

# Retrieving Documents

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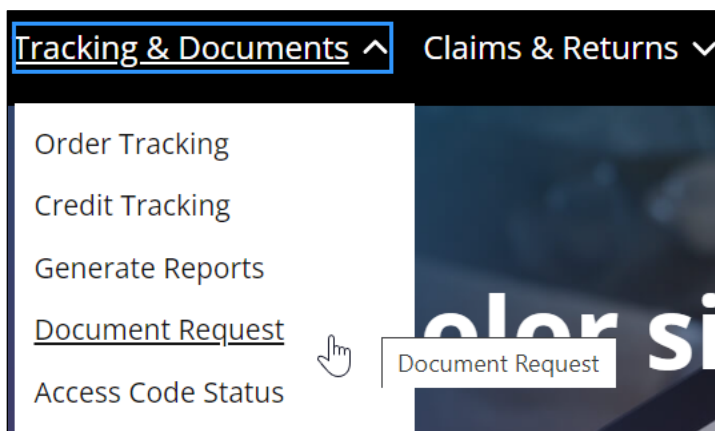
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## Overview

This OASIS (Order and Shipment Information System) Retrieving Documents User Guide documents how to request billing account statements, invoices, credit memos, PODs (Proof of Deliveries), and RMAs (Return Material Authorizations) on the OASIS website. Refer to the sections below for more information.

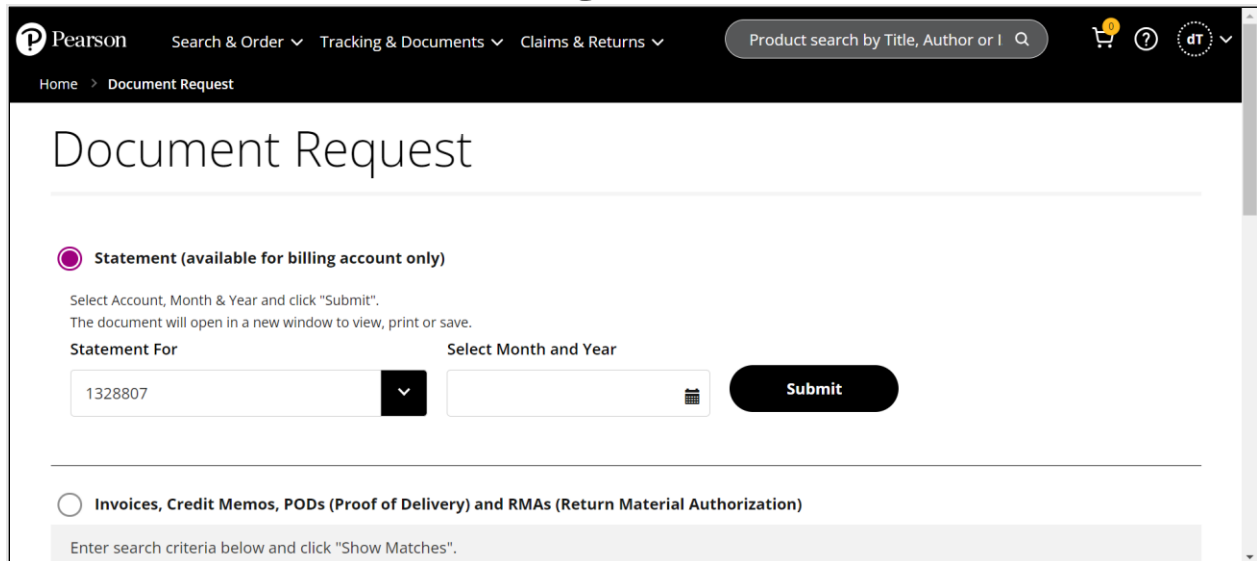
## Request Invoices, Credit Memos, PODs, and RMAs

