

Placing Orders

Table of Contents

Placing Orders.....	1
Overview	1
Make a quick order	2
Upload a purchase order	4
Step 1: Create the purchase order PDF.....	4
Step 2: Upload the purchase order PDF to OASIS	4
Upload multiple ISBNs for a single order	7
Step 1: Create a CSV file with multiple ISBNs.....	7
Step 2: Upload the Multi ISBN CSV file to OASIS.....	7
Use shopping lists.....	9
Create shopping lists	9
View shopping lists.....	11
Automatic shopping lists	12
Edit shopping lists	12
Delete shopping lists.....	14
Use price quotes	15
Create price quotes.....	15
View all price quotes	18
View price quote details.....	19
Delete price quotes	21

Overview

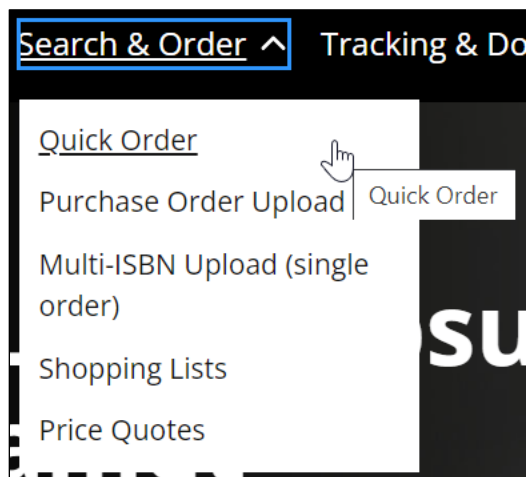
This OASIS (Order and Shipment Information) Placing Orders User Guide documents how to place orders for higher education products on the OASIS website. Click the links in the

Placing Orders

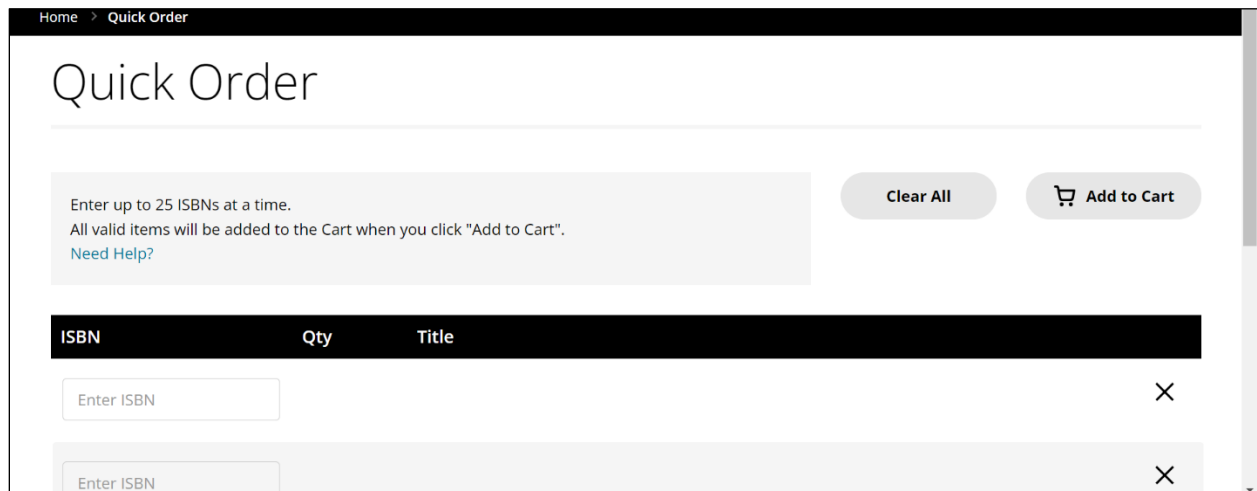
Table of Contents to learn more about advanced product search and creating and using quick orders, purchase orders, multiple ISBN uploads for single orders, shopping lists, and purchase orders.

