

Retrieving Documents

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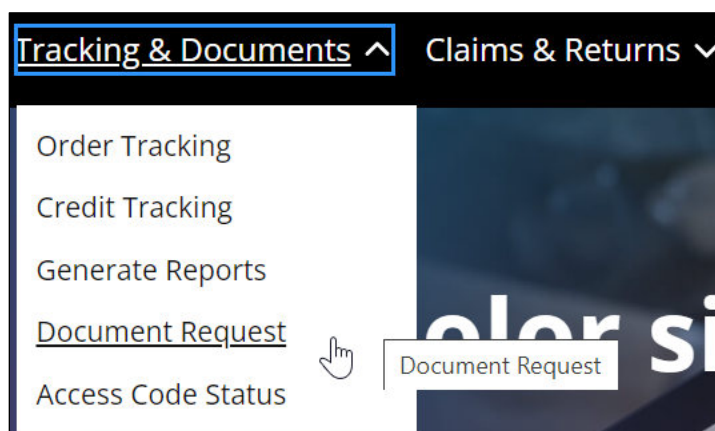
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Overview

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

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: * * Required **Purchase Order Number**

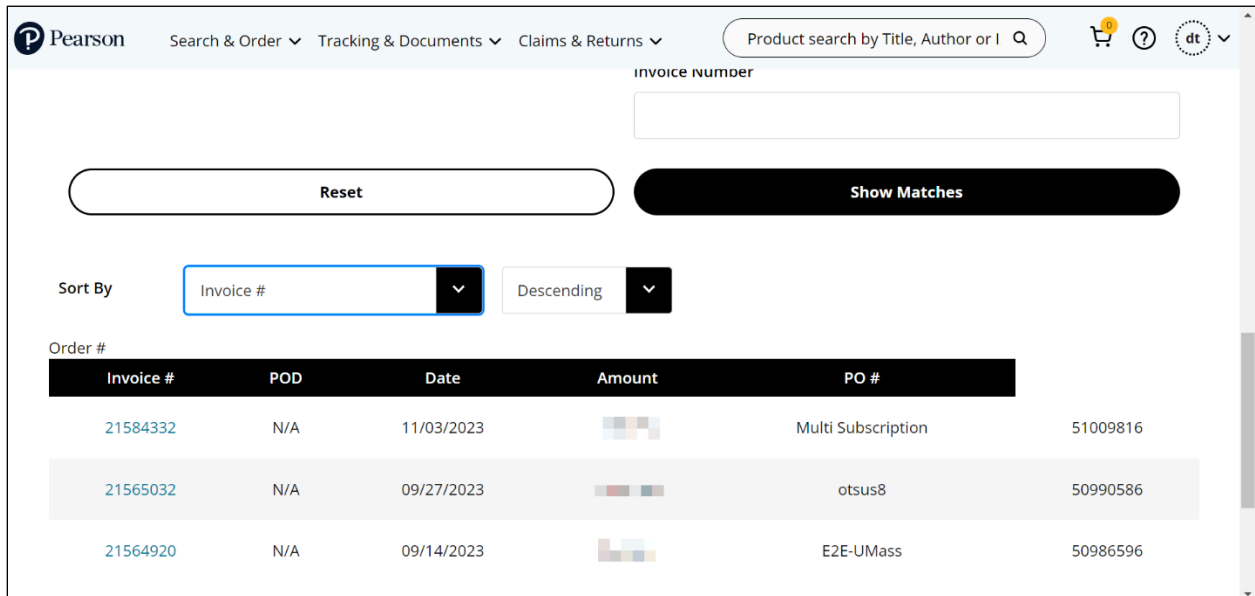
Date Range (up to 24 months)
From: To:

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

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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**.



