

Retrieving Documents

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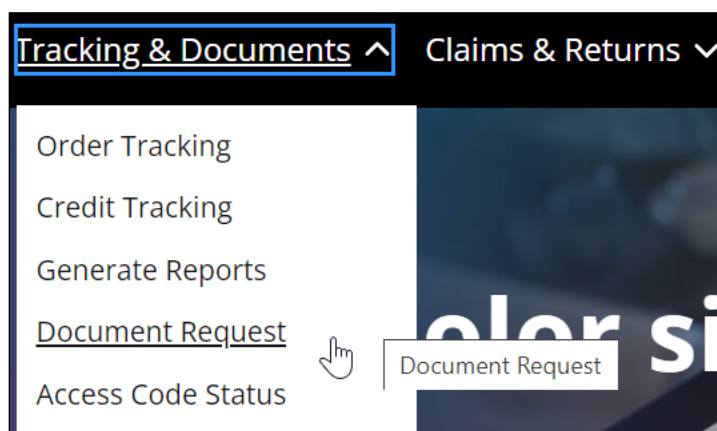
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Overview

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.

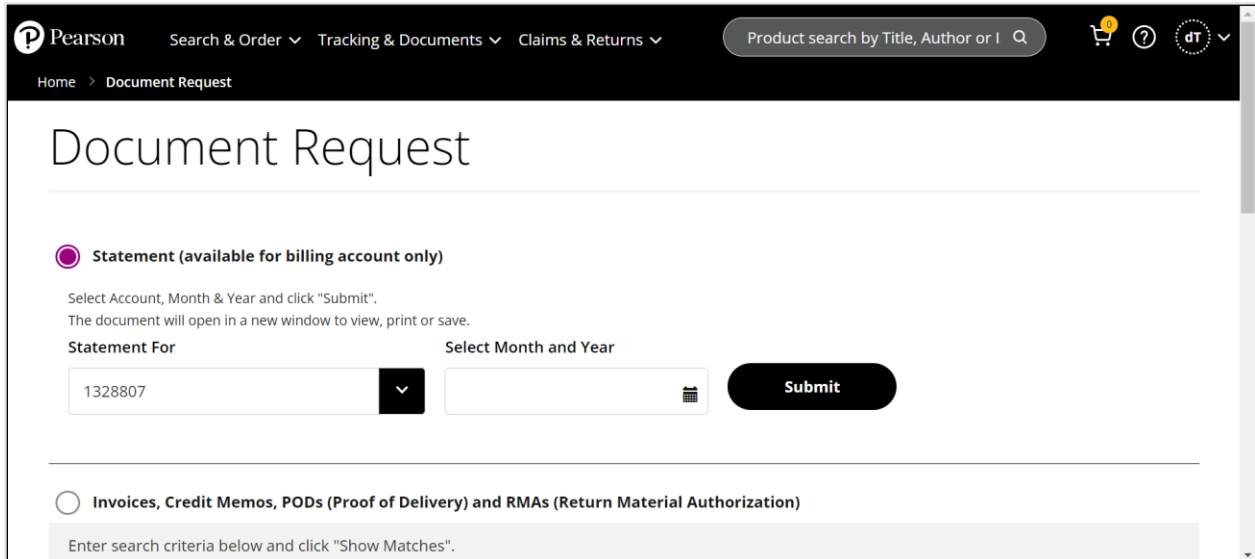
Request Invoices, Credit Memos, PODs, and RMAs

1. Click **Tracking & Documents**.



2. Select **Document Request**.

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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.

