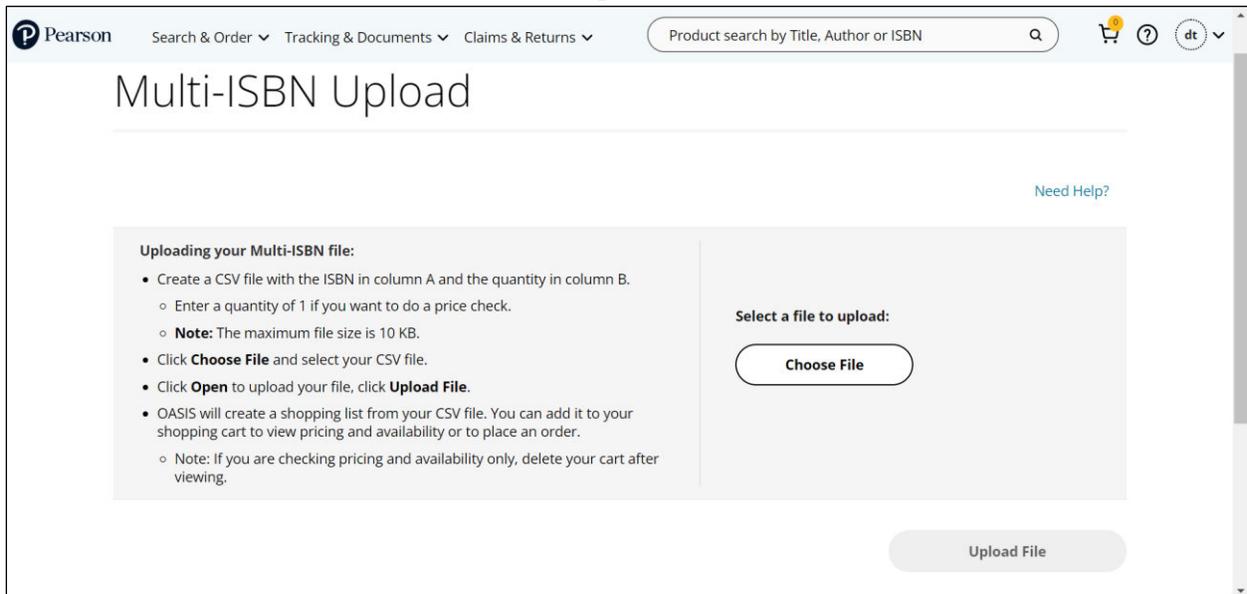


3. Click **Choose File**.
4. Select your multi-ISBN CSV file.
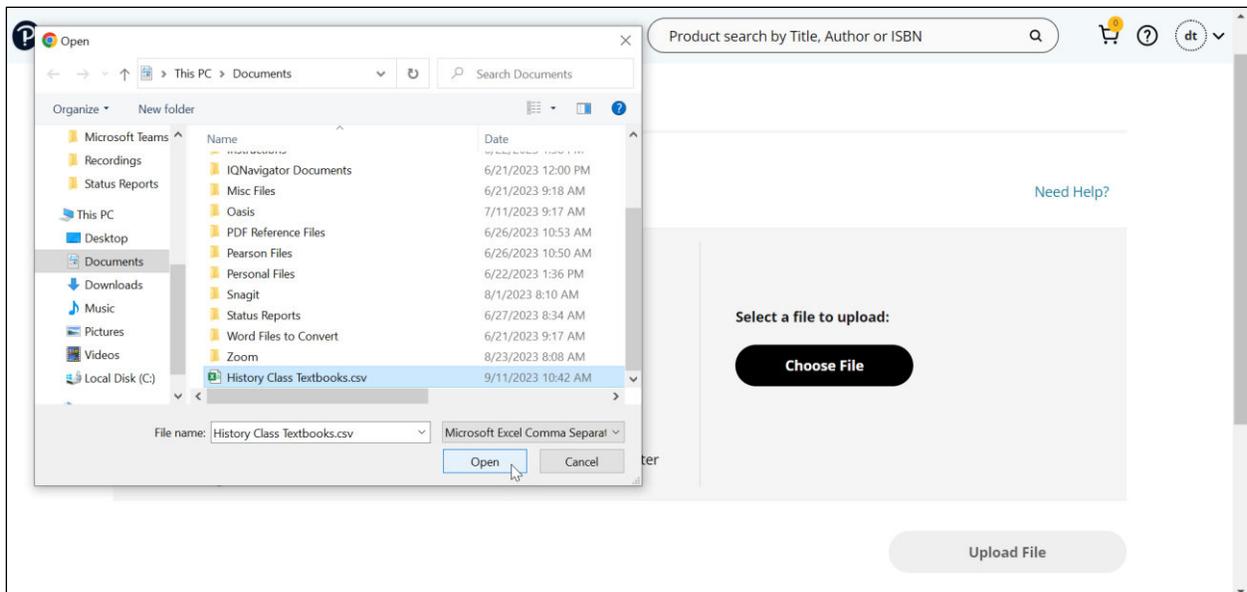


5. Click **Open** to upload your file.

# Placing Orders
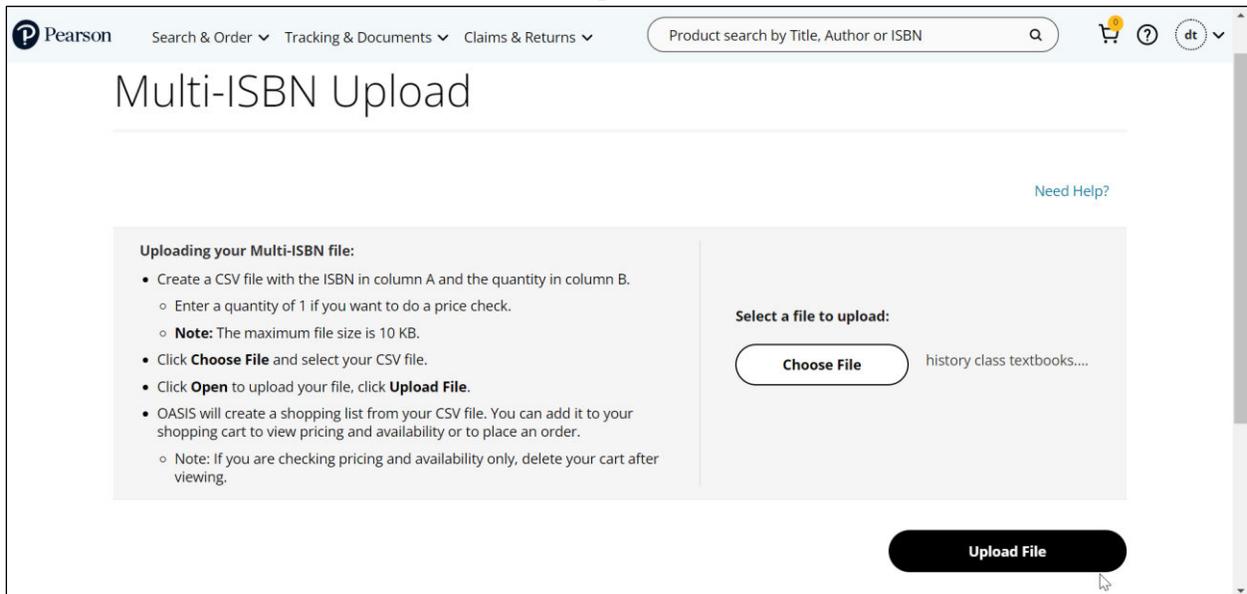


6. Click **Upload File**