Product search by Title, Author or I

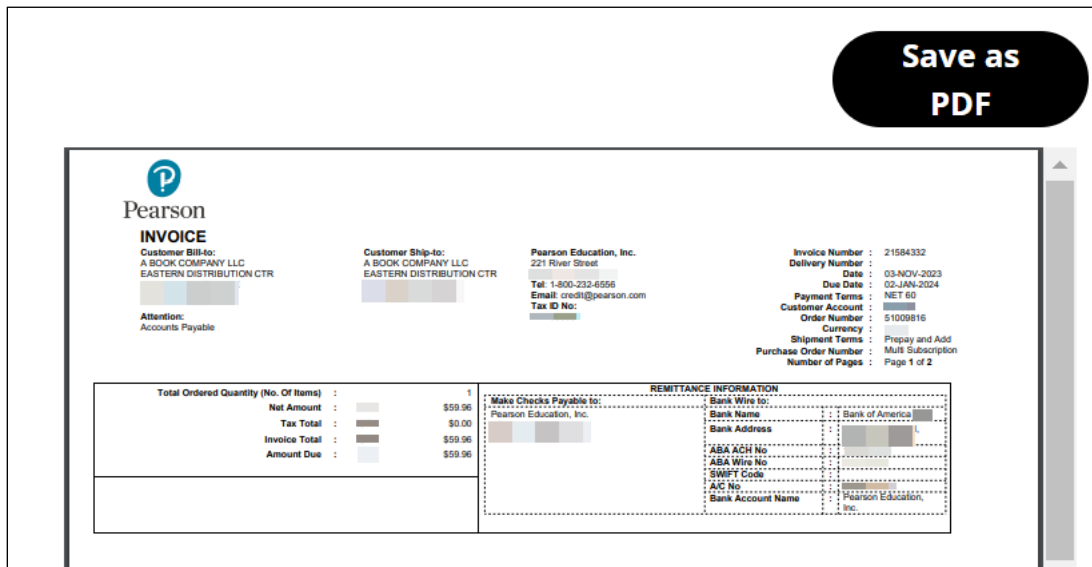
invoice number

Reset Show Matches

Sort By Invoice # Descending

Order #	Invoice #	POD	Date	Amount	PO #
	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.



Save as PDF

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

Attention: Accounts Payable

Total Ordered Quantity (No. Of Items) :	1
Net Amount :	\$59.96
Tax Total :	\$0.00
Invoice Total :	\$59.96
Amount Due :	\$59.96

REMITTANCE INFORMATION

Make Checks Payable to: Pearson Education, Inc.

Bank Wire to:
Bank Name : Bank of America
Bank Address :
ABA ACH No :
ABA Wire No :
SWIFT Code :
Bank Account Name : Pearson Education, Inc.

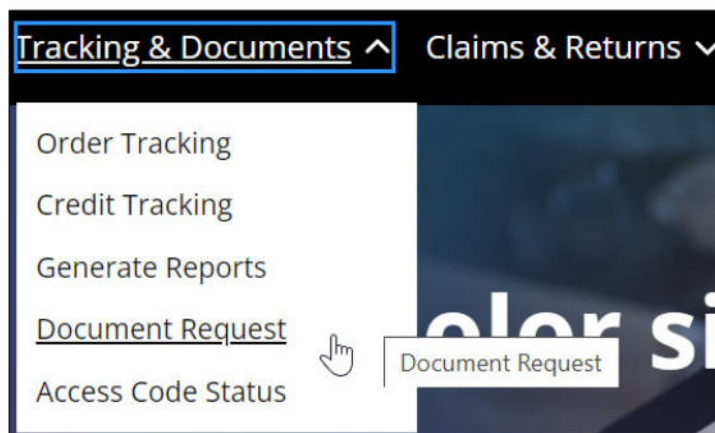
Retrieving Documents

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

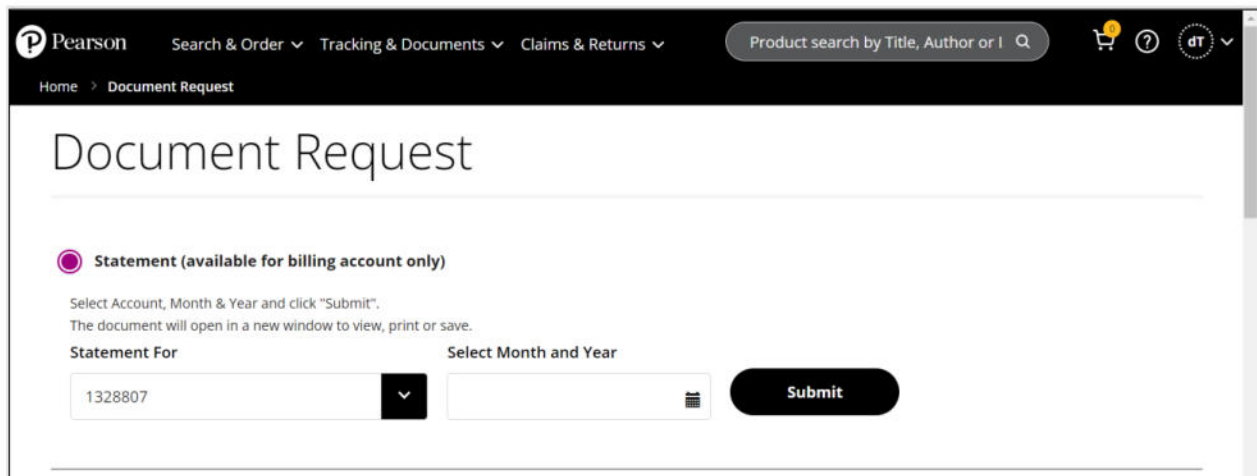
Request billing account statements

Note: Statements are only available for billing accounts.