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

Home > Cart

Cart ID: 2001656008 [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](#) [EXPORT LIST](#) [CONTINUE SHOPPING](#)

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Ext. Price
9780133745825	Latin America: An Interpretive History, 10/e	\$93.32	Net	\$84.99	Available	10	\$849.90
9780205053995	Africa in World History, 3/e	\$99.99	Net	\$89.99	Available	10	\$899.90

Product Total - does not include shipping and applicable taxes: \$1,749.80

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

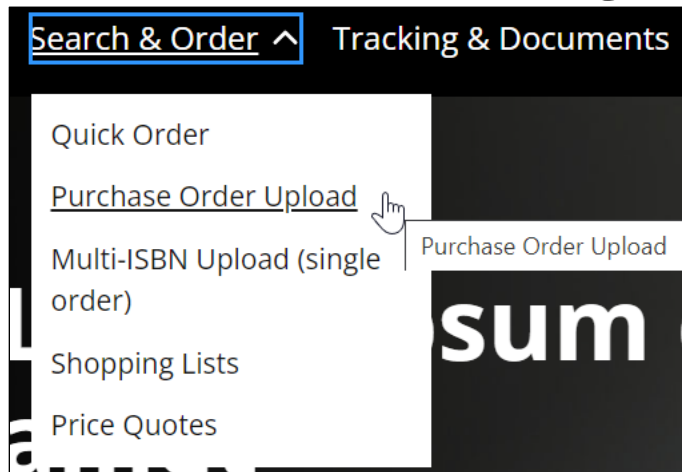
2. Save your purchase order as a PDF.

Note: The maximum file size is 2 MB.

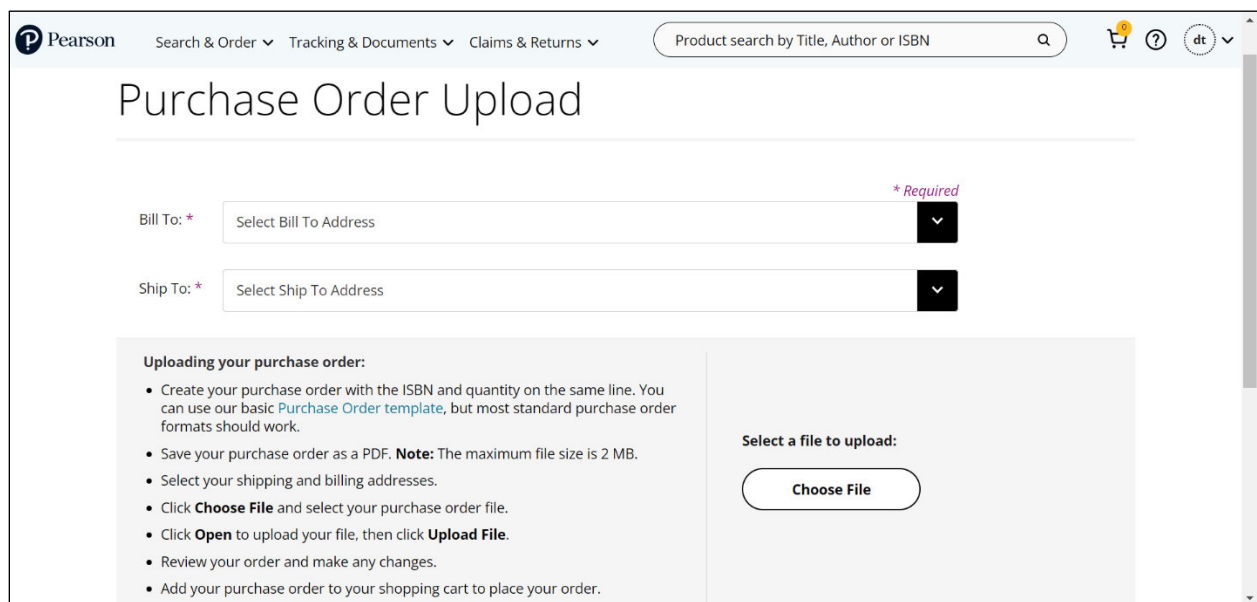
Step 2: Upload the purchase order PDF to OASIS