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.



*Astronomy*: A Beginner's Guide to the Universe, 8/e

Available

Chaisson & McMillan

ISBN: 9780134087702

1

Add to Cart

$179.99
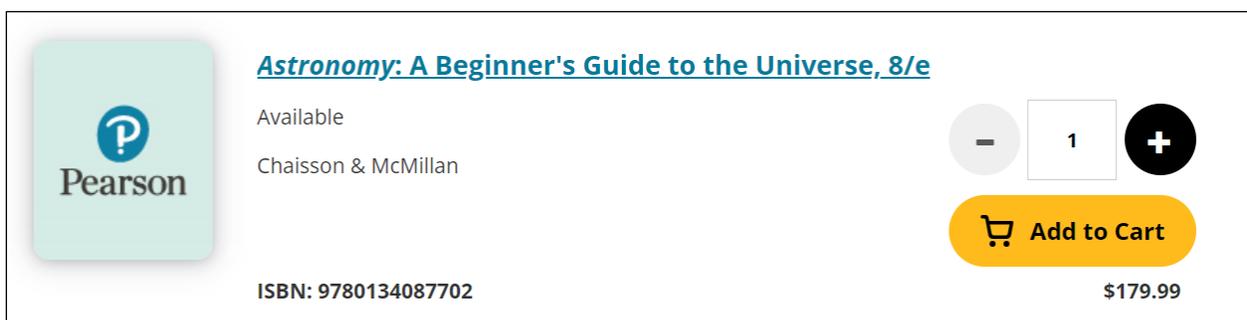
2. Click **Add to Cart**.

