

Retrieving Documents

Table of Contents

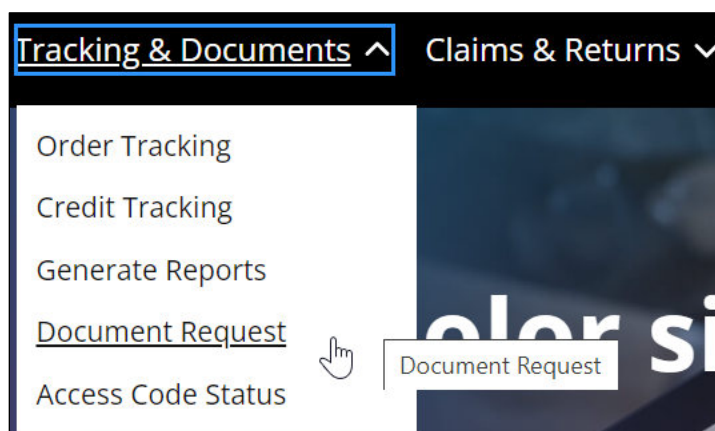
Retrieving Documents.....	1
Overview	1
Request Invoices, Credit Memos, PODs, and RMAs	1
Request billing account statements	4

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

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:

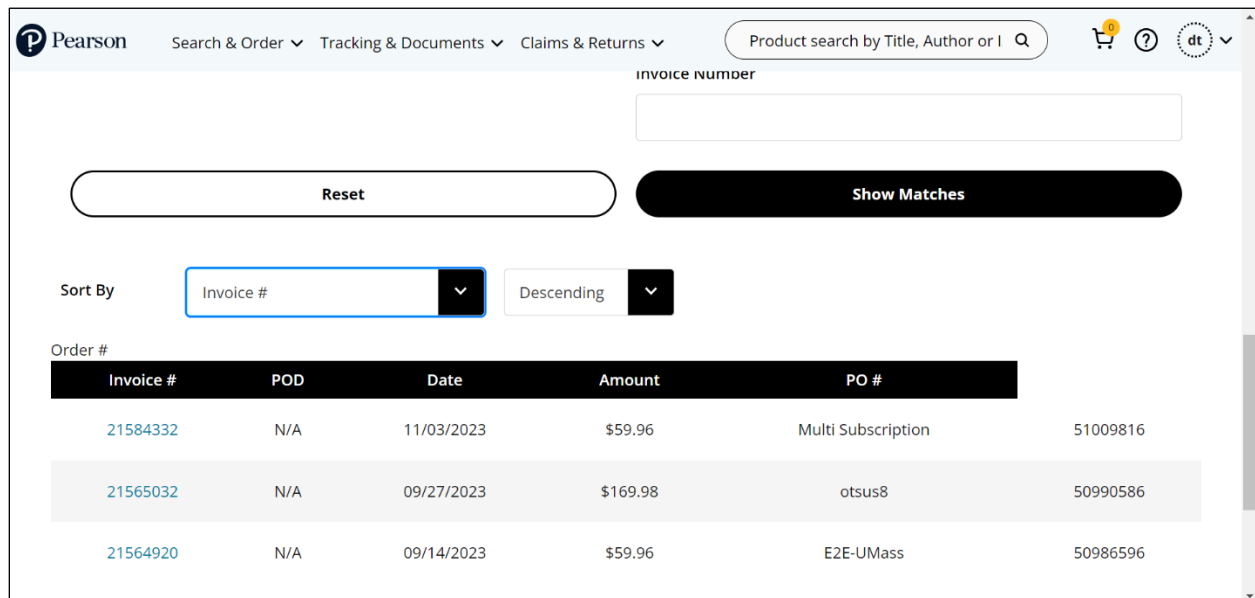
Date Range (up to 24 months): From: To:

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)
- Complete optional fields, such as date ranges and invoice numbers, to filter your results.
 - Click **Show Matches**.