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

Placing Orders



2. Select **Purchase Order Upload**.



Pearson Search & Order Tracking & Documents Claims & Returns Product search by Title, Author or ISBN

Purchase Order Upload

Bill To: * * Required

Ship To: *

Uploading your purchase order:

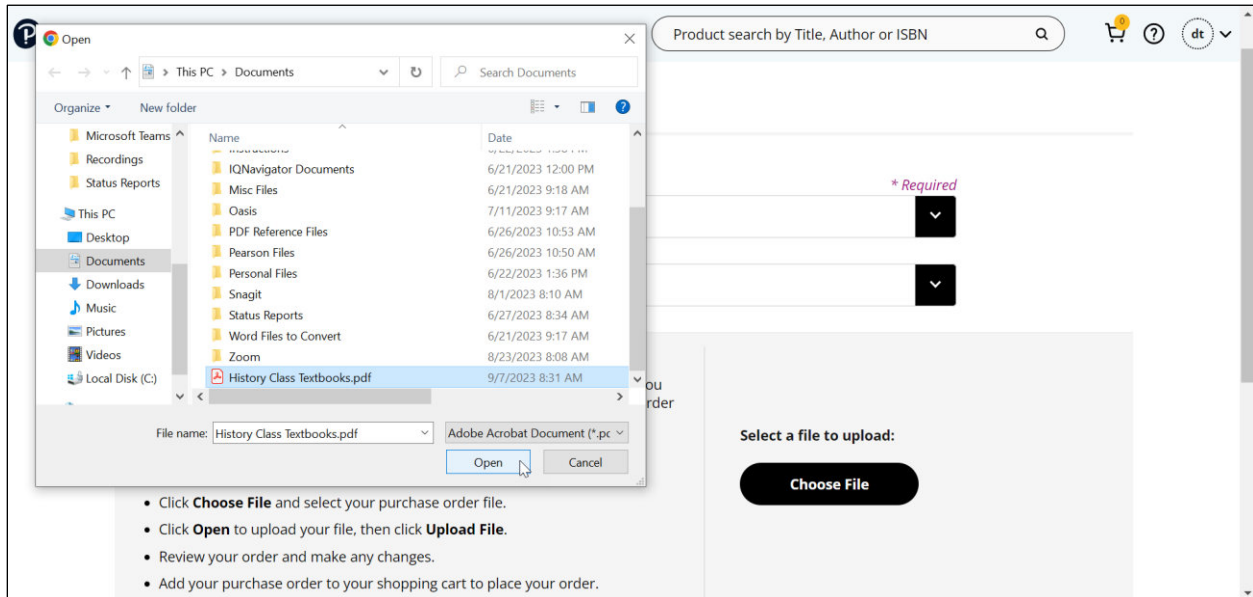
- Create your purchase order with the ISBN and quantity on the same line. You can use our basic [Purchase Order template](#), but most standard purchase order formats should work.
- Save your purchase order as a PDF. **Note:** The maximum file size is 2 MB.
- Select your shipping and billing addresses.
- 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.

