

# Placing Orders

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## Overview

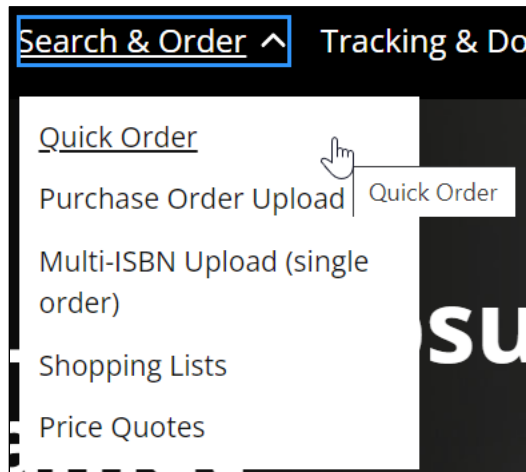
This OASIS (Order and Shipment Information) Placing Orders User Guide documents how to place orders for higher education products on the OASIS website. Click the links in the

## Placing Orders

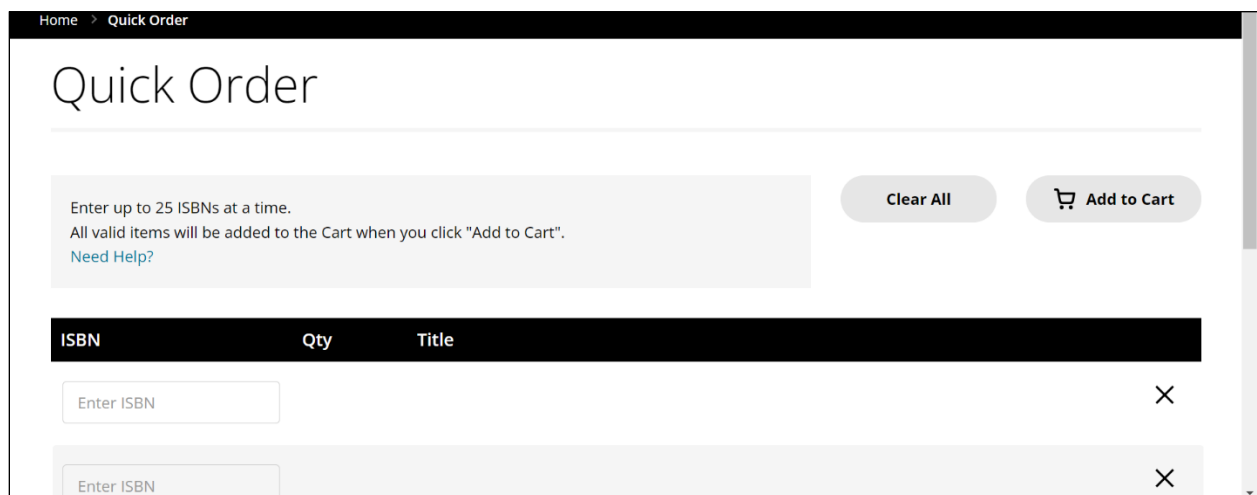
Table of Contents to learn more about creating and using quick orders, purchase orders, multiple ISBN uploads for single orders, shopping lists, and purchase orders.

### Make a quick order

1. From the toolbar click **Search & Order**.



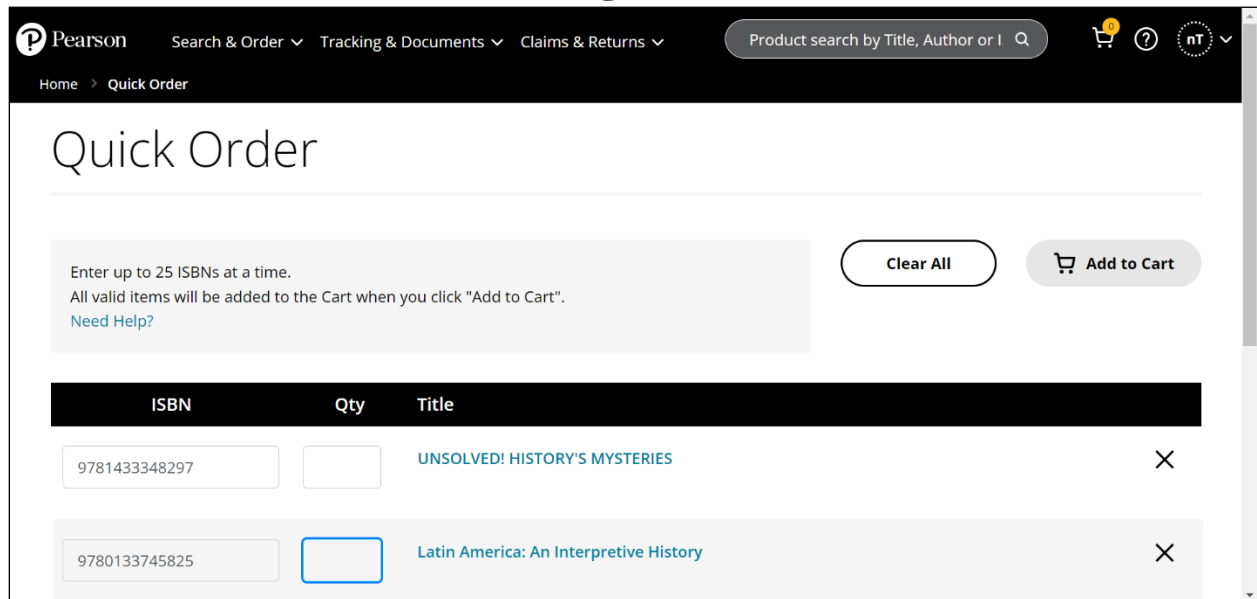
2. Select **Quick Order**.



3. Enter the ISBN for the product. If found, a clickable link with product's name will be displayed in the Title column.

**Note:** If you click this link the product's information page will be displayed. Click your browser's back key to return to the Quick Order page.

## Placing Orders

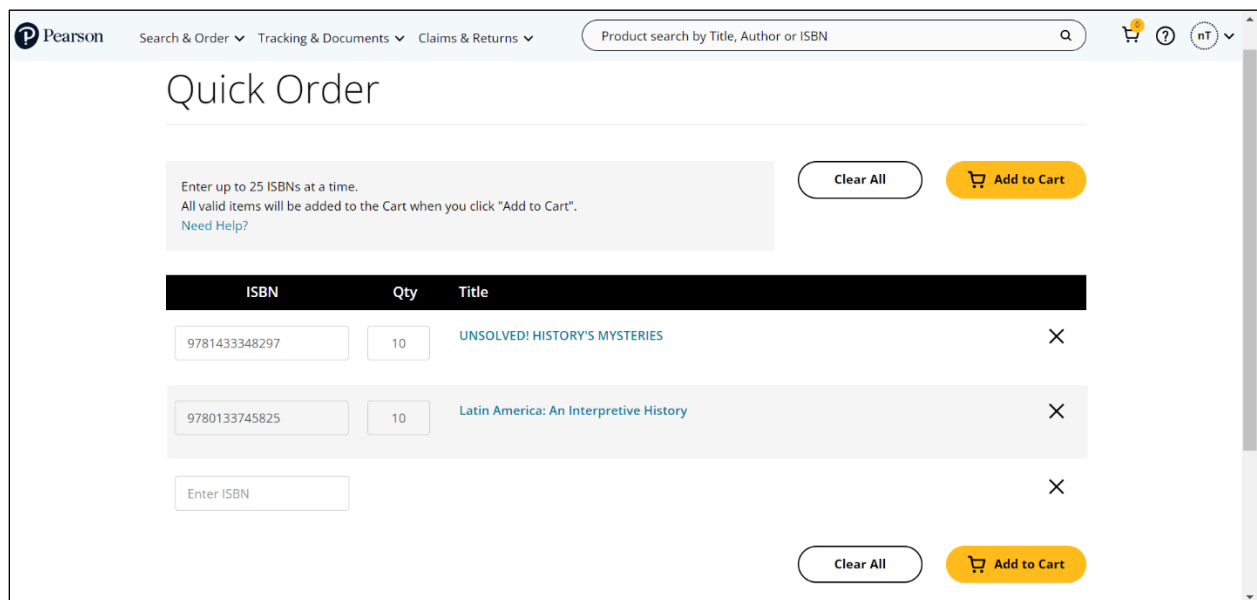


Enter up to 25 ISBNs at a time.  
All valid items will be added to the Cart when you click "Add to Cart".  
[Need Help?](#)