Product search by Title, Author or I

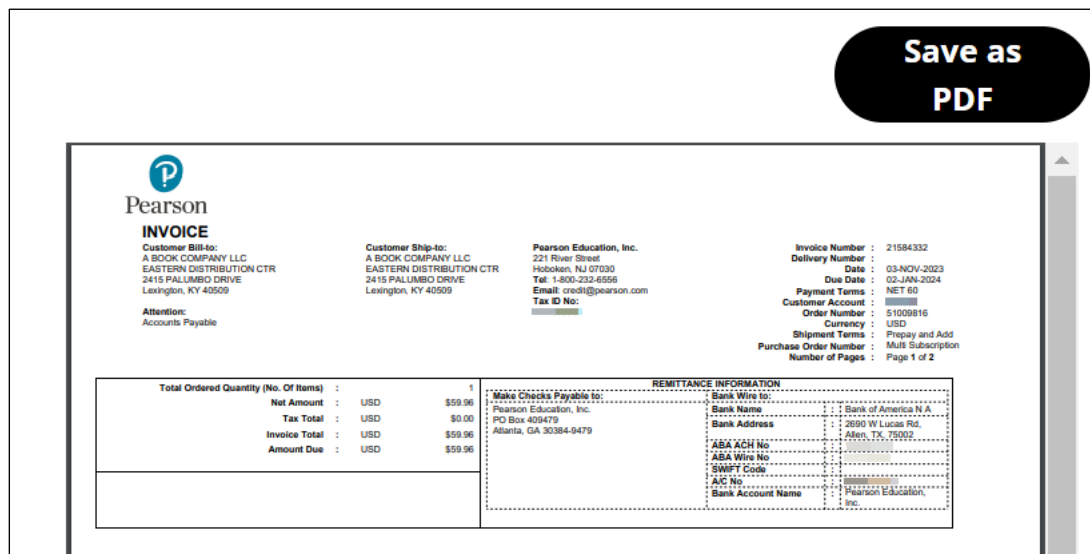
invoice number

Reset Show Matches

Sort By Invoice # Descending

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

- 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 PALMBO DRIVE
Lexington, KY 40509

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

Pearson Education, Inc.
221 River Street
Hoboken, NJ 07030
Tel: 1-800-233-4556
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)		Net Amount		Tax Total		Invoice Total		Amount Due	
1		USD	\$59.96	USD	\$0.00	USD	\$59.96	USD	\$59.96

REMITTANCE INFORMATION

Make Checks Payable to:
Pearson Education, Inc.
PO Box 409479
Atlanta, GA 30384-9479

Bank Wire to:
Bank Name : Bank of America N.A.
Bank Address : 2980 W. Lucas Rd.
Allen, TX, 75002
ABA ACH No :
ABA Wire No :
SWIFT Code :
A/C No :
Bank Account Name : Pearson Education, Inc.

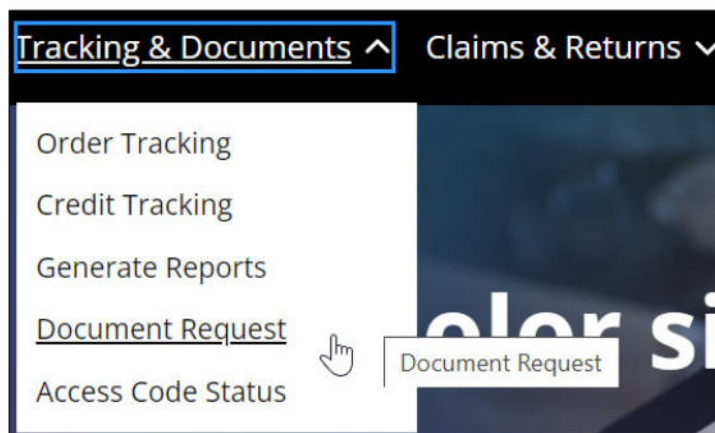
Retrieving Documents

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

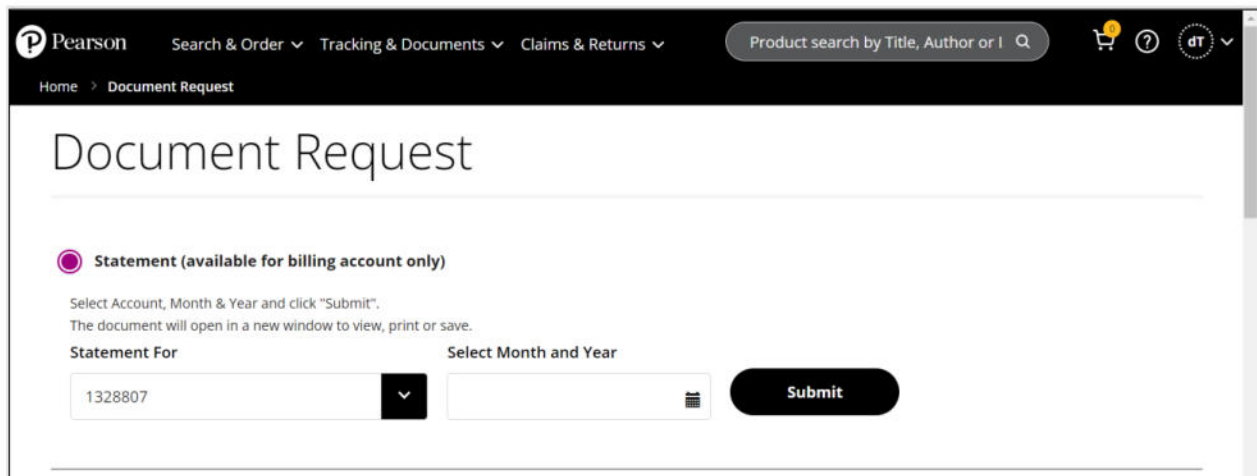
Request billing account statements

Note: Statements are only available for billing accounts.