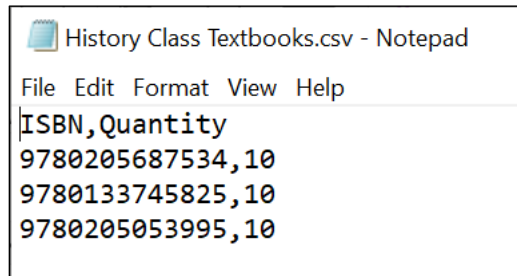
Placing Orders

Upload multiple ISBNs for a single order

Step 1: Create a CSV file with multiple ISBNs

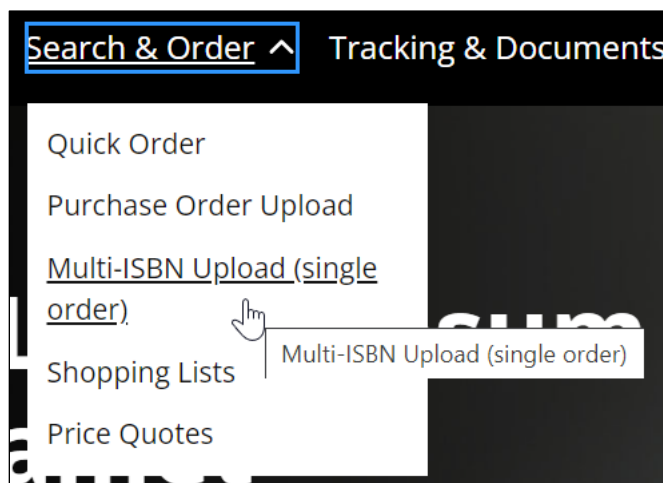
Create a CSV file with the ISBN in column A and the quantity in column B as shown below. Enter a quantity of 1 if you want to do a price check.

Note: The maximum file size is 10 KB.



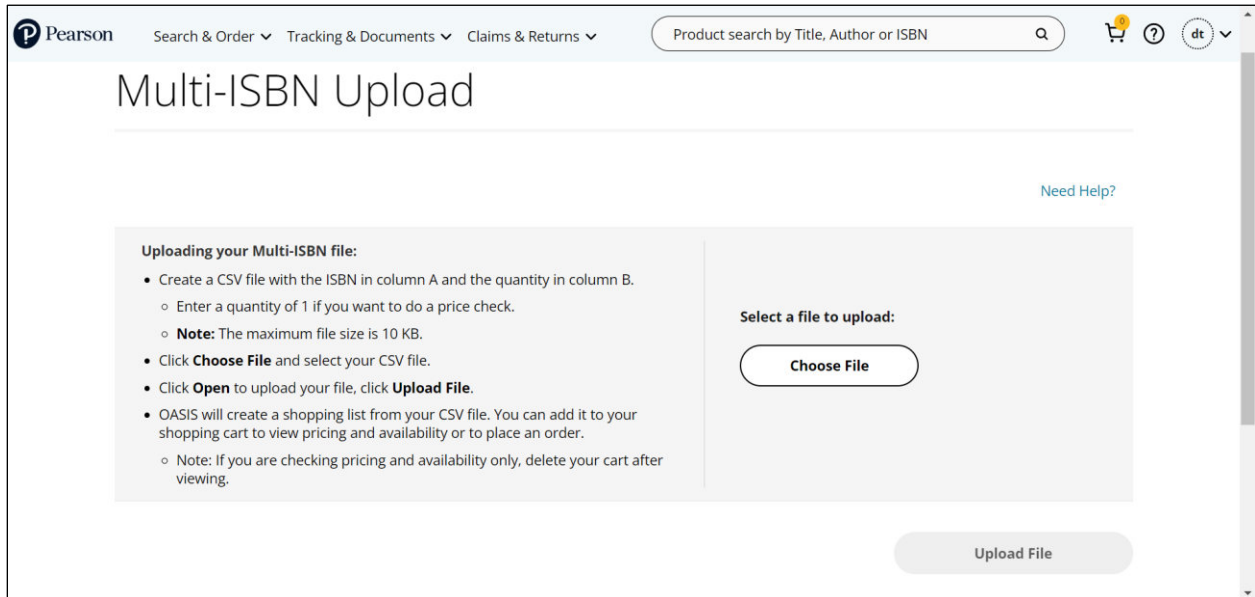
Step 2: Upload the Multi ISBN CSV file to OASIS