1. Click **Tracking & Documents**.



2. Select **Document Request**.

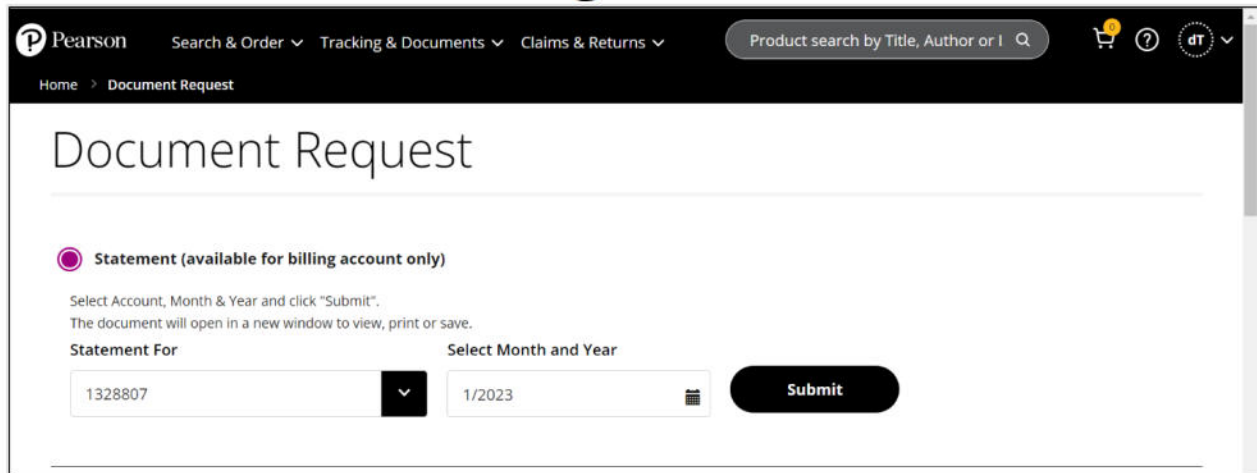


3. Select **Statement (available for billing account only)**.

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

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

Retrieving Documents



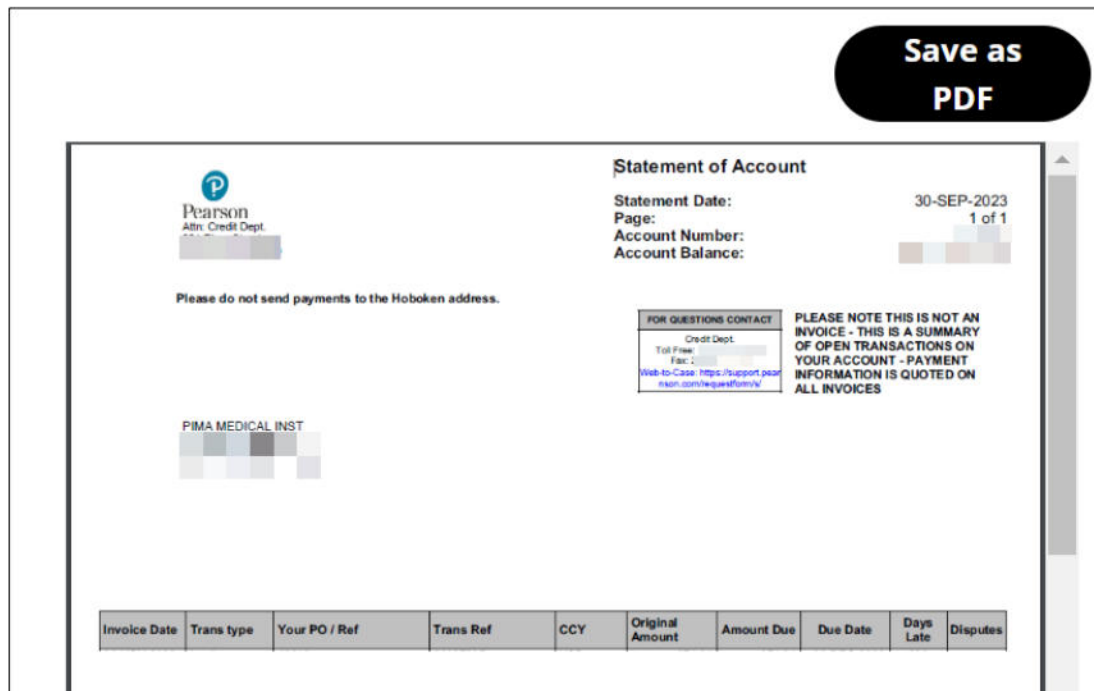
Document Request

☒ 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: [REDACTED]
Account Balance: [REDACTED]

FOR QUESTIONS CONTACT:
Credit Dept.
Toll Free: 1-800-829-0868
Fax: 201-748-6050
Web-to-Case: <https://support.pearson.com/learnform/sv>

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

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