1. Click **Tracking & Documents**.

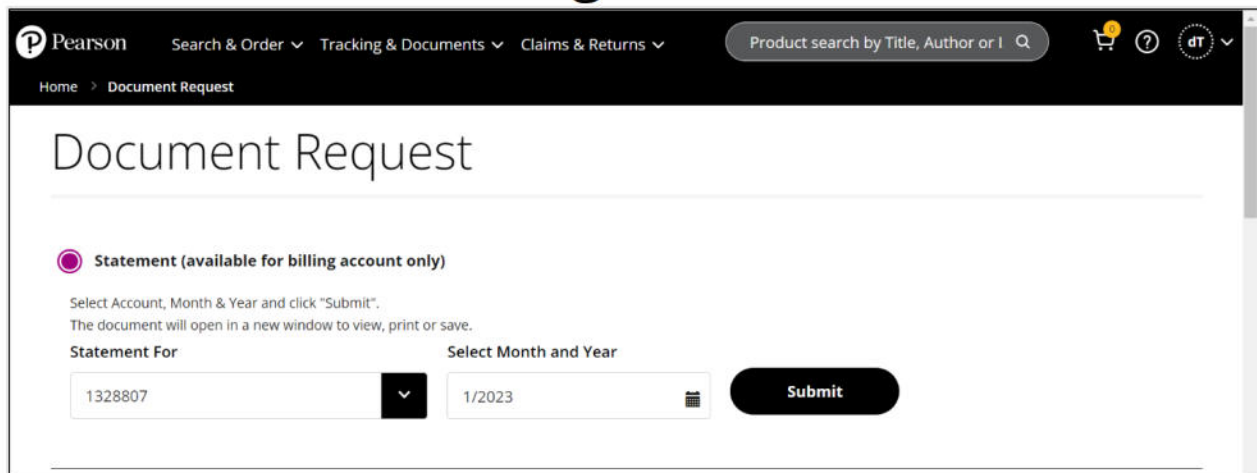


2. Select **Document Request**.

A screenshot of the 'Document Request' page in the OASIS web application. The page has a dark header with the Pearson logo, navigation links, and a search bar. Below the header, the page title 'Document Request' is displayed. A purple circle icon indicates a 'Statement (available for billing account only)' section. Below this, instructions state: 'Select Account, Month & Year and click "Submit". The document will open in a new window to view, print or save.' There are two input fields: 'Statement For' with the value '1328807' and a dropdown arrow, and 'Select Month and Year' with a calendar icon. A 'Submit' button is located to the right of these fields.

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



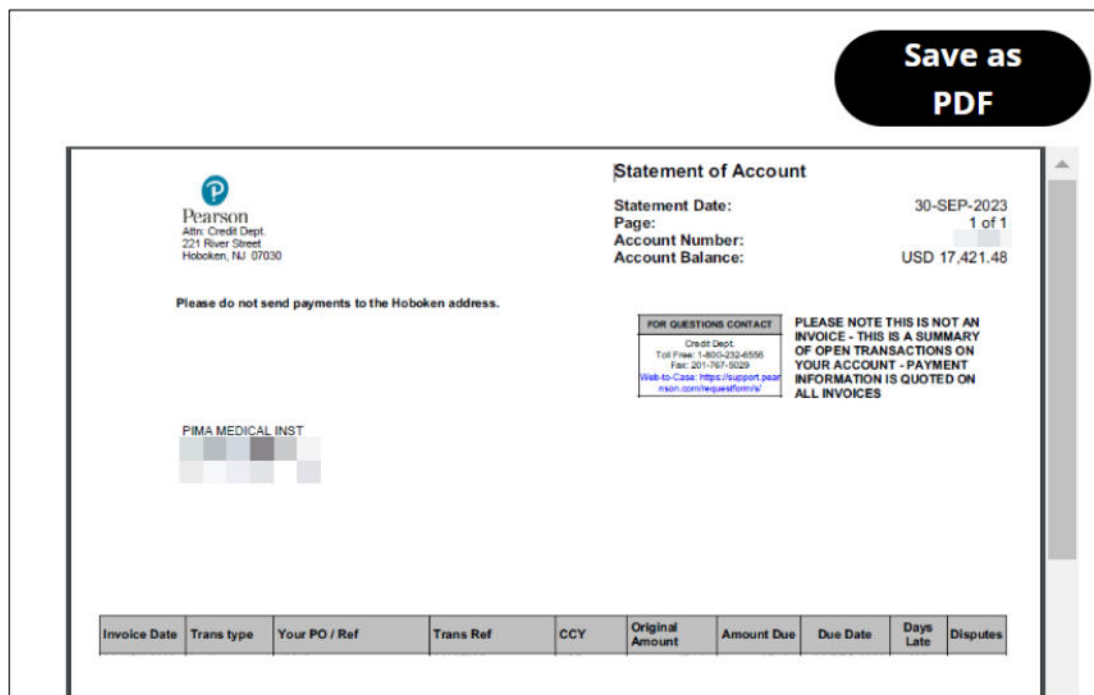
Document Request

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.
Tel/Fax: 1-800-232-6556
Fax: 201-767-5029
Web-to-Case: <https://support.pearson.com/reqsform/>

PLEASE NOTE THIS IS NOT AN INVOICE - THIS IS A SUMMARY OF OPEN TRANSACTIONS ON YOUR ACCOUNT - PAYMENT INFORMATION IS QUOTED ON ALL INVOICES

PIMA MEDICAL INST

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.