[Clear All](#) [Add to Cart](#)

ISBN	Qty	Title	
9781433348297		UNSOLVED! HISTORY'S MYSTERIES	×
9780133745825		Latin America: An Interpretive History	×

4. Enter the quantity.



Enter up to 25 ISBNs at a time.  
All valid items will be added to the Cart when you click "Add to Cart".  
[Need Help?](#)

[Clear All](#) [Add to Cart](#)

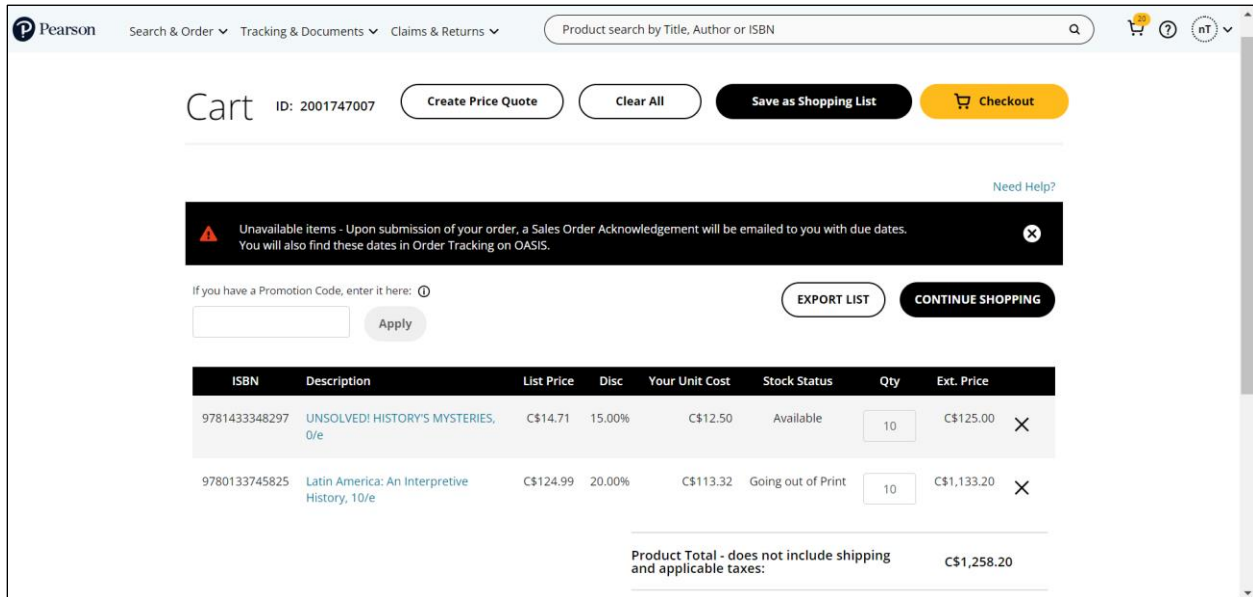
ISBN	Qty	Title	
9781433348297	10	UNSOLVED! HISTORY'S MYSTERIES	×
9780133745825	10	Latin America: An Interpretive History	×
Enter ISBN			×

[Clear All](#) [Add to Cart](#)

5. Repeat Steps 3 and 4 as needed. You can enter up to 25 ISBNs.

6. Click **Add to Cart**. Your shopping cart will be displayed.

## Placing Orders



The screenshot shows the Pearson OASIS Cart page. At the top, there's a navigation bar with links for Search & Order, Tracking & Documents, and Claims & Returns. A search bar is also present. Below the navigation bar, the cart ID is 2001747007. There are buttons for 'Create Price Quote', 'Clear All', 'Save as Shopping List', and 'Checkout'. A message box indicates that unavailable items will be emailed upon order submission. Below this, there's a section for entering a promotion code with an 'Apply' button and buttons for 'EXPORT LIST' and 'CONTINUE SHOPPING'. The main part of the page is a table listing items in the cart.

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Ext. Price
9781433348297	UNSOLVED! HISTORY'S MYSTERIES, 0/e	C\$14.71	15.00%	C\$12.50	Available	10	C\$125.00
9780133745825	Latin America: An Interpretive History, 10/e	C\$124.99	20.00%	C\$113.32	Going out of Print	10	C\$1,133.20

Product Total - does not include shipping and applicable taxes: C\$1,258.20

## Upload a purchase order

### Step 1: Create the purchase order PDF

1. Create your purchase order with the ISBN and quantity on the same line as shown in the example below. You can use our [basic purchase order template](#), but most standard purchase order formats should work.

Product Details (required *)			
ISBN *	Description	Quantity *	Price
9781433348297	UNSOLVED! HISTORY'S MYSTERIES	10	C\$12.50
9780133745825	Latin America: An Interpretive History	10	C\$113.32

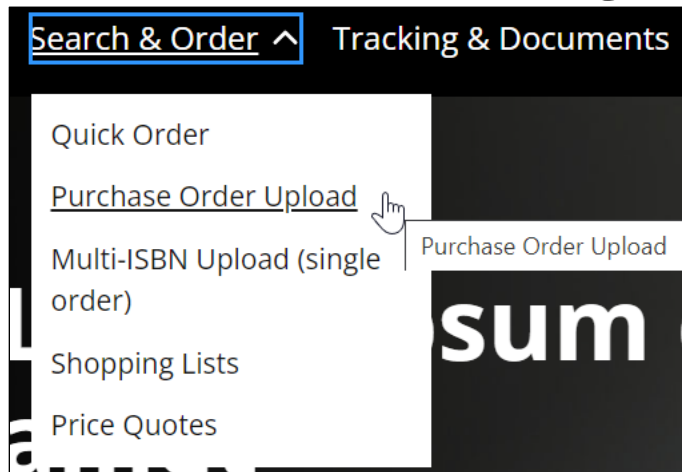
2. Save your purchase order as a PDF.

**Note:** The maximum file size is 2 MB.

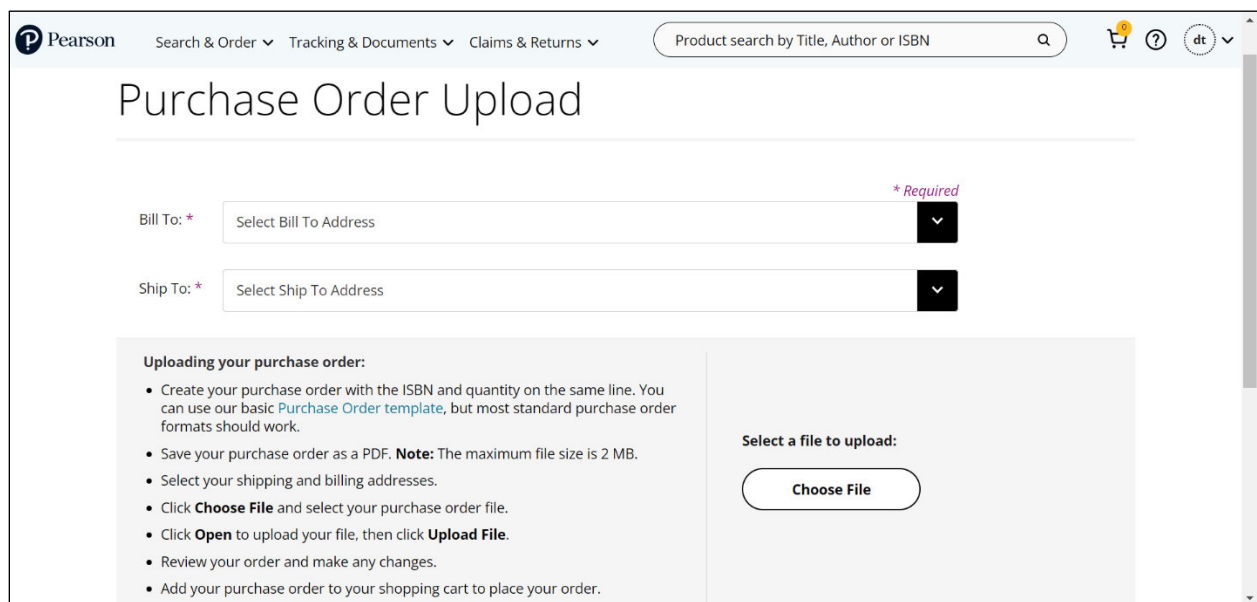
### Step 2: Upload the purchase order PDF to OASIS