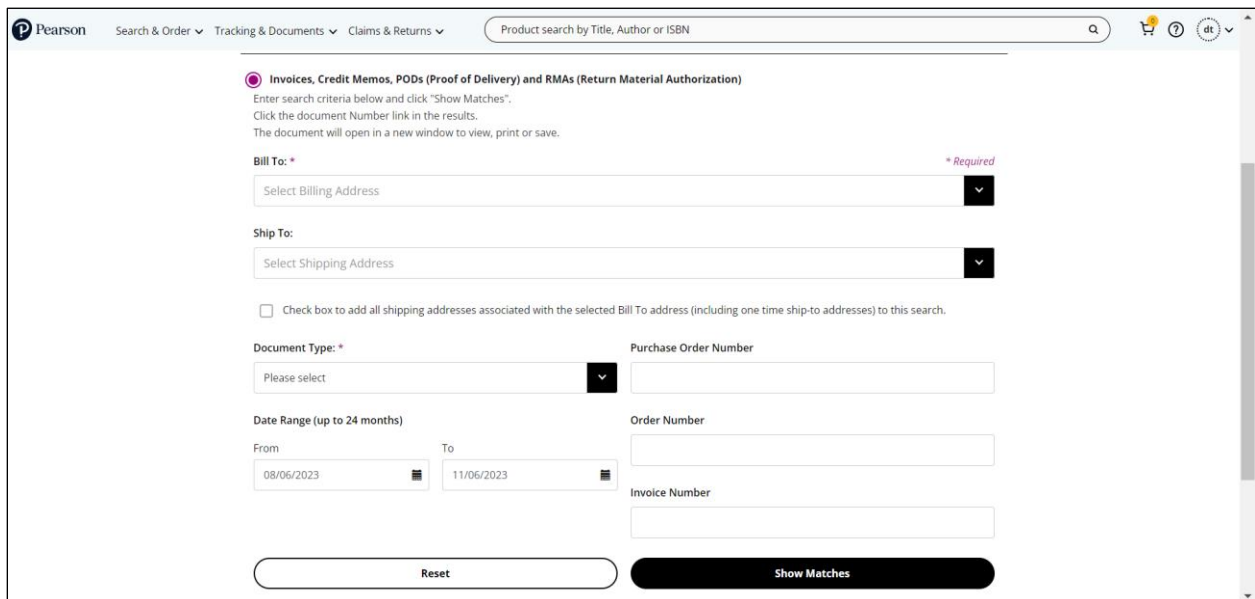
Statement For: 1328807

Select Month and Year:

☐ **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
Select Billing Address

Ship To:
Select Shipping Address

☐ 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: * * Required
Please select

Purchase Order Number:

Date Range (up to 24 months)
From: 08/06/2023 To: 11/06/2023

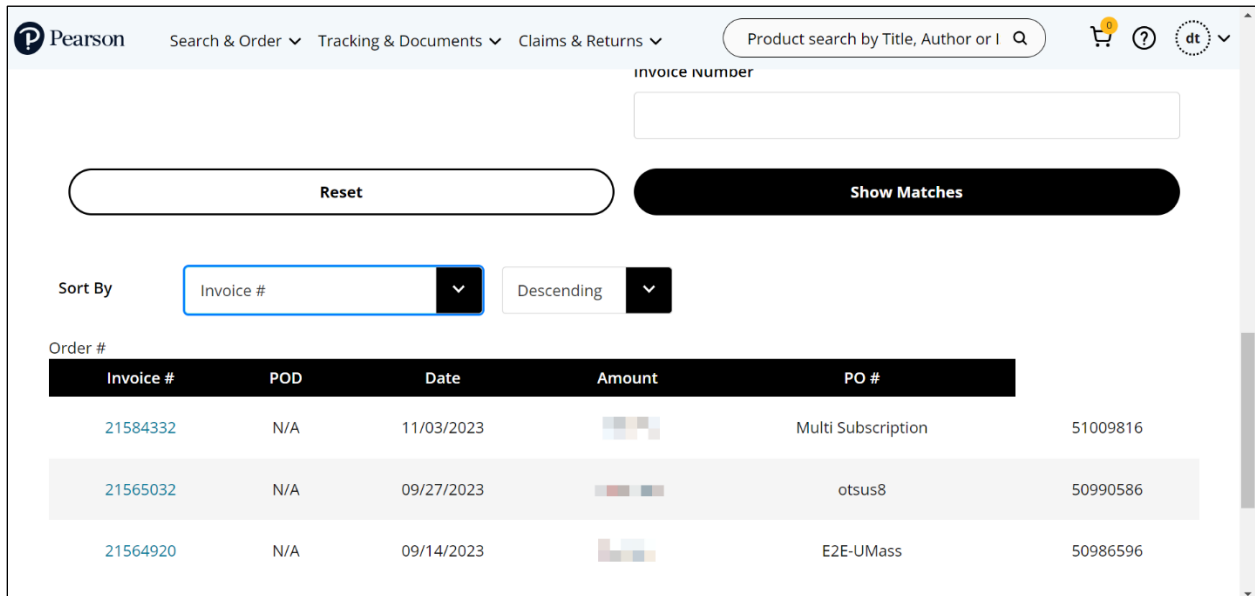
Order Number:

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

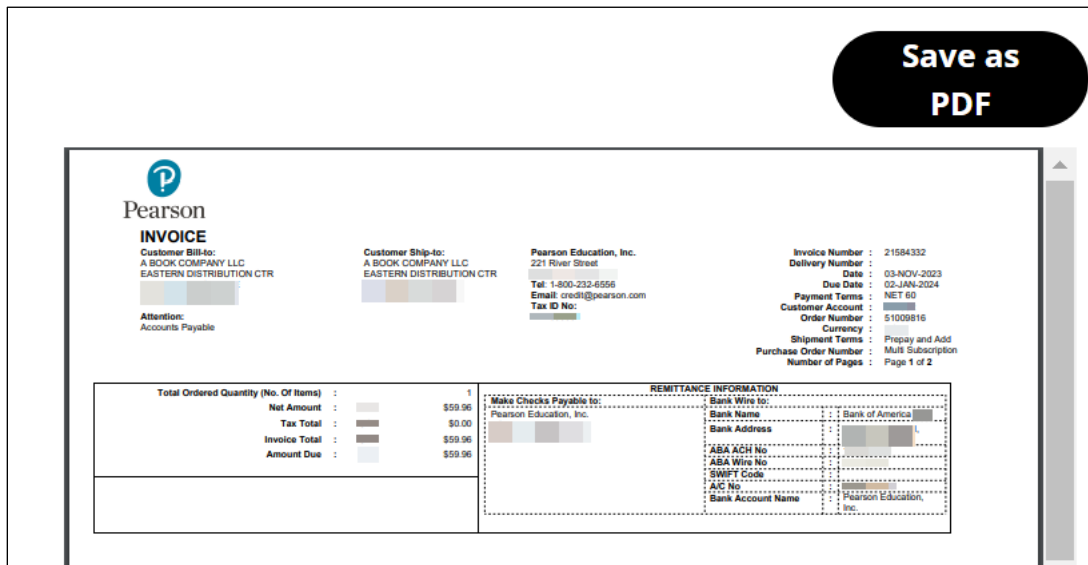
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- Credit Memos
 - Proof of Delivery
 - Return Material Authorization (RMA)
- Complete optional fields, such as date ranges and invoice numbers, to filter your results.
 - Click **Show Matches**.



Invoice #	POD	Date	Amount	PO #	Order #
21584332	N/A	11/03/2023		Multi Subscription	51009816
21565032	N/A	09/27/2023		otsus8	50990586
21564920	N/A	09/14/2023		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.



Pearson INVOICE

Customer Bill-to:
A BOOK COMPANY LLC
EASTERN DISTRIBUTION CTR

Customer Ship-to:
A BOOK COMPANY LLC
EASTERN DISTRIBUTION CTR

Pearson Education, Inc.
221 River Street
Tel: 1-800-232-6556
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 :
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	
Net Amount :	\$59.96	Make Checks Payable to:	Bank Wire to:
Tax Total :	\$0.00	Pearson Education, Inc.	Bank Name :
Invoice Total :	\$59.96		Bank Address :
Amount Due :	\$59.96		ABA ACH No :
			ABA Wire No :
			SWIFT Code :
			Bank Account Name :

