

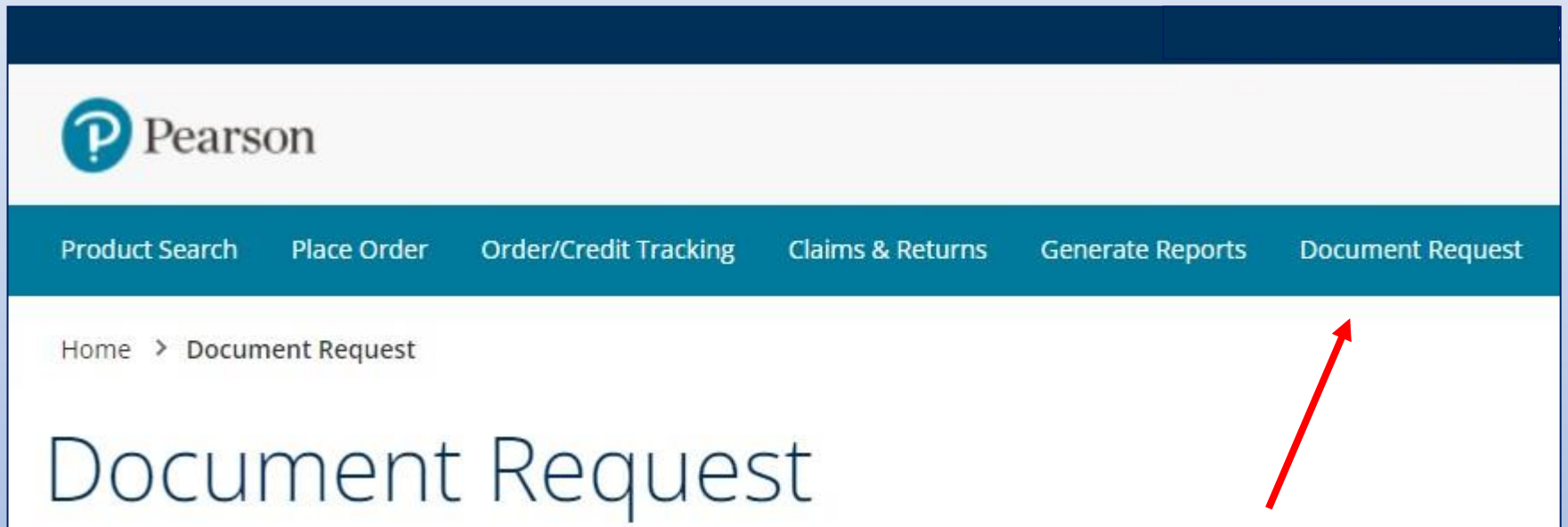
# Document Request on OASIS

[Invoice](#)

[Credit Memo](#)

[Return Material Authorization \(RMA\)](#)

In the navigation bar at the top, click “Document Request”



# Request Invoices, Credit Memos and RMA on "Document Request".

## Invoices, Credit Memos 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



**Document Type \***

Please select



Purchase Order Number

**Date Range (up to 24 months)**

**From**

01/25/2023



**To**

04/25/2023



Order Number

Invoice Number

Reset

Show Matches

# Select the “Document Type” from the drop-down menu

Document Type \*

Please select

- Please select
- Invoices**
- Credit Memos
- Return Material Authorization (RMA)

01/25/2023



04/25/2023



Reset

Purchase Order Number

Order Number

Invoice Number

Show Matches

Default Date Range is 3 months but can be increased up to the last 24 months.  
Add specific search criteria on the right to narrow the search.

Document Type \*  
Invoice

Purchase Order #

Date Range (up to 24 months)  
From 01/01/2021 To 12/23/2021

Order Number


Invoice #

Reset Show Matches

Sort By Invoice # Descending



Invoice #	POD	Date	Amount	PO #	Order #
9905166	N/A	07/01/2020	\$20.88	465936584	39252553
9588698	N/A	06/01/2020	\$41.76	465936584	38938426

Click "Show Matches".  
Search results are displayed on the bottom.  
Click the Invoice number to open.

Document Type \*  



Purchase Order #

Date Range (up to 24 months)