1. From the toolbar click **Search & Order**.

## Placing Orders



2. Select **Purchase Order Upload**.



Pearson Search & Order Tracking & Documents Claims & Returns Product search by Title, Author or ISBN

### Purchase Order Upload

Bill To: \*  \* Required

Ship To: \*

**Uploading your purchase order:**

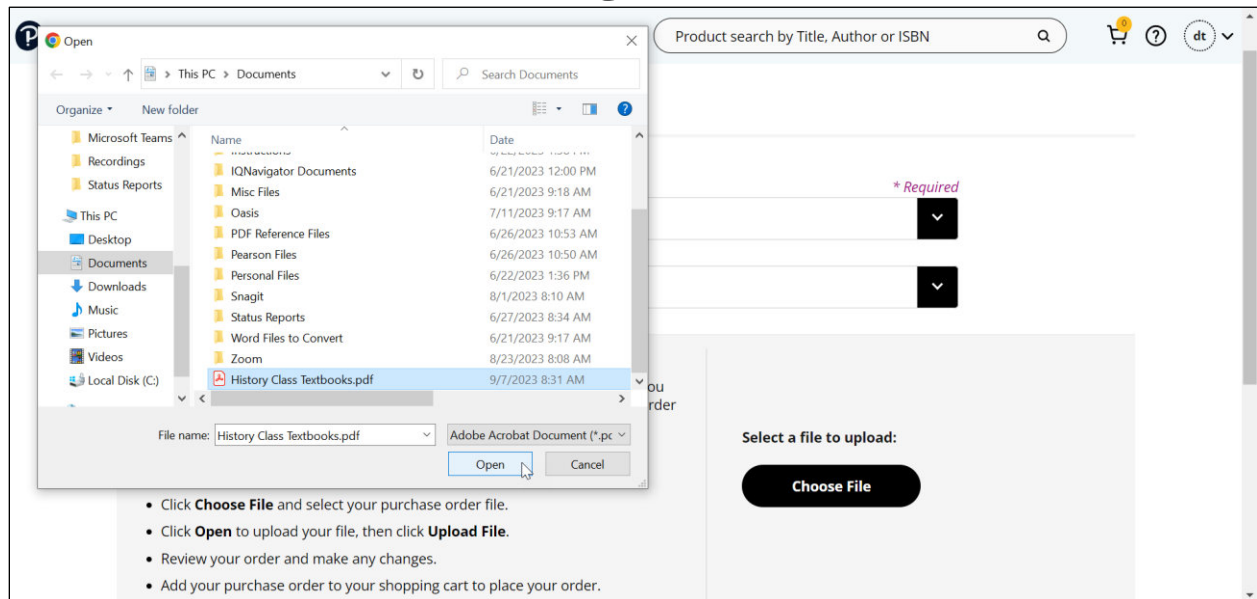
- Create your purchase order with the ISBN and quantity on the same line. You can use our basic [Purchase Order template](#), but most standard purchase order formats should work.
- Save your purchase order as a PDF. **Note:** The maximum file size is 2 MB.
- Select your shipping and billing addresses.
- Click **Choose File** and select your purchase order file.
- Click **Open** to upload your file, then click **Upload File**.
- Review your order and make any changes.
- Add your purchase order to your shopping cart to place your order.

Select a file to upload:

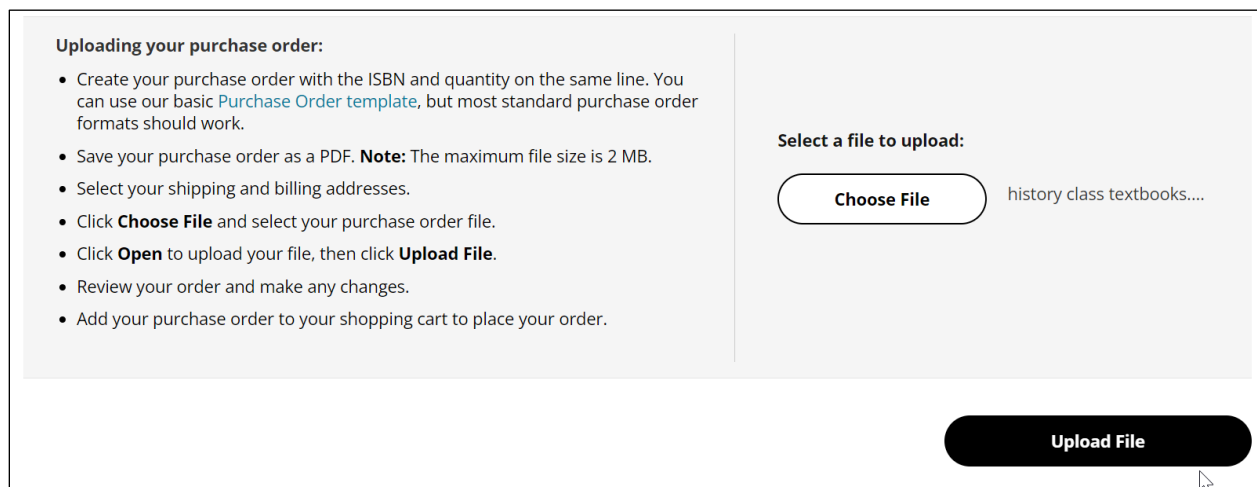
**Choose File**

3. Select your shipping and billing addresses.
4. Scroll down and click **Choose File**.
5. Select your purchase order file.

## Placing Orders



6. Click **Open** to upload your file.



7. Click **Upload File**.

OASIS will create a [shopping list](#) from your PDF file. You can add it to your shopping cart to view pricing and availability or to place an order.

**Note:** If you are checking pricing and availability only, delete your list after viewing.

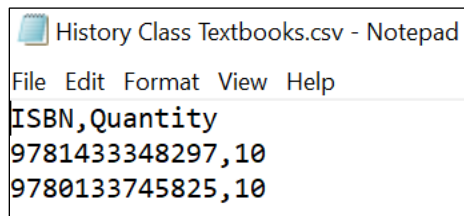
## Placing Orders

### Upload multiple ISBNs for a single order

#### Step 1: Create a CSV file with multiple ISBNs

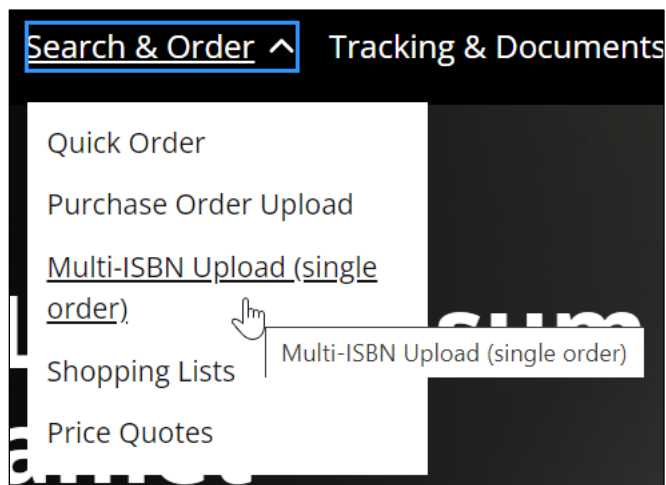
Create a CSV file with the ISBN in column A and the quantity in column B as shown below. Enter a quantity of 1 if you want to do a price check.