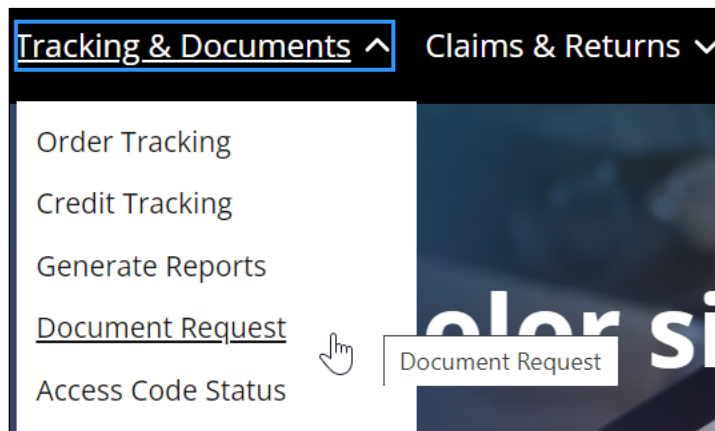
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11. Click **Save as PDF** to save the document to your computer.

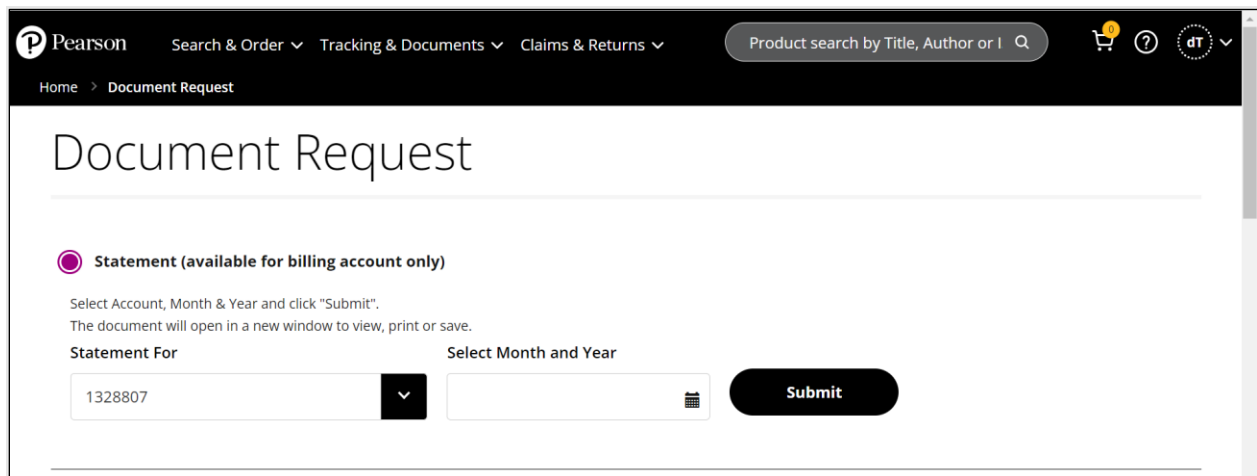
Request billing account statements

Note: Statements are only available for billing accounts.