# Placing Orders
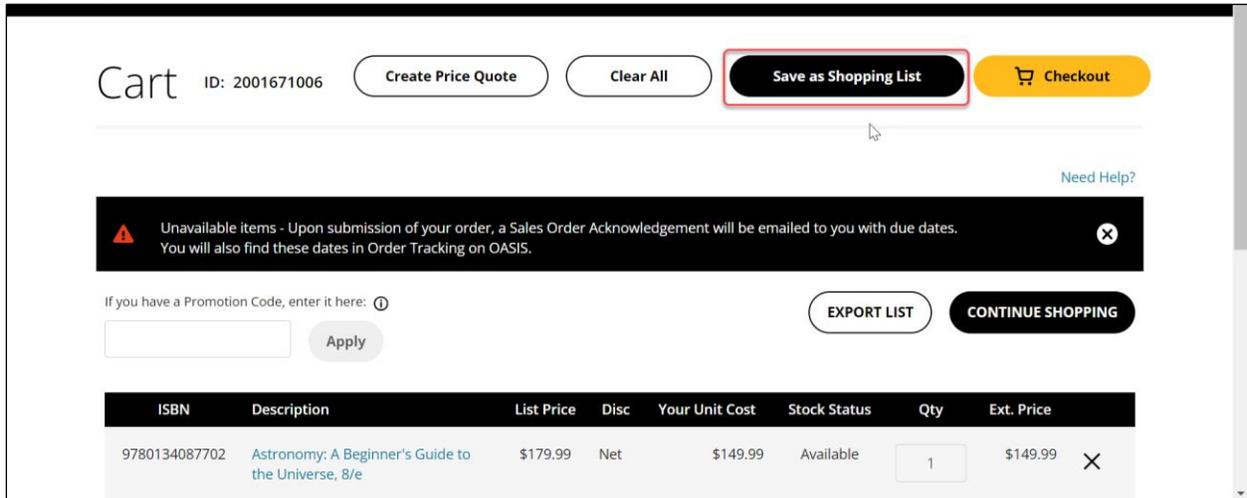


3. Click **Save as Shopping List**.
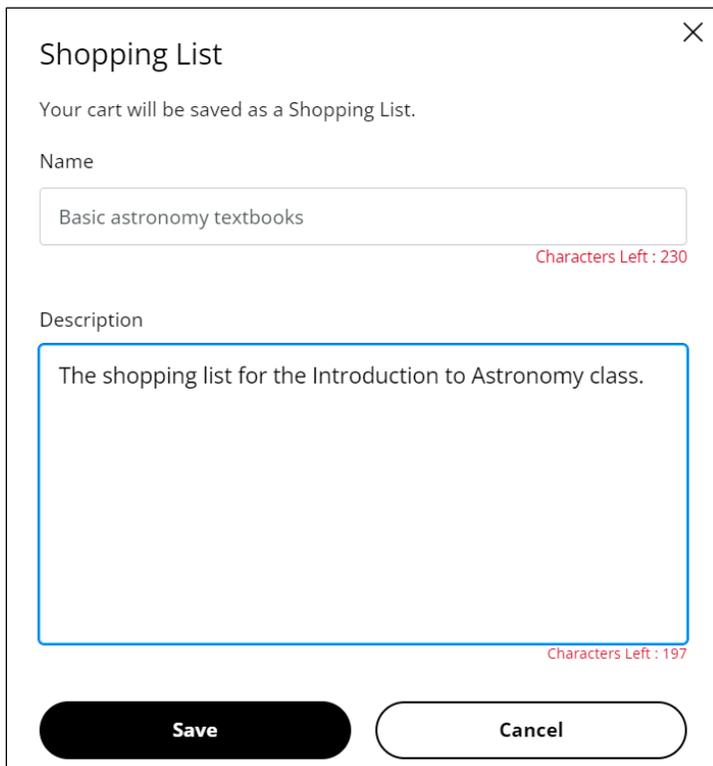


4. Enter a name for the list. Use only letters and numbers and do not use special characters.
5. Optional. Enter a description for the list.
6. Click **Save**.