**Note:** The maximum file size is 10 KB.



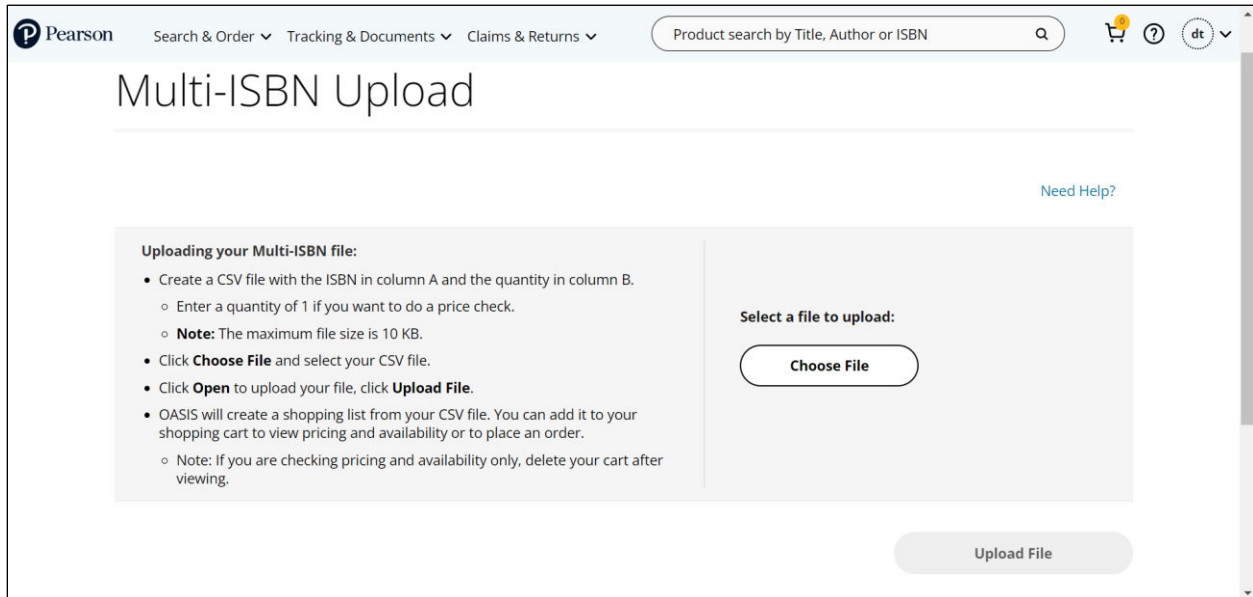
#### Step 2: Upload the Multi ISBN CSV file to OASIS

1. From the toolbar click **Search & Order**.



2. Select **Multi-ISBN Upload (single order)**.

## Placing Orders

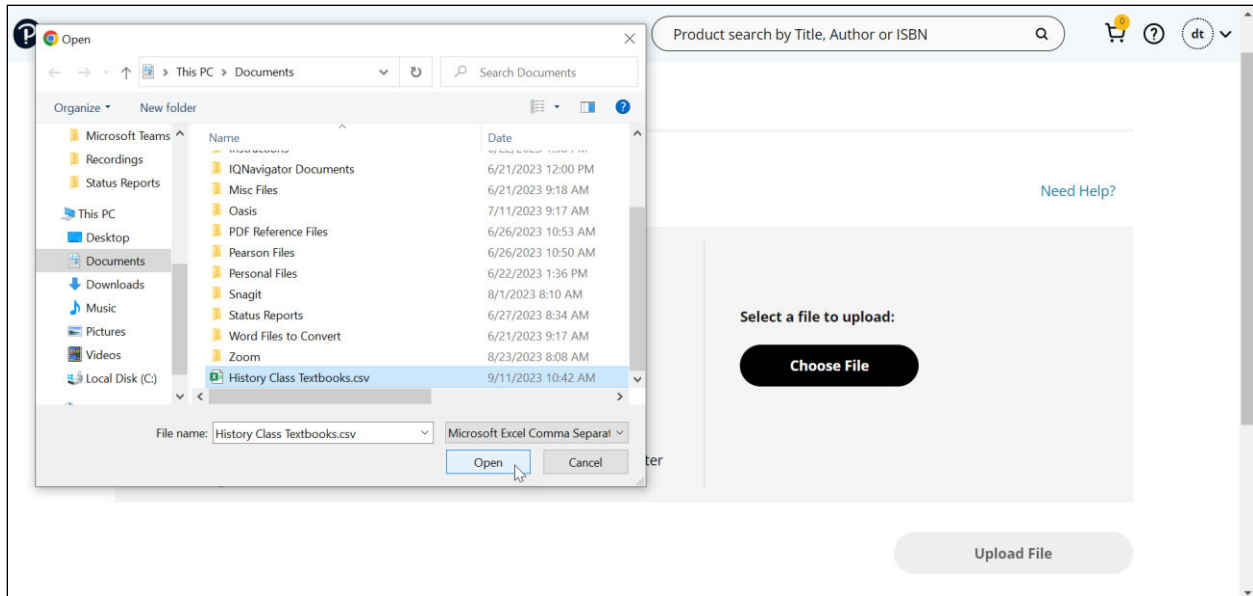


The screenshot shows the 'Multi-ISBN Upload' page in the Pearson OASIS system. The page has a header with the Pearson logo, navigation links (Search & Order, Tracking & Documents, Claims & Returns), and a search bar. The main content area is titled 'Multi-ISBN Upload' and includes a 'Need Help?' link. Below the title, there is a section for 'Uploading your Multi-ISBN file:' with a list of instructions:
 

- Create a CSV file with the ISBN in column A and the quantity in column B.
  - Enter a quantity of 1 if you want to do a price check.
  - Note:** The maximum file size is 10 KB.
- Click **Choose File** and select your CSV file.
- Click **Open** to upload your file, click **Upload File**.
- OASIS will create a shopping list from your CSV file. You can add it to your shopping cart to view pricing and availability or to place an order.
  - Note:** If you are checking pricing and availability only, delete your cart after viewing.

 To the right of the instructions is a 'Select a file to upload:' section with a 'Choose File' button. At the bottom right of the page is an 'Upload File' button.

3. Click **Choose File**.
4. Select your multi-ISBN CSV file.

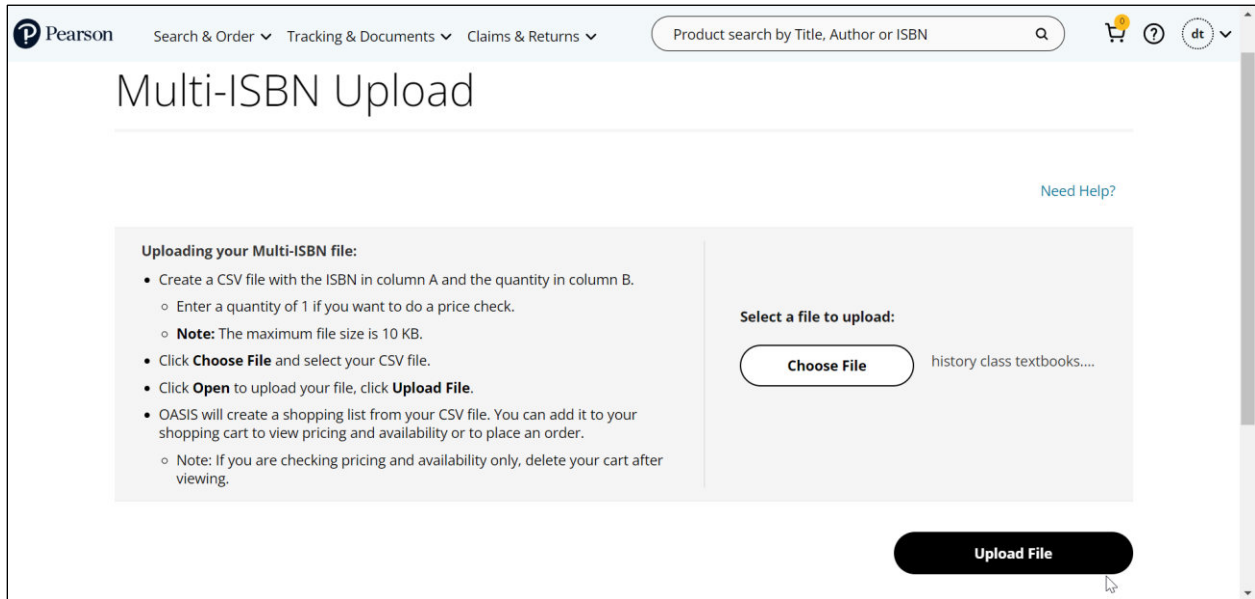


This screenshot shows the 'Open' file dialog box overlaid on the OASIS 'Multi-ISBN Upload' page. The file dialog is set to 'This PC > Documents' and displays a list of files and folders. The file 'History Class Textbooks.csv' is selected. The 'File name' field at the bottom shows 'History Class Textbooks.csv' and the 'File type' is set to 'Microsoft Excel Comma Separat'. The 'Open' button is highlighted. In the background, the OASIS page shows the 'Choose File' button in the 'Select a file to upload:' section.