1. Click **Tracking & Documents**.

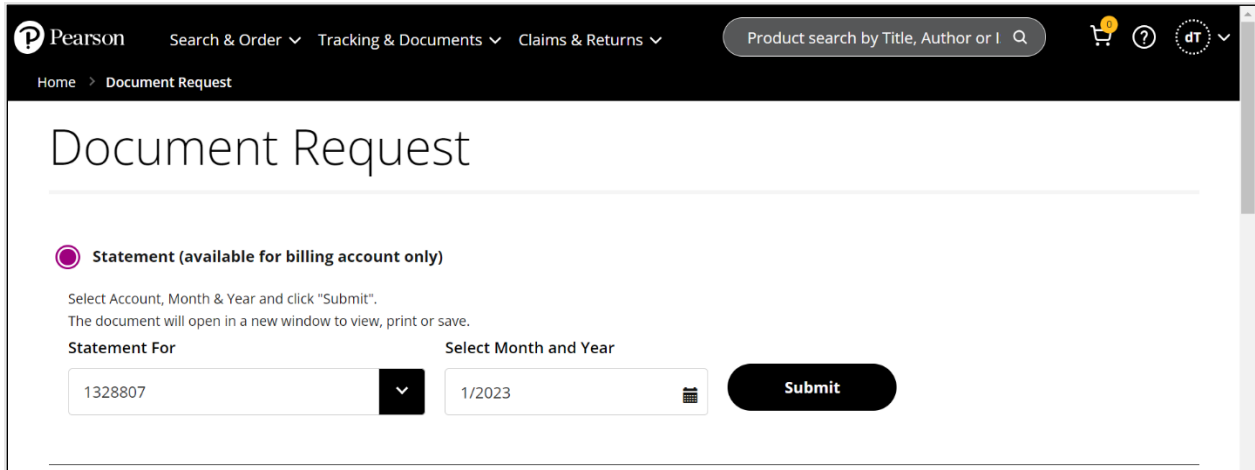


2. Select **Document Request**.



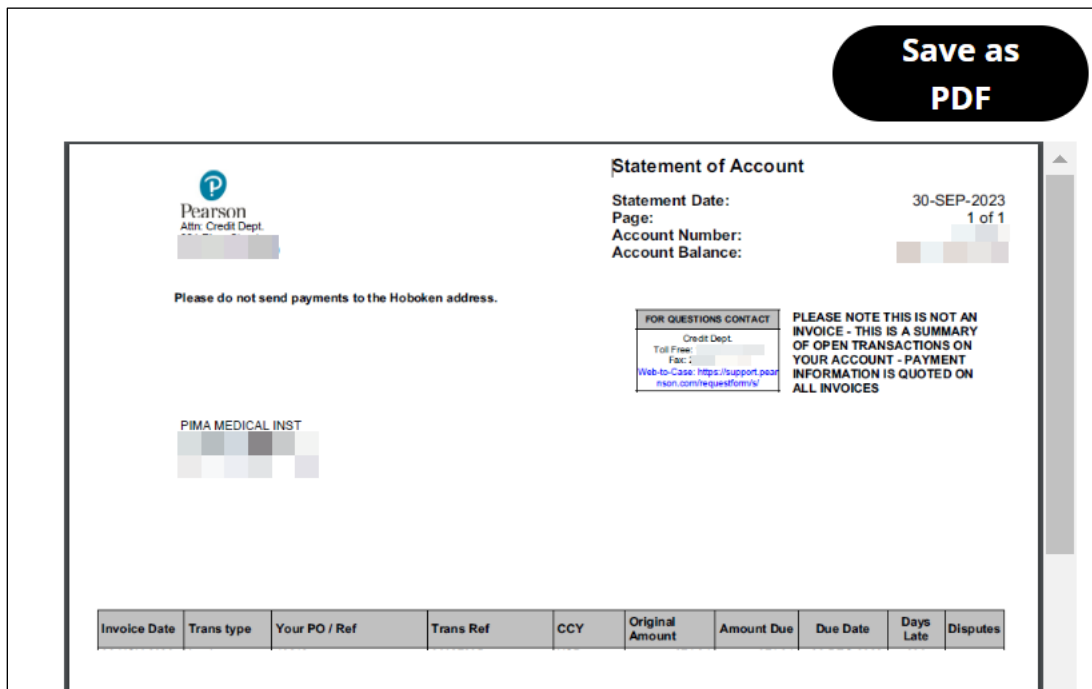
3. Select **Statement (available for billing account only)**.
4. Select the account number from the **Statement For** dropdown.
5. Click the calendar icon and select the month and year.

Retrieving Documents



The screenshot shows the 'Document Request' page in the Pearson OASIS system. The page has a dark header with the Pearson logo, navigation links (Search & Order, Tracking & Documents, Claims & Returns), a search bar, and icons for shopping cart, help, and document tracking. Below the header, the page title 'Document Request' is displayed. A section titled 'Statement (available for billing account only)' provides instructions: '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 the value '1/2023' and a calendar icon. A 'Submit' button is located to the right of these fields.

6. Click **Submit**.



The screenshot shows a PDF document titled 'Statement of Account' from Pearson. The document includes the Pearson logo, a warning to not send payments to the Hoboken address, and contact information for the Credit Department. A table at the bottom lists transaction details. A 'Save as PDF' button is visible in the top right corner of the document viewer.

Invoice Date	Trans type	Your PO / Ref	Trans Ref	CCY	Original Amount	Amount Due	Due Date	Days Late	Disputes

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