# Placing Orders
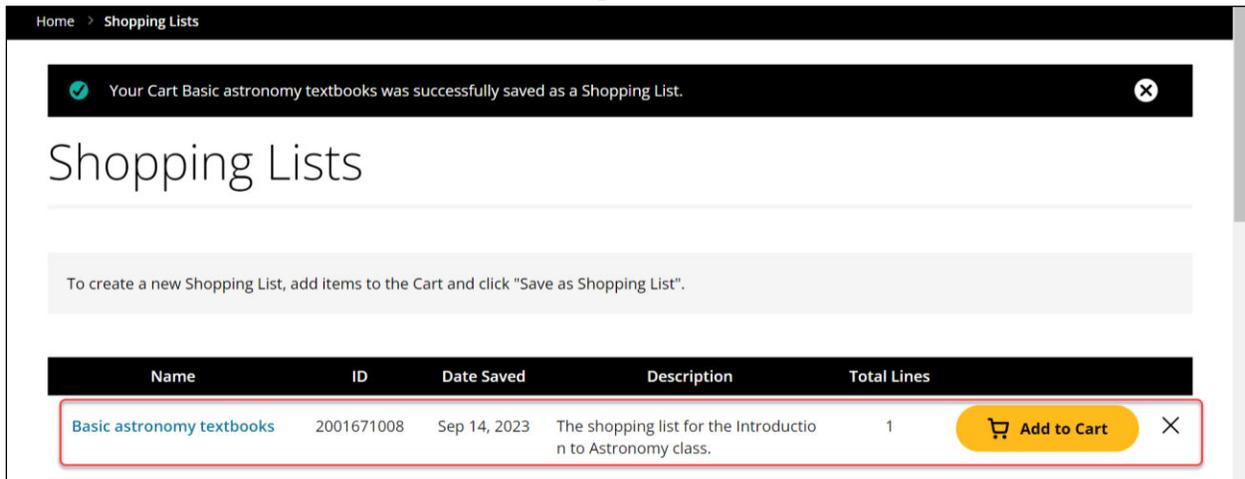


## View shopping lists

1. Click **Search & Order**.
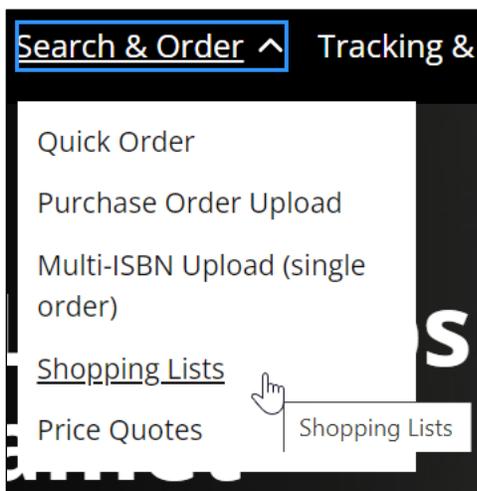


2. Select **Shopping Lists**.

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**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**.



3. Click its name.

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



   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 | ✕ |
| 9780133745825 | Latin America: An Interpretive History, 10/e | $93.32 | 10 | ✕ |
| 9780205053995 | Africa in World History, 3/e | $99.99 | 10 | ✕ |

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**.

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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.



3. Click **Create Price Quote**.

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Specify the contact details to send the Price Quote.

*Required*

| | |
|---|---|
| Price Quote Name | Economics 201 price quote |
| Contact Name * | Brian B |
| Email Address * | brian.b@pearson.com |
| Confirm Email Address * | brian.b@pearson.com |

Cancel    Submit

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**.

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**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.