1. Click **Tracking & Documents**.



2. Select **Document Request**.

## Retrieving Documents



Home > Document Request

### Document Request

**Statement (available for billing account only)**

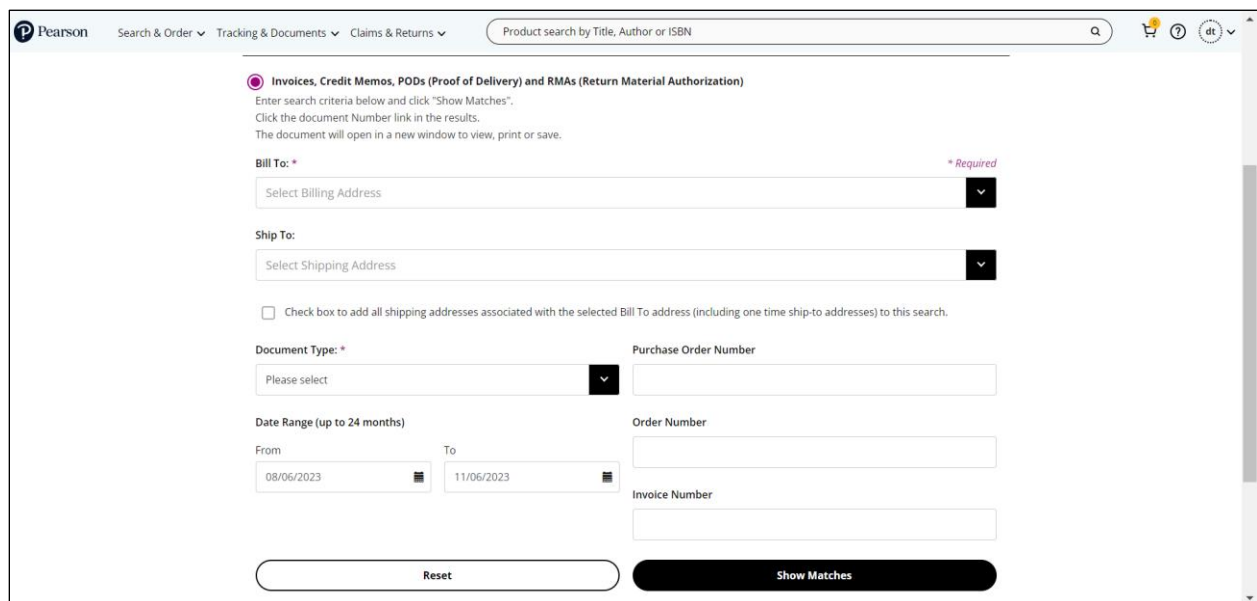
Select Account, Month & Year and click "Submit".  
The document will open in a new window to view, print or save.

Statement For:   Select Month and Year:

**Invoices, Credit Memos, PODs (Proof of Delivery) and RMAs (Return Material Authorization)**

Enter search criteria below and click "Show Matches".

3. Select **Invoices, Credit Memos, PODs (Proof of Delivery) and RMAs (Return Material Authorization)**.



**Invoices, Credit Memos, PODs (Proof of Delivery) and RMAs (Return Material Authorization)**

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

Bill To: \* \* Required

Ship To:

Check box to add all shipping addresses associated with the selected Bill To address (including one time ship-to addresses) to this search.

Document Type: \*   Purchase Order Number:

Date Range (up to 24 months)  
From:   To:

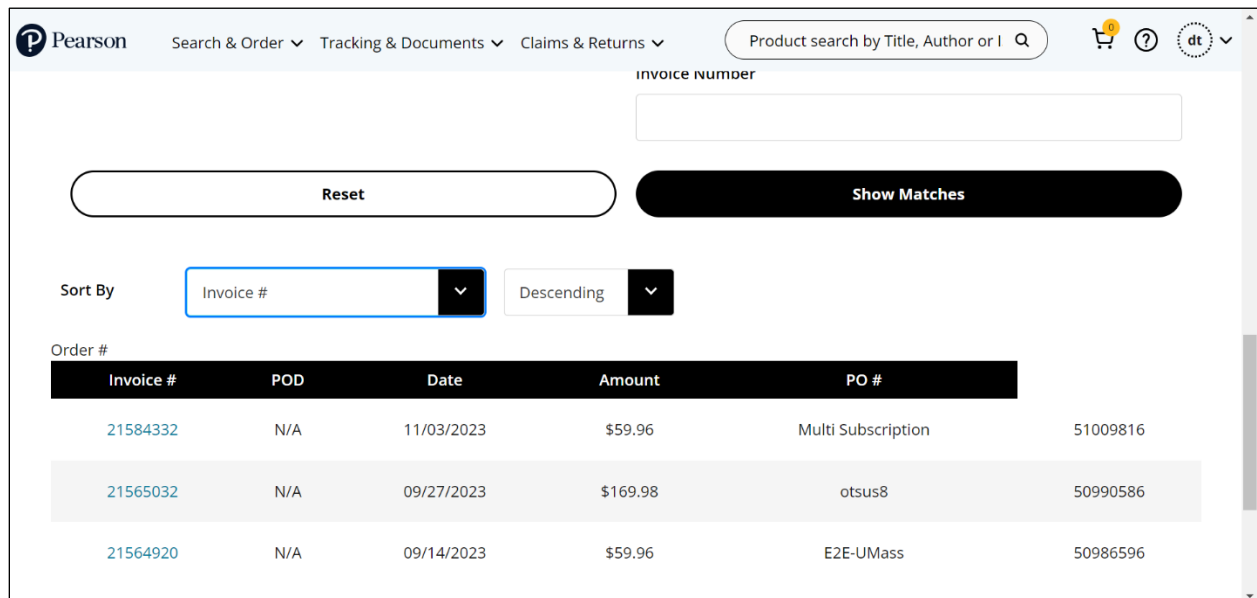
Order Number:

Invoice Number:

4. Select the **Bill To** address from the dropdown.
5. If needed, select the **Ship To** address from the dropdown.
6. As an option, click the checkbox to add all shipping addresses associated with the selected Bill To address (including one time ship-to addresses) to your search.
7. Select one of the following from the **Document Type** dropdown:
  - Invoices

## Retrieving Documents

- Credit Memos
  - Proof of Delivery
  - Return Material Authorization (RMA)
8. Complete optional fields, such as date ranges and invoice numbers, to filter your results.
  9. Click **Show Matches**.



Product search by Title, Author or I

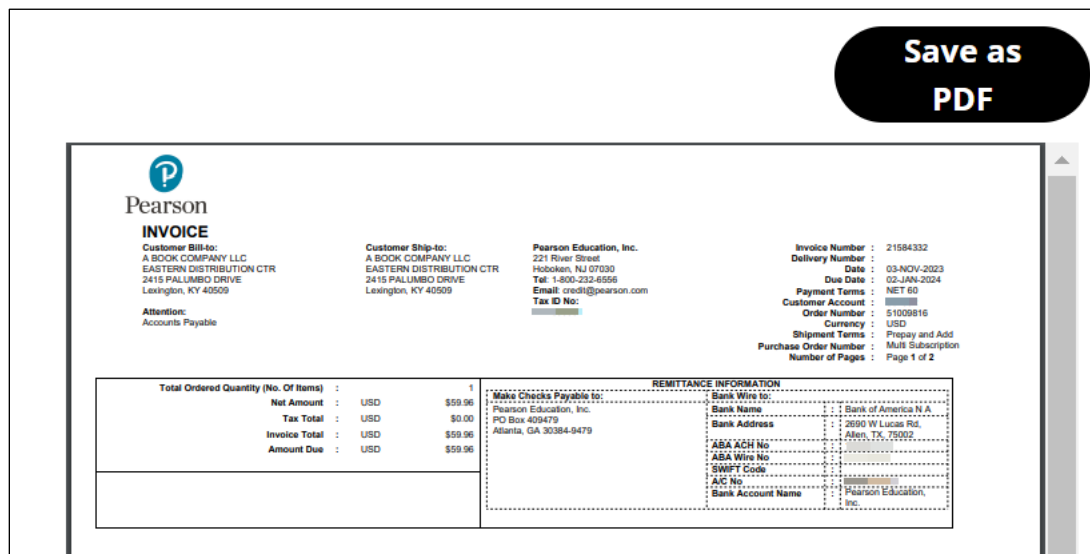
invoice number

**Reset** **Show Matches**

Sort By

Invoice #	POD	Date	Amount	PO #	Order #
21584332	N/A	11/03/2023	\$59.96	Multi Subscription	51009816
21565032	N/A	09/27/2023	\$169.98	otsus8	50990586
21564920	N/A	09/14/2023	\$59.96	E2E-UMass	50986596

10. Click the blue hypertext field (for example, an invoice number) to display the document. A popup window with the document will be displayed.



**Save as PDF**

**Pearson**  
**INVOICE**

Customer Bill-to:  
A BOOK COMPANY LLC  
EASTERN DISTRIBUTION CTR  
2415 PALMWOOD DRIVE  
Lexington, KY 40509

Customer Ship-to:  
A BOOK COMPANY LLC  
EASTERN DISTRIBUTION CTR  
2415 PALMWOOD DRIVE  
Lexington, KY 40509

Pearson Education, Inc.  
221 River Street  
Hoboken, NJ 07030  
Tel: 1-800-233-4566  
Email: credit@pearson.com  
Tax ID No:

Invoice Number : 21584332  
Delivery Number :  
Date : 03-NOV-2023  
Due Date : 02-JAN-2024  
Payment Terms : NET 60  
Customer Account :   
Order Number : 51009816  
Currency : USD  
Shipment Terms : Prepay and Add  
Purchase Order Number : Multi Subscription  
Number of Pages : Page 1 of 2