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



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

Placing Orders

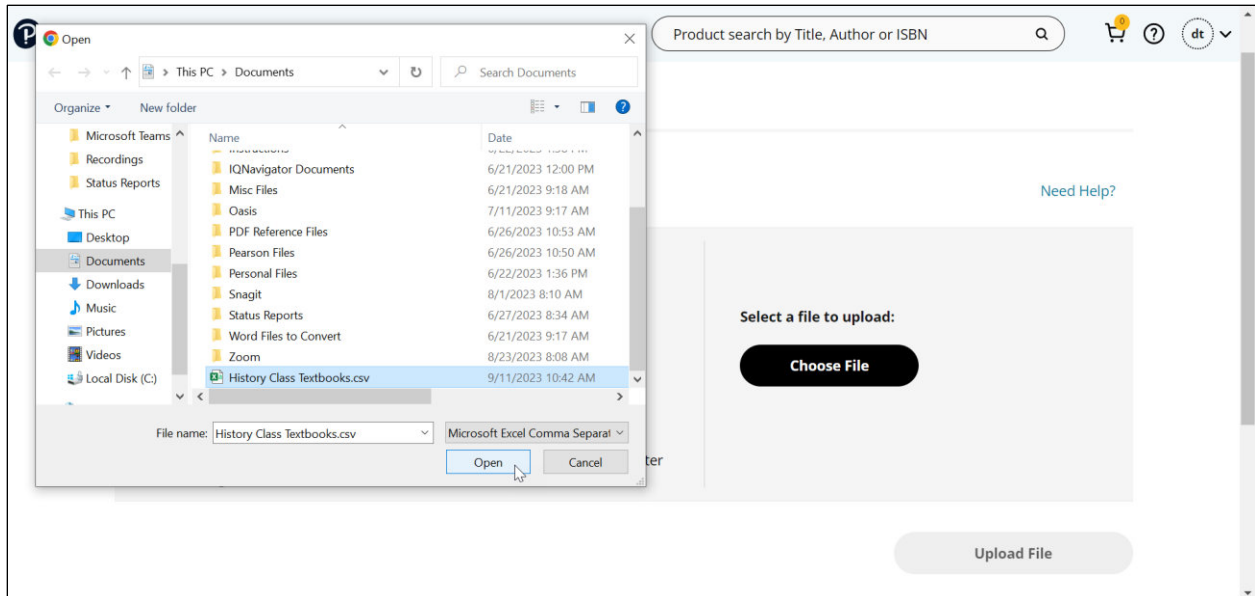


The screenshot shows the 'Multi-ISBN Upload' page in the OASIS system. The page has a header with the Pearson logo, navigation links (Search & Order, Tracking & Documents, Claims & Returns), and a search bar. The main content area is titled 'Multi-ISBN Upload' and includes a 'Need Help?' link. Below the title, there is a section for 'Uploading your Multi-ISBN file:' with a list of instructions:

- Create a CSV file with the ISBN in column A and the quantity in column B.
 - Enter a quantity of 1 if you want to do a price check.
 - Note:** The maximum file size is 10 KB.
- Click **Choose File** and select your CSV file.
- Click **Open** to upload your file, 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.

 To the right of the instructions is a 'Select a file to upload:' section with a 'Choose File' button. At the bottom right of the page is an 'Upload File' button.