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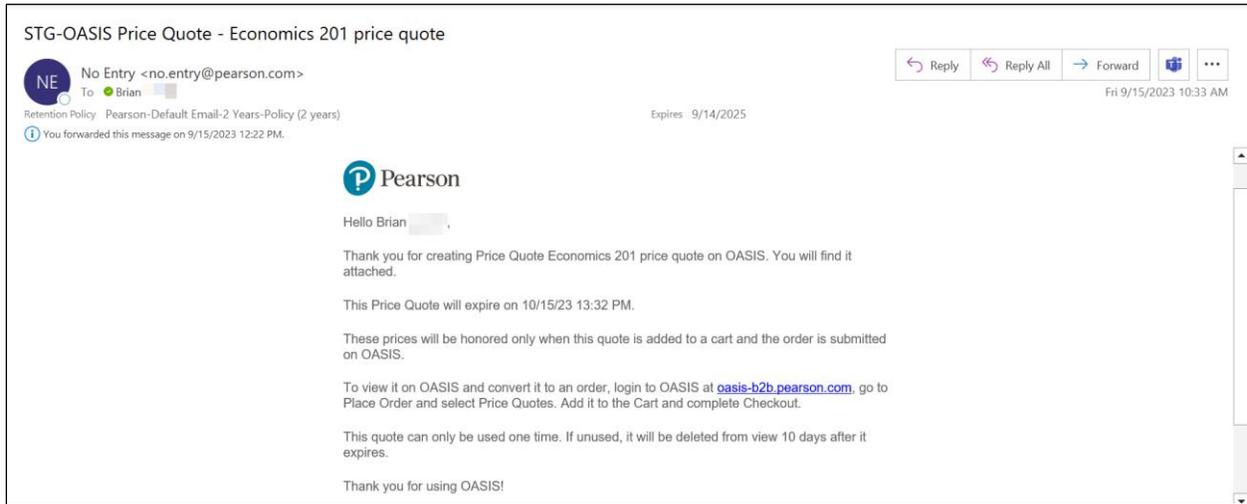


Please note the following:

- 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**.
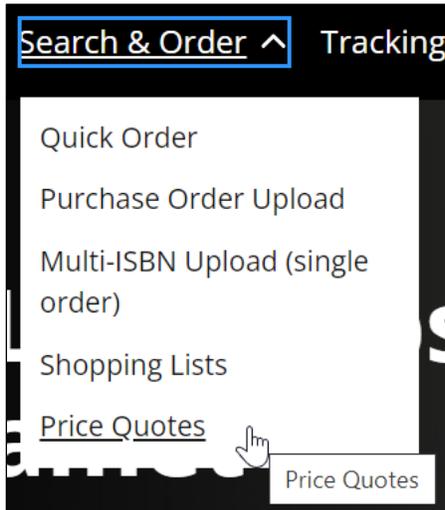
# Placing Orders



2. Click **Price Quotes**.
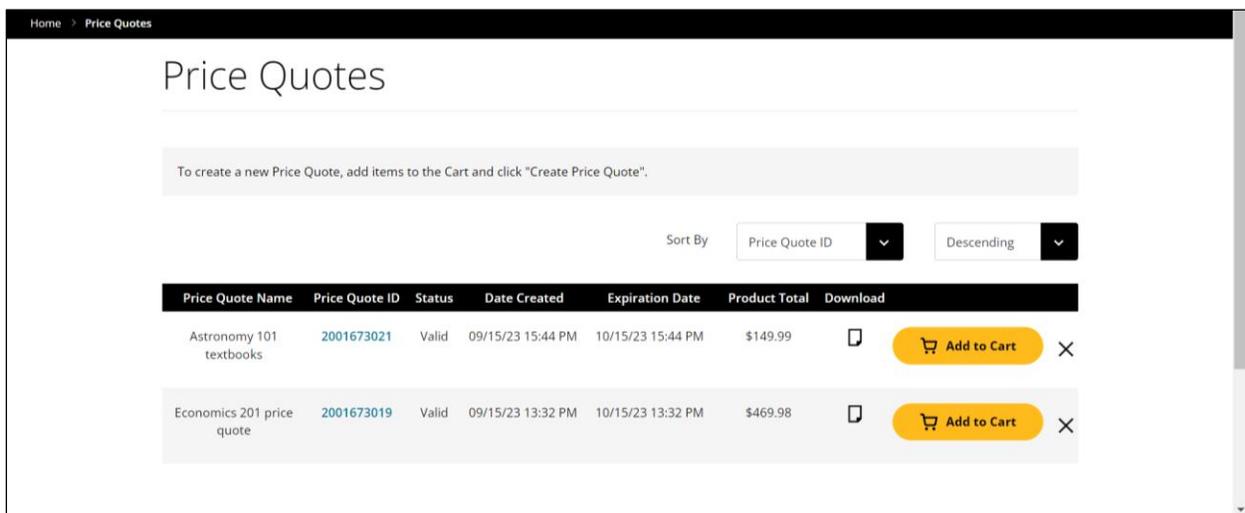


## View price quote details

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

# Placing Orders

| 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 | ✕ |

Sort By: Price Quote ID · Descending

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



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

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## Delete price quotes

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



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

4. Click **OK**.