From   To  

Order Number

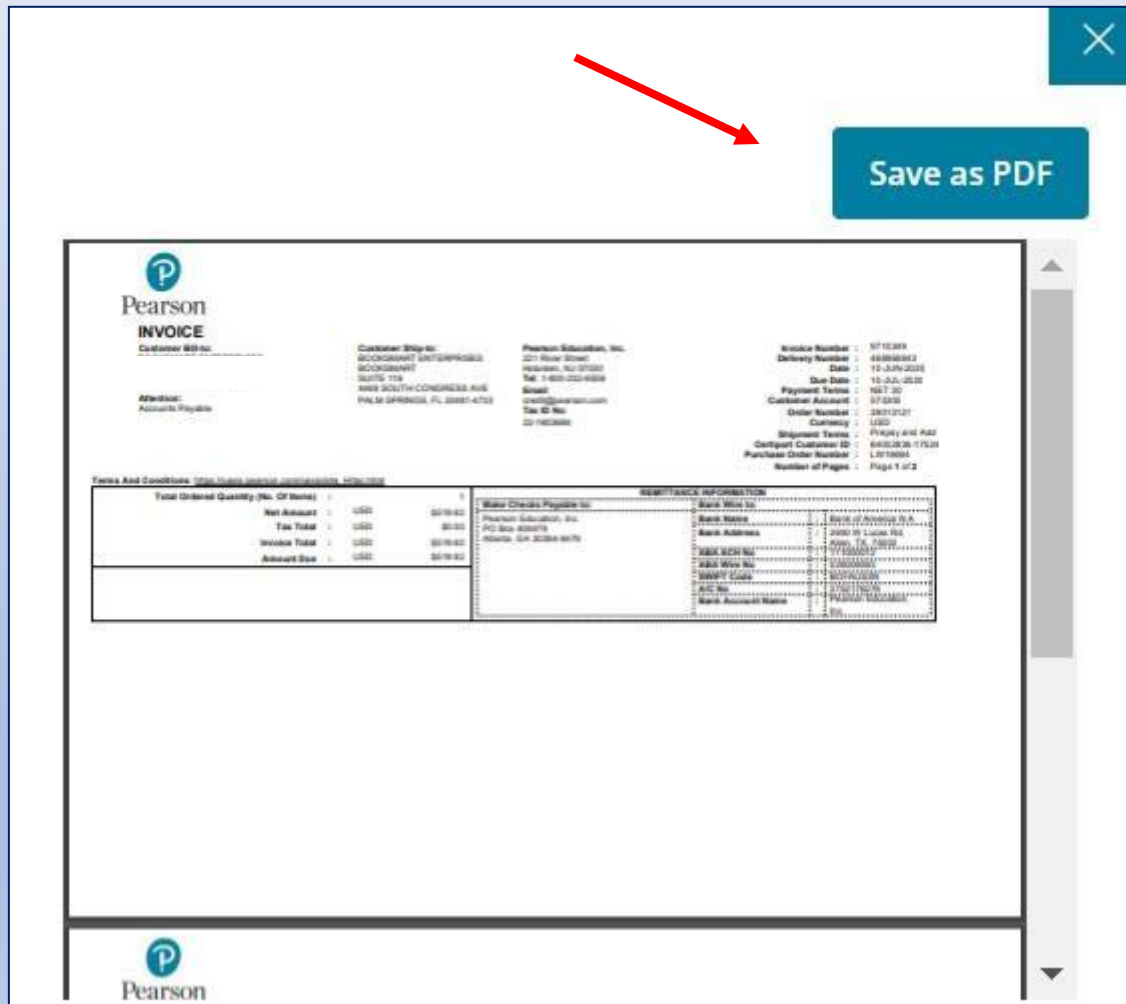
Invoice #

Sort By    

Invoice #	POD	Date	Amount	PO #	Order #
9905166	N/A	07/01/2020	\$20.88	465936584	39252553
9588698	N/A	06/01/2020	\$41.76	465936584	38938426

The document opens in a new window.

To save/view, click “Save as PDF”.



The screenshot shows a document viewer interface for a Pearson invoice. A red arrow points to a blue button labeled "Save as PDF" in the top right corner. The invoice content includes the Pearson logo, "INVOICE" title, and contact information for the customer (BOOKSWAY) and Pearson Education, Inc. It also lists invoice details such as invoice number, delivery date, and payment terms. A summary table at the bottom left shows the net amount, tax total, invoice total, and amount due, all in USD. A remittance information table is also present.

**Pearson INVOICE**

Customer Bill To: BOOKSWAY  
Attention: Accounts Payable

Customer Ship To: BOOKSWAY INTERNATIONAL  
3675 TN  
499 SOUTH CONGRESS AVE  
PALM SPRING, FL 32907-4703

Pearson Education, Inc.  
221 River Street  
Hoboken, NJ 07030  
Tel: 1-800-223-4888  
Email: order@pearson.com  
Tax ID No: 22-1628848

Invoice Number : 9710389  
Delivery Number : 44363883  
Date : 15-JAN-2020  
Due Date : 15-JAN-2020  
Payment Terms : NET 30  
Customer Account : 9710389  
Order Number : 28012121  
Currency : USD  
Shipment Terms : Prepay and Add  
Cartpart Customer ID : 6432838-07528  
Purchase Order Number : L317804  
Number of Pages : Page 1 of 2

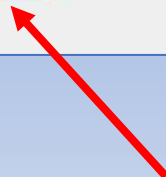
Terms And Conditions		REMITTANCE INFORMATION	
Total Ordered Quantity (No. Of Items) :	1	Bank Check Payable To :	PEARSON EDUCATION, INC.
Net Amount :	USD 5019.62	Bank Name :	STATE STREET BANK
Tax Total :	USD 80.32	Bank Address :	1000 W LEXING BL ANN, TX 75002
Invoice Total :	USD 5099.94	Bank Account No. :	071000017
Amount Due :	USD 5099.94	SWIFT Code :	STBA33
		A/C No. :	071000017
		Bank Account Name :	PEARSON EDUCATION, INC.

# 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!