5. Click **Open** to upload your file.



## Placing Orders



### 6. Click **Upload File**

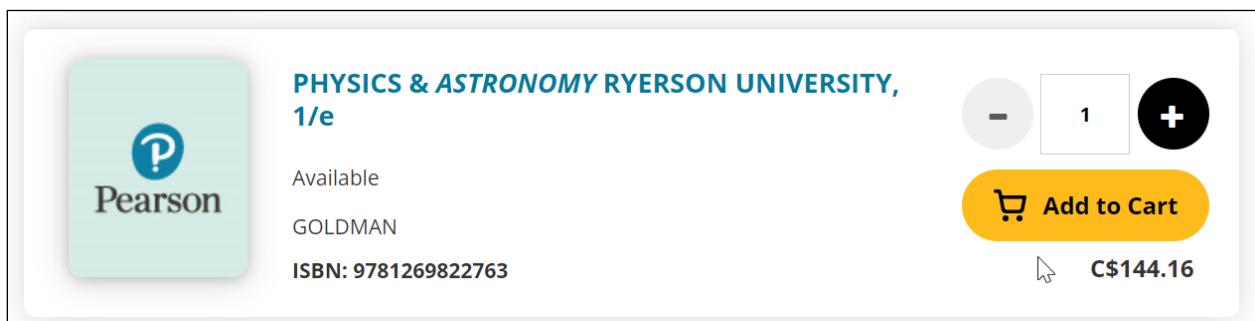
OASIS will create a [shopping list](#) from your CSV file. You can add it to your shopping cart to view pricing and availability or to place an order.

**Note:** If you are checking pricing and availability only, delete your cart after viewing.

## Use shopping lists

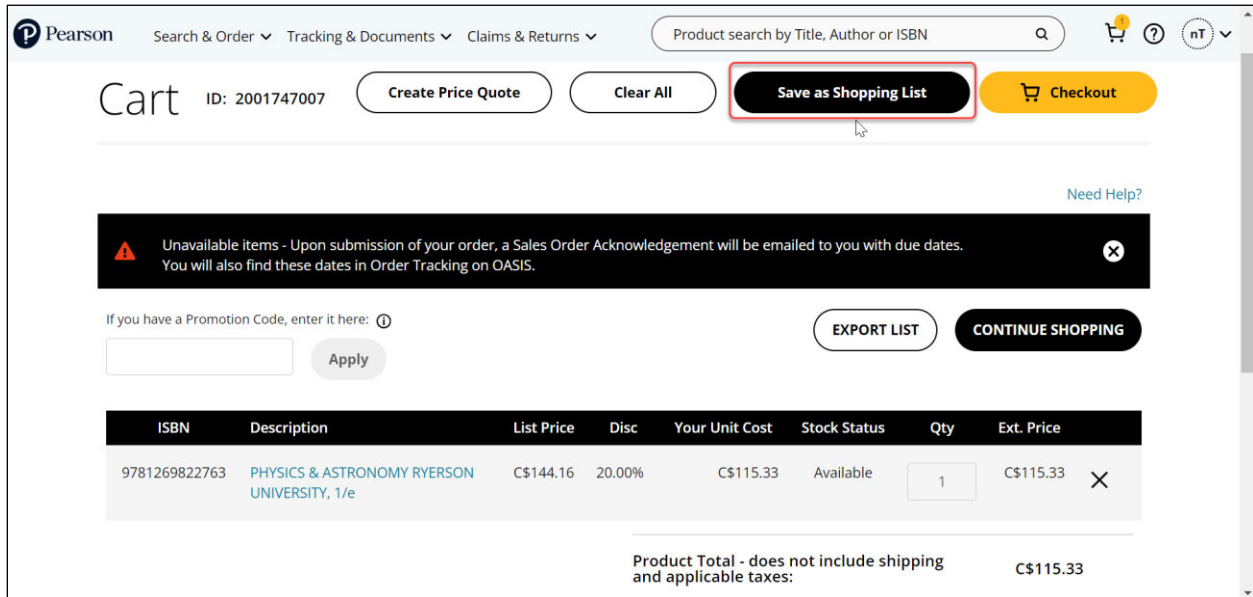
### Create shopping lists

1. Select the product you want to add to your shopping list.



2. Click **Add to Cart**.

## Placing Orders



Cart ID: 2001747007 [Create Price Quote](#) [Clear All](#) **Save as Shopping List** [Checkout](#)

[Need Help?](#)

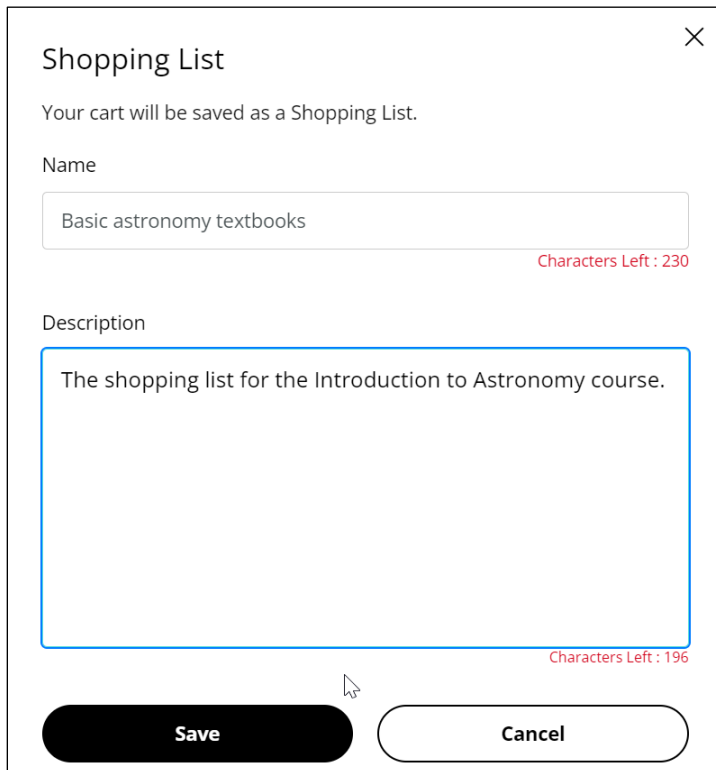
**Unavailable Items** - Upon submission of your order, a Sales Order Acknowledgement will be emailed to you with due dates. You will also find these dates in Order Tracking on OASIS.

If you have a Promotion Code, enter it here:  [Apply](#) [EXPORT LIST](#) [CONTINUE SHOPPING](#)

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Ext. Price
9781269822763	PHYSICS & ASTRONOMY RYERSON UNIVERSITY, 1/e	C\$144.16	20.00%	C\$115.33	Available	1	C\$115.33

Product Total - does not include shipping and applicable taxes: **C\$115.33**

3. Click **Save as Shopping List**.



**Shopping List** ×

Your cart will be saved as a Shopping List.

