

# **Place an Order on OASIS using: Quick Order**

**Purchase Order Upload (PDF)  
Multi-ISBN Upload (single order)  
Multi-Order Upload**

In the navigation links at the top, hover over "Place Order" and select one of the first 4 options.



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



- Quick Order
- Purchase Order Upload
- Multi-ISBN Upload (single order)
- Multi-Order Upload

# Quick Order

Enter up to 25 ISBNs & quantities at a time.  
All valid items will be added to the Cart when you click "Add to Cart".  
If you have more ISBNs, return to Quick Order and add them.  
There is no limit.

## 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".  
[View step-by-step instructions.](#)

Clear All

Add to Cart

ISBN	Qty	Title	
<input type="text" value="9780134093413"/>	<input type="text" value="25"/>	Campbell Biology	<input type="button" value="X"/>
<input type="text" value="Enter ISBN"/>			<input type="button" value="X"/>
<input type="text" value="Enter ISBN"/>			<input type="button" value="X"/>

# Purchase Order Upload (PDF)

**Upload a PDF file to expedite your order entry.  
Most standard Purchase Order Format will work or use our basic template.  
Once uploaded, the PO # and ISBN/qty information will be displayed on a  
Review Page that can be edited, if needed.**

## Purchase Order Upload

Bill To: \*

*\*Required*

Ship To: \*

- Upload a PDF file with ISBNs and quantities to expedite your order entry.
- Most standard Purchase Order formats will work. You can use this basic [Purchase Order template](#). Download it, enter the order information and save it as a PDF.
- The uploaded data will be displayed on a Review Page that can be edited, if needed.

### How to format the file:

- Include ISBN and quantity on the same line.
- The file must be a PDF.
- Maximum file size per upload: 2 MB

Select a file to upload:

Choose File

po19023.pdf

Upload File

Select the Bill To and Ship To addresses, if needed.  
Create your Purchase Order document and save as a PDF.  
Click “Choose File” and select that document.  
Click “Upload File”.

On the Review Page, confirm the data, add it to the Cart and Checkout.

## Purchase Order Upload

Bill To: \*

\*Required

Ship To: \*

- Upload a PDF file with ISBNs and quantities to expedite your order entry.
- Most standard Purchase Order formats will work. You can use this basic [Purchase Order template](#). Download it, enter the order information and save it as a PDF.
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- The file must be a PDF.
- Maximum file size per upload: 2 MB

Select a file to upload:

Choose File

po19023.pdf

Upload File

# Multi-ISBN Upload (single order)



**Upload a text file with multiple ISBNs and quantities to expedite your data entry.  
The uploaded file becomes a “Shopping List”.**

## Multi-ISBN Upload

- Upload a text file with multiple ISBNs and quantities to expedite your data entry.
- The uploaded file becomes a "Shopping List".
- From there, add it to the Cart to view pricing & availability and place an order.
- If you are checking pricing & availability only, delete the cart after viewing.
- See our [step-by-step instructions](#) for more information.

### How to format the file:

- Include both column headers - ISBN (column A), Quantity (column B)
- For pricing, enter a quantity of 1 for each ISBN
- For ordering, enter the quantity that you need
- The file must be a text file with CSV extension
- Maximum file size per upload: 10.00 KB

### Select a file to upload:

Choose File

Upload File

Click “Choose File” and select the text file (CSV) document.

Click “Upload File”.

On the Shopping List Page, confirm the data, add it to the Cart and Checkout.

## Multi-ISBN Upload

- Upload a text file with multiple ISBNs and quantities to expedite your data entry.
- The uploaded file becomes a "Shopping List".
- From there, add it to the Cart to view pricing & availability and place an order.
- If you are checking pricing & availability only, delete the cart after viewing.
- See our [step-by-step instructions](#) for more information.

### How to format the file:

- Include both column headers - ISBN (column A), Quantity (column B)
- For pricing, enter a quantity of 1 for each ISBN
- For ordering, enter the quantity that you need
- The file must be a text file with CSV extension
- Maximum file size per upload: 10.00 KB

Select a file to upload:

Choose File

multi isbn upload test - c...

Upload File

# Checkout for Quick Order, Purchase Order Upload and Multi-Order Upload

After adding all items to the Cart, click "Checkout" to finalize the order



Cart ID: 2001116135

Create Price Quote Clear All Save as Shopping List Checkout

CONTINUE SHOPPING EXPORT LIST

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

ISBN	Description	List Price	Disc	Your Unit Cost	Status	Qty	Ext. Price	
9780134093413	Campbell Biology, 11/e	\$286.65	25.00%	\$214.99	Available	<input type="text" value="5"/>	\$1,074.95	X

Product Total - does not include shipping and applicable taxes: \$1,074.95

**On the “Checkout” page, review the order details on the right side**

## Order Summary

<b>P.O. Number:</b>	12345
<b>First Name:</b>	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat
<b>Last Name:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Ship To:</b>	
<b>Shipping:</b>	Ground
<b>Estimated Shipping Weight:</b>	37.0 LBS

<b>Campbell Biology, 11/e</b>	<b>\$1,074.95</b>
<b>ISBN:</b>	9780134093413
<b>Status:</b>	Available
<b>List Price:</b>	\$286.65
<b>Discount:</b>	Net
<b>Your Unit Cost:</b>	\$214.99
<b>Qty:</b>	5

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<b>Product Total - does not include shipping and applicable taxes:</b>	<b>\$1,074.95</b>
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## 1 Order and Payment Details

- Account Payment  
 Credit Card Payment

First Name:

Your first name

Last Name:

Your last name

Phone Number:

Email Address:

myschool@school.edu

P.O. Number: \*

*\*Required*

12345

Cancel BackOrders Date:

MM/DD/YYYY



Future Ship Date:

MM/DD/YYYY



Promotion Code:

Apply

Next

On the “Checkout” page, fill out the necessary information in each section on the left side

This is Section 1

Note that “Credit Card Payment” is selected here but the information is entered in Section 4.