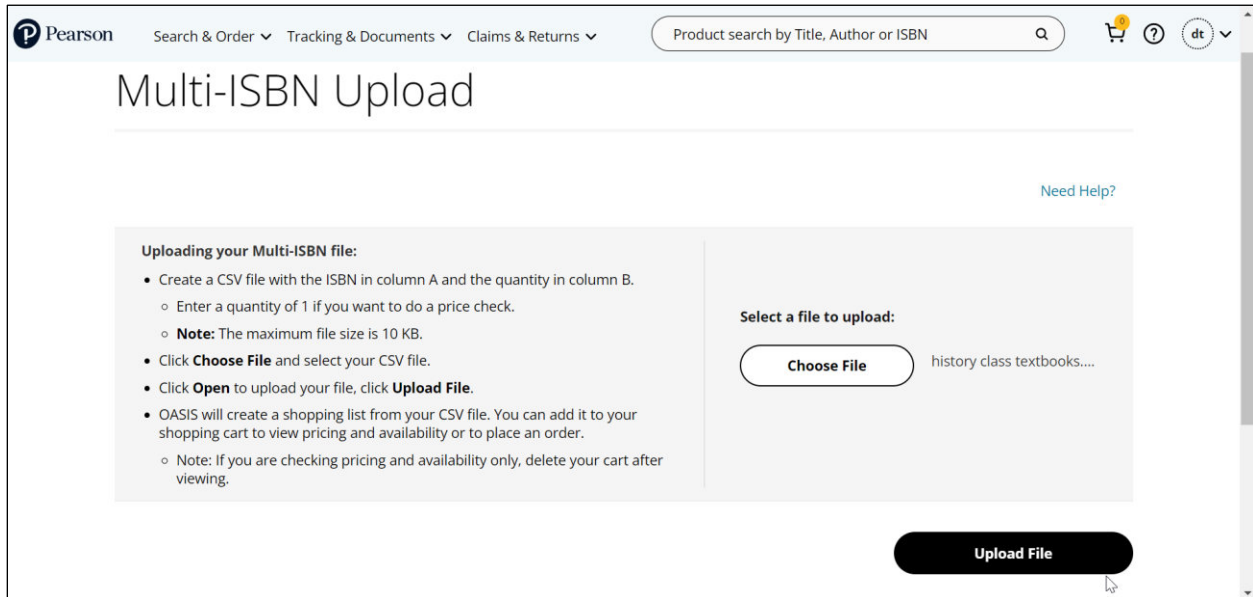
3. Click **Choose File**.
4. Select your multi-ISBN CSV file.



This screenshot shows the same OASIS 'Multi-ISBN Upload' page, but with a Windows 'Open' file dialog box open over it. The dialog box shows the 'This PC > Documents' view. In the file list, 'History Class Textbooks.csv' is selected. The 'File name' field at the bottom also contains 'History Class Textbooks.csv', and the file type is set to 'Microsoft Excel Comma Separat'. The 'Open' button is highlighted. The background OASIS page shows the 'Choose File' button in the 'Select a file to upload:' section.

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

Placing Orders



6. Click **Upload File**

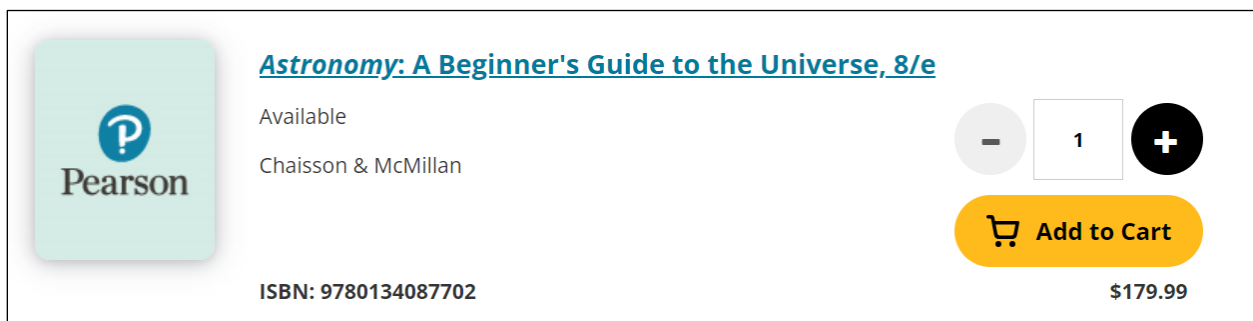
OASIS will create a [shopping list](#) from your CSV file. You can add it to your shopping cart to view pricing and availability or to place an order.