Name

Characters Left : 230

Description

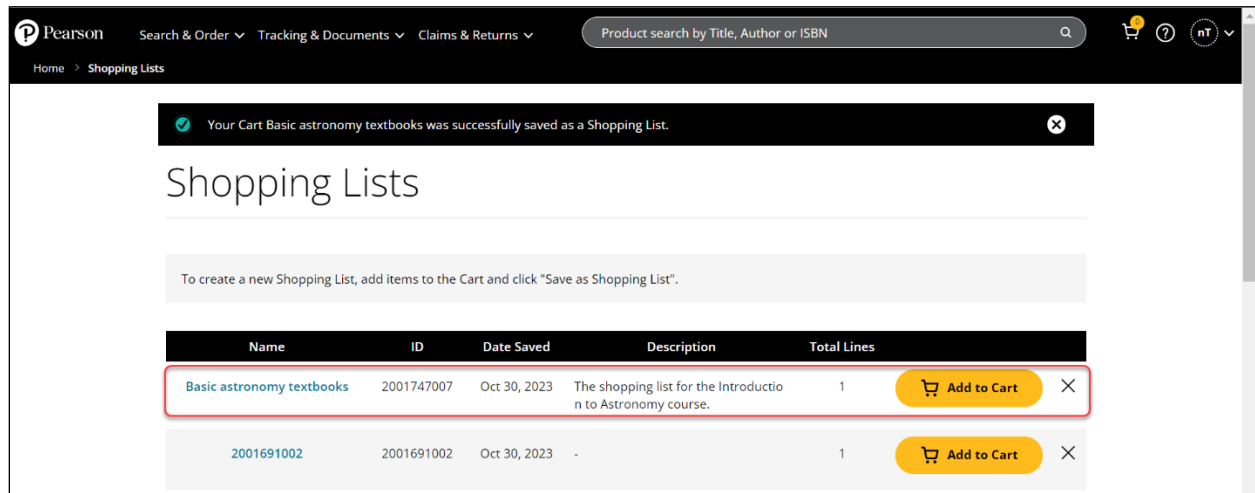
Characters Left : 196

**Save** [Cancel](#)

4. Enter a name for the list. Use only letters and numbers and do not use special characters.

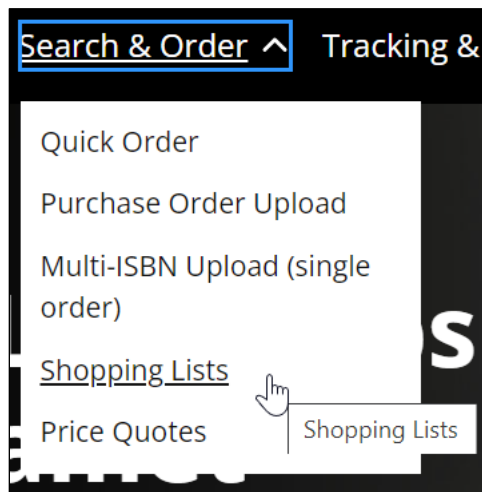
## Placing Orders

5. Optional. Enter a description for the list.
6. Click **Save**.



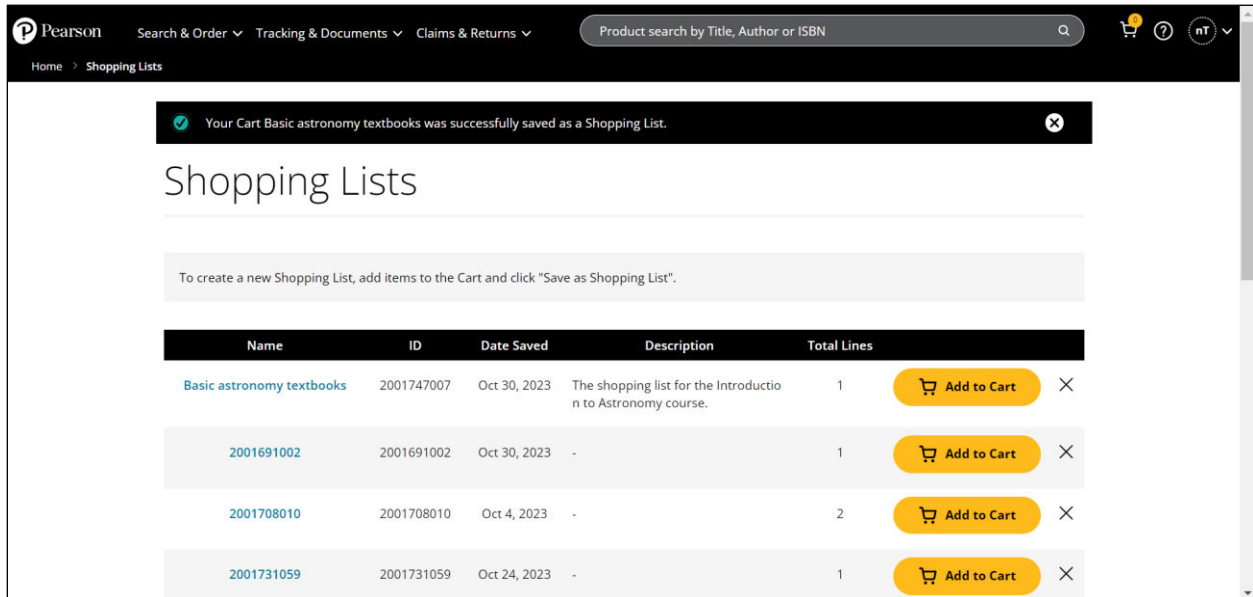
### View shopping lists

1. Click **Search & Order**.



2. Select **Shopping Lists**.

## Placing Orders



Home > Shopping Lists

Product search by Title, Author or ISBN

Your Cart Basic astronomy textbooks was successfully saved as a Shopping List.

### Shopping Lists

To create a new Shopping List, add items to the Cart and click "Save as Shopping List".

Name	ID	Date Saved	Description	Total Lines
<a href="#">Basic astronomy textbooks</a>	2001747007	Oct 30, 2023	The shopping list for the Introduction to Astronomy course.	1
<a href="#">2001691002</a>	2001691002	Oct 30, 2023	-	1
<a href="#">2001708010</a>	2001708010	Oct 4, 2023	-	2
<a href="#">2001731059</a>	2001731059	Oct 24, 2023	-	1

**Note:** Shopping Lists never expire; however, they can be deleted if not needed.

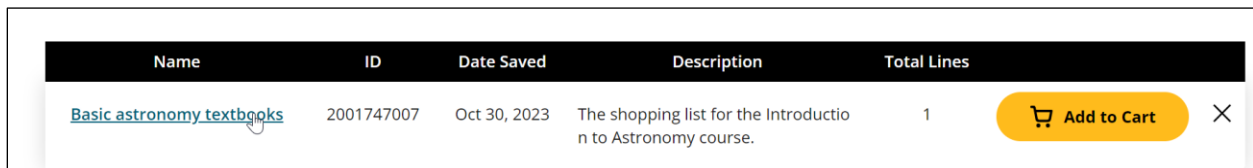
### Automatic shopping lists

Shopping lists are also automatically created from items in your cart when the following happen:

- You have items in the cart and try to leave "Place Order" page before finalizing the order.
- Your shopping session times out.
- You lose your power or Internet connection while shopping.

### Edit shopping lists

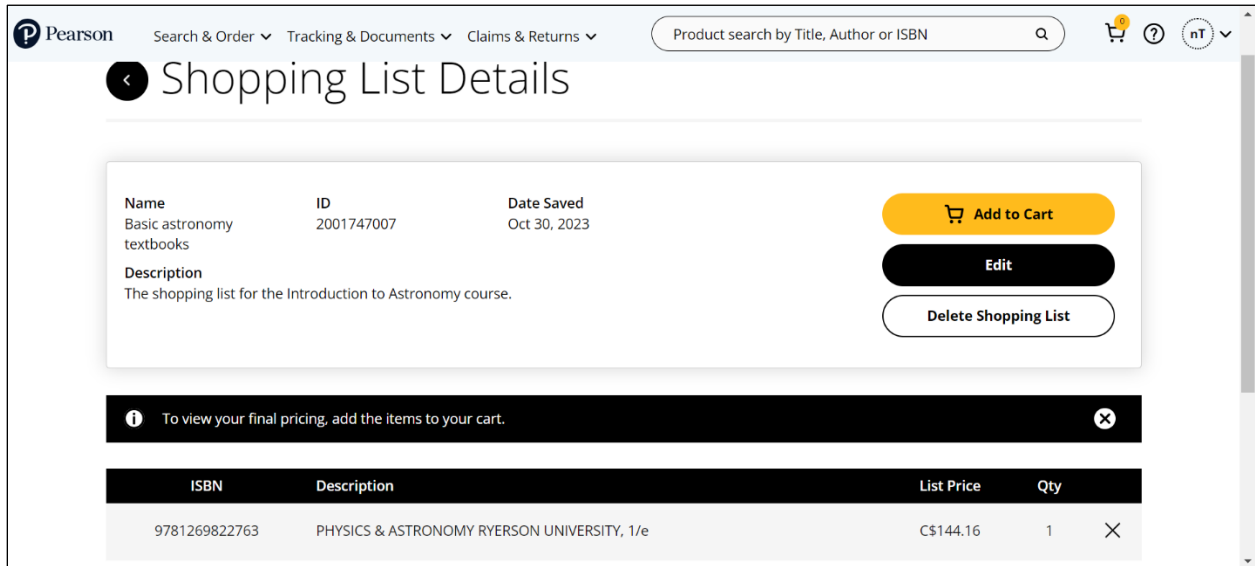
1. Click **Search & Order**.
2. Select **Shopping Lists**.