Total Ordered Quantity (No. Of Items)		REMITTANCE INFORMATION	
1		Make Checks Payable to:	Bank Name:
Net Amount	USD \$59.96	Bank Address:	Bank Account Name:
Tax Total	USD \$0.00	ABA ACH No:	
Invoice Total	USD \$59.96	ABA Wire No:	
Amount Due	USD \$59.96	SWIFT Code:	
		A/C No:	

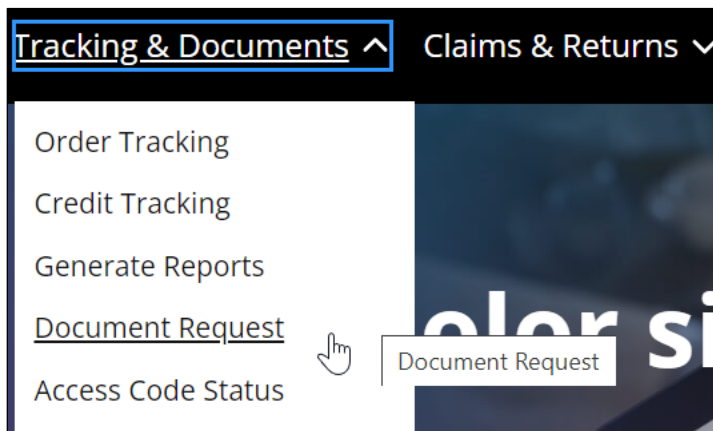
## Retrieving Documents

11. Click **Save as PDF** to save the document to your computer.

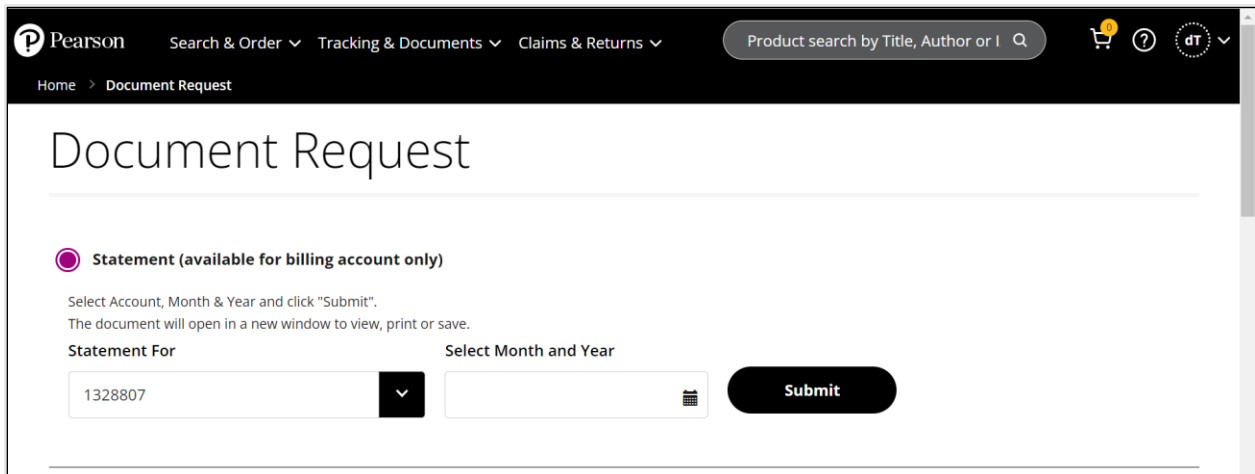
### Request billing account statements

**Note:** Statements are only available for billing accounts.

1. Click **Tracking & Documents**.



2. Select **Document Request**.

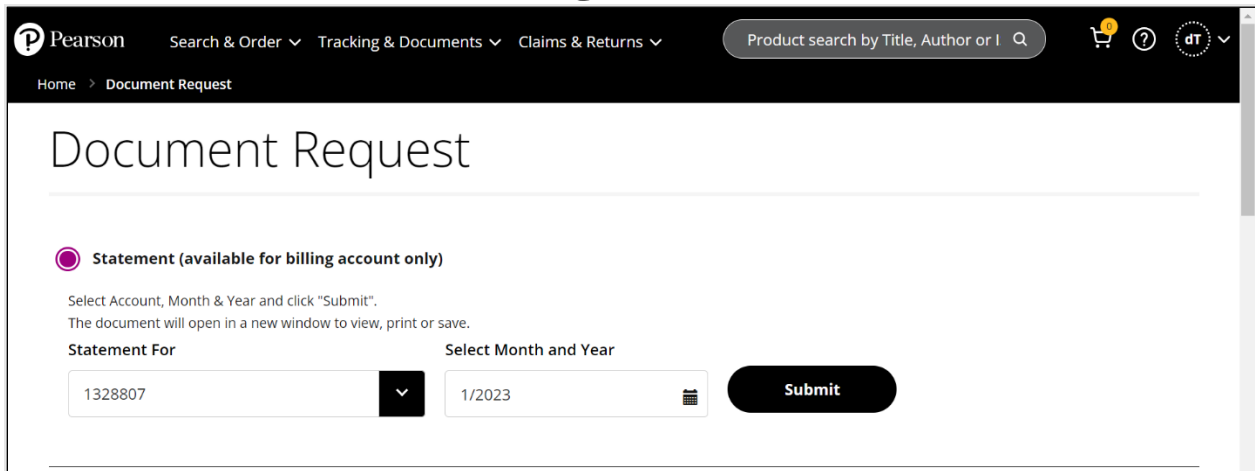


3. Select **Statement (available for billing account only)**.

4. Select the account number from the **Statement For** dropdown.

5. Click the calendar icon and select the month and year.