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

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 **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	<input type="text" value="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

Save **Cancel**

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


Placing Orders

Home > Shopping Lists

✓ Your Cart Basic astronomy textbooks was successfully saved as a Shopping List. ✕

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	
Basic astronomy textbooks	2001671008	Sep 14, 2023	The shopping list for the Introduction to Astronomy class.	1	 Add to Cart ✕

View shopping lists

1. Click **Search & Order**.

Search & Order ^ Tracking &

- Quick Order
- Purchase Order Upload
- Multi-ISBN Upload (single order)
- Shopping Lists
- Price Quotes

Shopping Lists





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	 Add to Cart 
2001656008	2001656008	Sep 6, 2023	-	2	 Add to Cart 

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	 Add to Cart 
-------------------------------	------------	--------------	---	---	--

3. Click its name.

Placing Orders

Home > Shopping Lists > Shopping List 2001665038

Shopping List Details

Name 1694457095210	ID 2001665038	Date Saved Sep 11, 2023	 Add to Cart
Description This cart was created by CSV import 1694457095210. Successfully imported:3 lines.			Edit
			Delete Shopping List

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

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

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?

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	<input type="button" value="Add to Cart"/>	X
Basic astronomy textbooks	2001671008	Sep 14, 2023	The shopping list for the Introduction to Astronomy class.	1	<input type="button" value="Add to Cart"/>	X
2001671006	2001671006	Sep 14, 2023	-	1	<input type="button" value="Add to Cart"/>	X

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**

CancelDelete

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


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

EXPORT LIST

CONTINUE SHOPPING

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

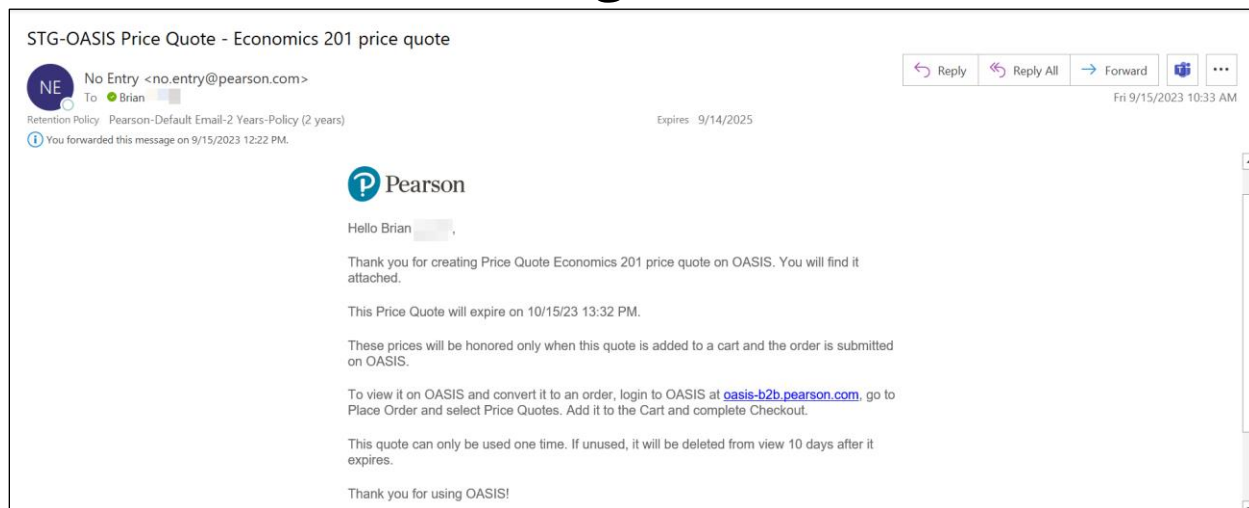
To create a new Price Quote, add items to the Cart and click "Create Price Quote".