Name	ID	Date Saved	Description	Total Lines
<a href="#">Basic astronomy textbooks</a>	2001747007	Oct 30, 2023	The shopping list for the Introduction to Astronomy course.	1

3. Click its name.

## Placing Orders



**Shopping List Details**

Name	ID	Date Saved
Basic astronomy textbooks	2001747007	Oct 30, 2023

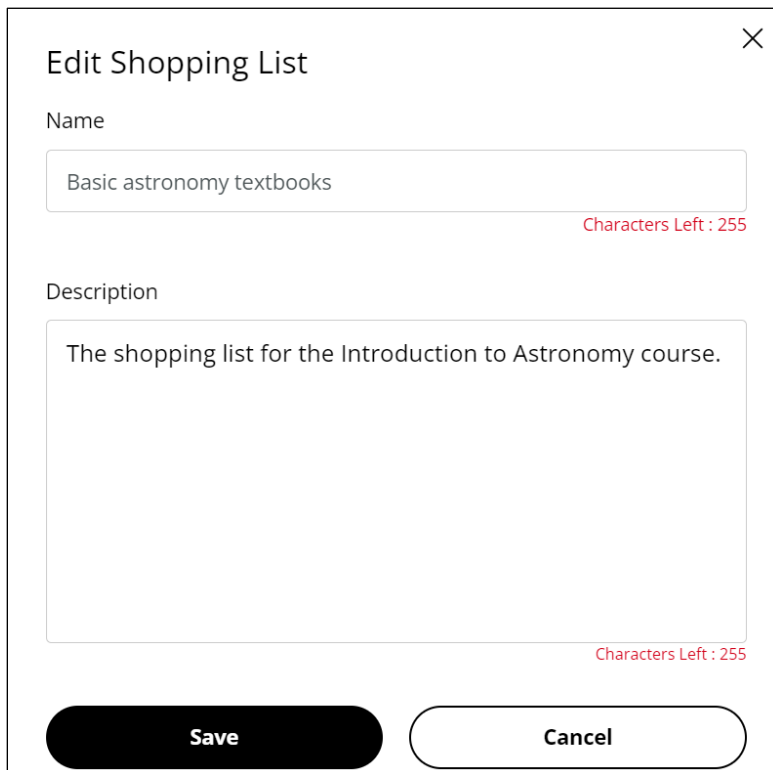
**Description**  
The shopping list for the Introduction to Astronomy course.

**Buttons:** Add to Cart, Edit, Delete Shopping List

**Table:**

ISBN	Description	List Price	Qty
9781269822763	PHYSICS & ASTRONOMY RYERSON UNIVERSITY, 1/e	C\$144.16	1

4. To edit its details, perform the following:
- Click **Edit**.



**Edit Shopping List**

**Name**

Basic astronomy textbooks

Characters Left : 255

**Description**

The shopping list for the Introduction to Astronomy course.

Characters Left : 255

**Buttons:** Save, Cancel

- Edit the name, description, or both, as needed.
- Click **Save**.

## Placing Orders

5. To remove items from a list, perform the steps below:
  - a) Click the **X** in the item's row.

ISBN	Description	List Price	Qty	
9781269822763	PHYSICS & ASTRONOMY RYERSON UNIVERSITY, 1/e	C\$144.16	1	X

The following will be displayed.

×


**Are you sure you want to delete this item from the Shopping List?**

Cancel
OK




- b) Click **OK**.

### Delete shopping lists

1. Click **Search & Order**.
2. Select **Shopping Lists**.


Search & Order
Tracking & Documents
Claims & Returns

Product search by Title, Author or ISBN

Home > Shopping Lists

## Shopping Lists

To create a new Shopping List, add items to the Cart and click "Save as Shopping List".

Name	ID	Date Saved	Description	Total Lines	
Basic astronomy textbooks	2001747007	Oct 30, 2023	The shopping list for the Introduction to Astronomy course.	1	<span>Add to Cart</span> <span>X</span>
2001691002	2001691002	Oct 30, 2023	-	1	<span>Add to Cart</span> <span>X</span>

## Placing Orders

- Click the **X** in its row or click its name and then click **Delete Shopping List**.

×

**Are you sure you want to delete this Shopping List?**

List Name: **Basic astronomy textbooks**

List ID Number: **2001747007**


Cancel
Delete

- Click **Delete**.

## Use price quotes

### Create price quotes

- Add the items you want a price quote for to your cart.
- When finished, click the cart icon in the toolbar.


Search & Order ▾ Tracking & Documents ▾ Claims & Returns ▾
Product search by Title, Author or ISBN
🛒 ? nt ▾

Home > Cart

Cart
ID: 2001747010
Create Price Quote
Clear All
Save as Shopping List
🛒 Checkout

Need Help?

⚠️ Unavailable Items - Upon submission of your order, a Sales Order Acknowledgement will be emailed to you with due dates. You will also find these dates in Order Tracking on OASIS.
×

If you have a Promotion Code, enter it here: ⓘ
EXPORT LIST
CONTINUE SHOPPING

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Ext. Price
9780134519449	MyLab Economics with Pearson eText -- Access Card -- for	C\$183.31	20.00%	C\$84.79	Available	10	C\$847.90

- Click **Create Price Quote**.

## Placing Orders

×

Specify the contact details to send the Price Quote.

*\* Required*

Price Quote Name	<input type="text" value="Economics 201 price quote"/>
Contact Name *	<input type="text" value="Brian B"/>
Email Address *	<input type="text" value="brian.b@pearson.com"/>
Confirm Email Address *	<input type="text" value="brian.b@pearson.com"/>

4. Although not required, we recommend entering a name for the price quote.
5. OASIS will automatically enter your name as the contact name. However, you can change it.
6. OASIS will automatically enter your email address. However, you can change it. If you do you need to enter it again as confirmation.
7. Click **Submit**.



## Placing Orders

✕

**Your Price Quote has been created**

Price Quote Name: Economics 201 price quote

Price Quote ID: 2001750000





Product Total: C\$847.90  
(does not include shipping and applicable taxes)

Expiration Date: Dec 01,2023 12:48 PM

An email with the Price Quote as a PDF attachment has been sent to [redacted]@pearson.com.  
To view this quote in OASIS and convert into an order, go to Place Order and select Price Quotes.

**Close**

8. Click **Close**.


Search & Order ▾
Tracking & Documents ▾
Claims & Returns ▾
Product search by Title, Author or ISBN 
  

Home > Price Quotes


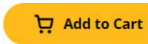




## Price Quotes

To create a new Price Quote, add items to the Cart and click "Create Price Quote".