## Retrieving Documents



Home > Document Request

### Document Request

**Statement (available for billing account only)**

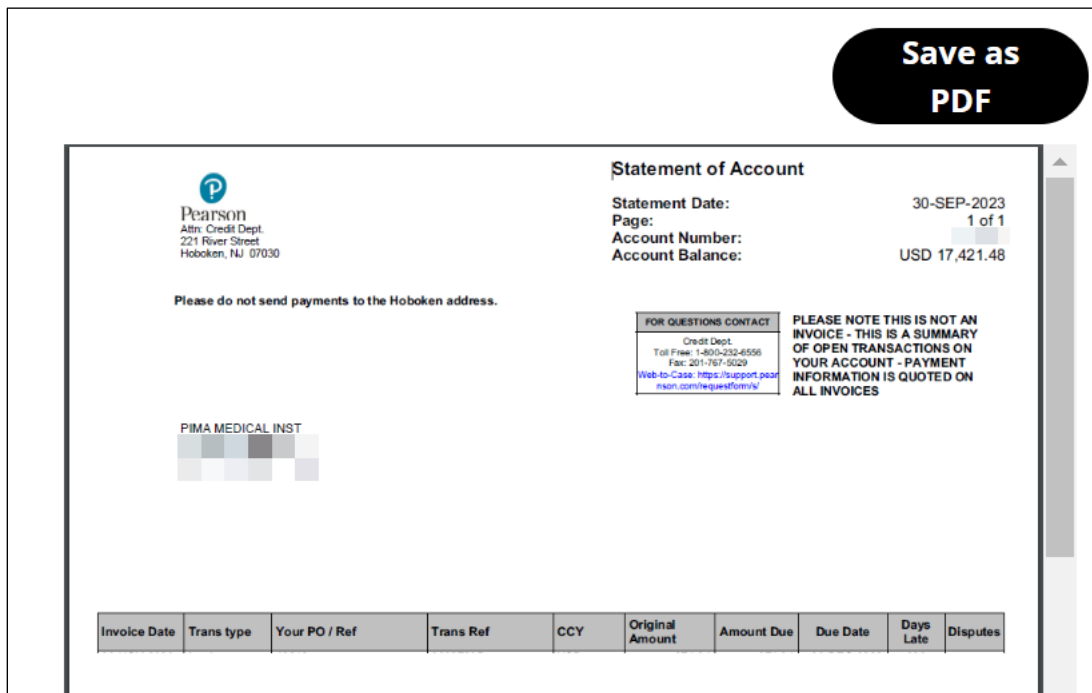
Select Account, Month & Year and click "Submit".  
The document will open in a new window to view, print or save.

Statement For: 1328807

Select Month and Year: 1/2023

**Submit**

6. Click **Submit**.



**Save as PDF**

**Statement of Account**

Statement Date: 30-SEP-2023  
Page: 1 of 1  
Account Number:  
Account Balance: USD 17,421.48

**FOR QUESTIONS CONTACT**  
Credit Dept.  
Toll Free: 1-800-232-6556  
Fax: 201-767-5029  
Web-to-Case: <http://support.pearson.com/requestform/v/>

**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	CCY	Original Amount	Amount Due	Due Date	Days Late	Disputes
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7. Click **Save as PDF** to save the document to your computer.