## 2 Addresses

### Billing Address

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et

### Shipping Address

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et

Ship to attention:

Check box to enter a one time ship-to address (for this order only) that is different from the established shipping address on your account.

Next

## This is Section 2

**Confirm the billing and shipping addresses**

**If you need to send this order to a one-time ship-to address (not an established shipping address on your account), check the box to enter the address information.**

**If you do have an established shipping address that is not shown as an option while ordering, reach out to the OASIS Administrators to update your registration.**

**On the Home Page, click “OASIS Registration Update”.**

### 3 Shipping

- Ground
- Next Day Air
- 2nd Day Air
- 3-Day

Items will ship as soon as they are available.

Next

### 3 Shipping

- Ground

Your Preferred carrier with Pearson:

Carrier	Account	Freight Terms
UPS	66V026	Third Party Billing up to 750 LBS
UPF	Not Available	Third Party Billing up to 10000 LBS
YRC	Not Available	Third Party Billing up to 10000 LBS

- Next Day Air
- 2nd Day Air
- 3-Day

Items will ship as soon as they are available.

Next

## This is Section 3

### Choose the Shipping Service Level

If your Pearson account does not carry any special shipping instructions, you will just see the shipping levels and can make your selection.

If your Pearson account does carry special shipping instructions, that carrier information is displayed. It will change based on the level you select.



#### 4 Payment, billing & review

Product Total - does not include shipping and applicable taxes: \$1,074.95

By placing the order, I am confirming that I have read and agree with the OASIS Terms of Use and Pearson Terms and Conditions

Place Order

#### 4 Payment, billing & review



Card Type \*

Visa

Cardholder Name \*

Card Number \*

Expiration Date\*

Month

Year

Card Verification Number \*

**This is Section 4**

**In Section 1, if you chose “Account Payment”, check the box to agree to our Terms and click “Place Order” to finalize.**

**If you chose “Credit Card Payment”, enter the credit card information here. Then check the box to agree to our Terms and click “Place Order” to finalize.**

# Multi-Order Upload

**If this option is not available to you and you would like to use it, contact the OASIS Administrators**

**Place more than one order at a time.  
Each line on the spreadsheet = one complete order.  
Each order can have a maximum of 5 ISBNs.  
Use the master Excel Spreadsheet provided for all orders.**

## Multi-Order Upload

- Use Multi-Order Upload to place more than one order at a time.
- Each line on the spreadsheet = one complete order.
- Each order can have a maximum of 5 ISBNs.
- Download the master Excel Spreadsheet template [here](#).

### Select Order File

Prepare the file and upload it: [Learn more](#)

- On the master Excel Spreadsheet, fill out all required fields.
- For Shipping Service Level, enter G, 3, 2 or 1.
- Choose the file and click "Upload File".
- When all information is valid, review order details including price & availability. Click "Submit Orders".
- If there are errors in the file, make the corrections on the spreadsheet and upload again.

Select a file to upload:

Choose File

Upload File



**Choose the file and click “Upload File”.**

**If there are any errors, correct them on the spreadsheet and upload again.**

## Multi-Order Upload

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- Each line on the spreadsheet = one complete order.
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- If there are errors in the file, make the corrections on the spreadsheet and upload again.

Select a file to upload:

Choose File

oasis order upload test with good data.xls

Upload File

When all information is valid, review order details including price & availability.  
Click "Submit Orders".

## Order Details

Total Orders

Total Units

Total Order Amount  
(excluding freight and tax)

7

8

\$536.92

**Ship-To**

**Address / City, State, Zip**

**Ship-To  
Attention**

**Shipping  
Method**

**PO  
Number**

**Total  
Quantity**

**Total  
Price**

▼1	Ramona	1797 Glen Street, Apt. 649, States of America	12003, United	John	Ground	TXT012894	1	\$94.99
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**ISBN**

**Description**

**Price**

**Disc**

**Status**

**Qty**

**Ext Price**

9780205733163	Seeing Ourselves: Classic, Contemporary, and Cross-Cultural Readings in Sociology, 8/e	\$126.65	Net	Available	1	\$94.99
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▶2	Michael	1807 Jerry Toth Drive, Apt. 654, United States of America	, 99503,		2nd Day Air	TXT012899	1	\$50.39
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▶3	Tommy	1808 Meadow Drive, Apt. 656, 73160, United States of America		Susie	Next Day Air	TXT012901	2	\$145.38
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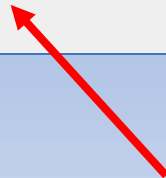
Submit Orders

# Need help?

Do you need help using OASIS?  
On the Home Page, click the “OASIS Technical Support”  
link to submit your questions.

## OASIS User Guide & Technical Support

- **New!** You can now place orders by uploading your Purchase Order.
- OASIS step-by-step instructions [↗](#)
- OASIS User Guide & Video Tutorial
- [OASIS Technical Support](#)



Thank you for  
using OASIS!