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	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">📄</div> <div style="background-color: #ffc107; padding: 5px 10px; border-radius: 5px; display: inline-block;">Add to Cart</div> <div style="margin-left: 10px; cursor: pointer;">×</div> </div>

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

Placing Orders



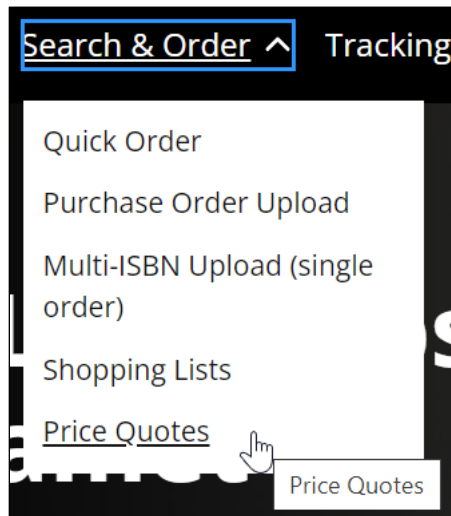
Please note the following:

- 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.

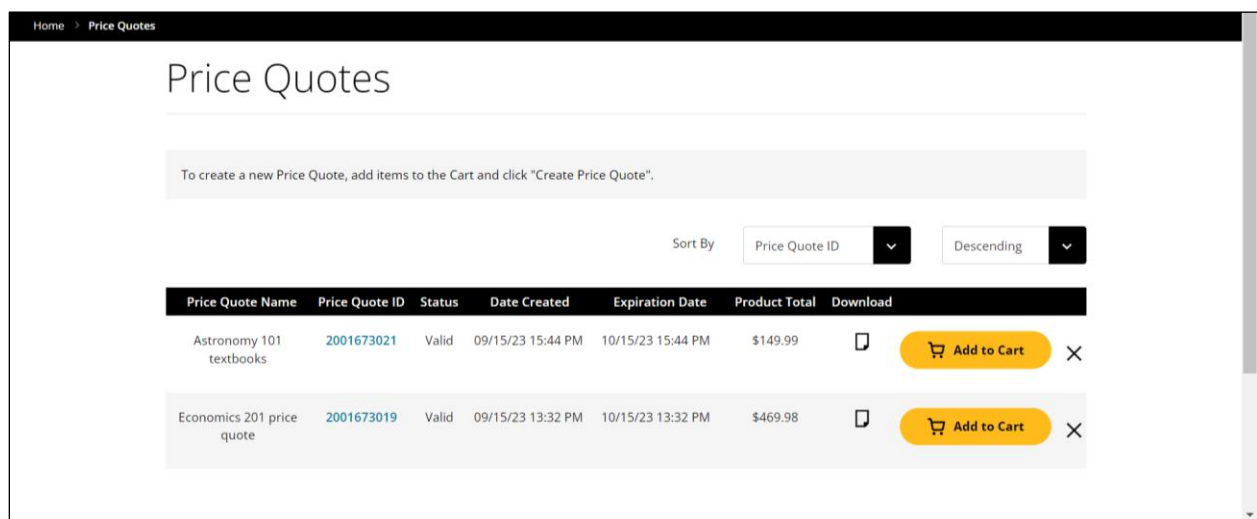
View all price quotes

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		 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 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

Search & Order
Tracking & Documents
Claims & Returns

Search by Title, Author or ISBN

Bill To Address

Arkansas
United States of America

Bill To Account number

Ship To Address

Colorado
United States of America

Ship To Account number

Email Price Quote
Export List
Add to Cart

Product details

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

Product Total - \$149.99

does not include shipping and applicable taxes

Delete price quotes

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

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	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**.