Sort By

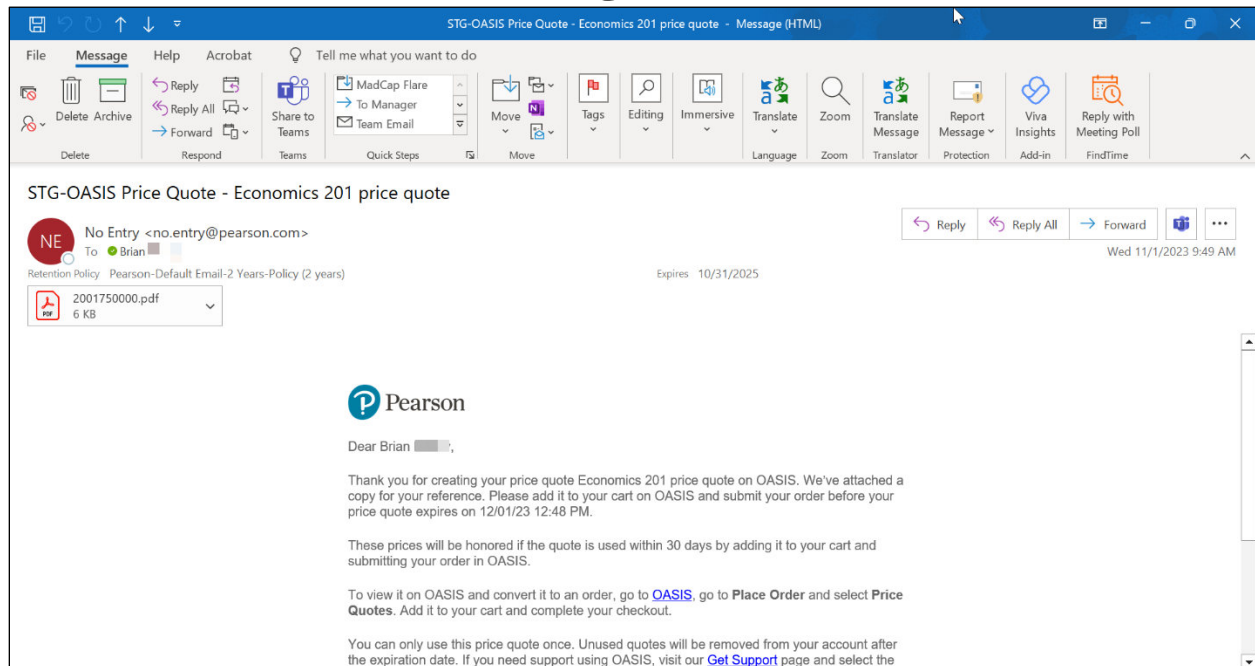
Price Quote ID ▾

Descending ▾

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download
Economics 201 price quote	<a href="#">2001750000</a>	Valid	11/01/23 12:48 PM	12/01/23 12:48 PM	C\$847.90	  
PQ Test CA MVP	<a href="#">2001731058</a>	Valid	10/19/23 08:18 AM	11/18/23 08:18 AM	C\$151.99	  

An email with a PDF of the price quote will be sent to the address configured in Step 6 above.

## Placing Orders



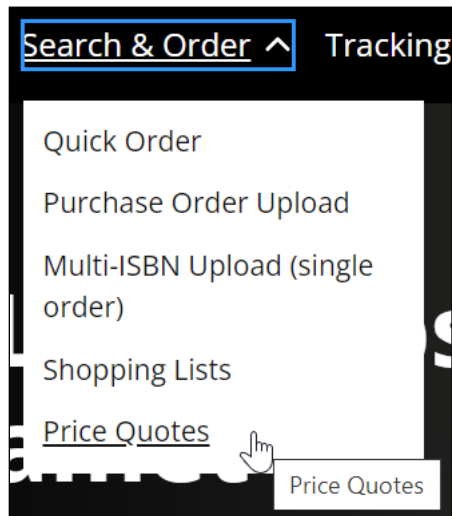
Please note the following:

- The Price Quote is good for 30 days.
- The quote is for product prices only. If you need shipping and taxes included, reach out to Customer Service for a complete quote.
- The prices on the quote will be honored only when added to a cart and the order is submitted on OASIS.
- To submit the order, click **Add to Cart** and complete the checkout.
- Click the document icon (📎) to download a copy of the price quote as a PDF.
- The quote can only be used one time. If unused, it will be deleted from view 10 days after it expires.

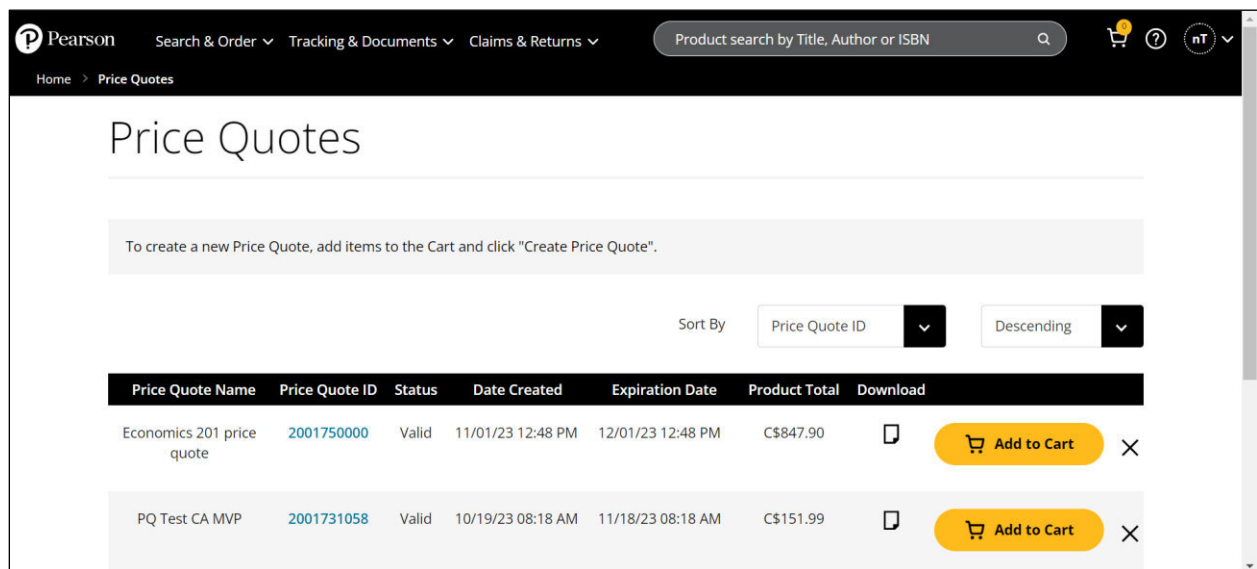
View all price quotes

1. Click **Search & Order**.

## Placing Orders



2. Click **Price Quotes**.



View price quote details

1. Click **Search & Order**.
2. Click **Price Quotes**.

## Placing Orders

Sort By Price Quote ID Descending

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download	
Astronomy 101 textbooks	<a href="#">2001673021</a>	Valid	09/15/23 15:44 PM	10/15/23 15:44 PM	\$149.99		
Economics 201 price quote	<a href="#">2001673019</a>	Valid	09/15/23 13:32 PM	10/15/23 13:32 PM	\$469.98		

3. Click the item's price quote ID number.

Search & Order Tracking & Documents Claims & Returns

Product search by Title, Author or ISBN

[Home](#) > [View Price Quote](#)

### View Price Quote

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total
Economics 201 price quote	2001750000	Valid	11/01/23 12:48 PM	12/01/23 12:48 PM	C\$847.90

does not include shipping and applicable taxes

- For a copy of this quote, click "Export List".
- These prices will be honored only when this quote is added to a cart and the order is submitted on OASIS.
- To submit this order, click "Add to Cart" and complete Checkout.
- This quote can only be used one time. If unused, it will be deleted from view 10 days after it expires.

From this page you can email the price quote, export (download) the price quote as a PDF, and add it to your cart.

## Placing Orders

Search & Order ▾ Tracking & Documents ▾ Claims & Returns ▾

Product search by Title, Author or ISBN

**Bill To Address**  
FOLLETT HEG-RETAIL SVCS  
ACCTS PAYABLE  
600 OAKMONT LANE  
WESTMONT ILLINOIS  
WESTMONT Illinois  
United States of America 60559-5548  
  
**Bill To Account number**

**Ship To Address**  
FOLLETT HEG-RETAIL SVCS  
1259-CSU SAN MARCOS BOOKSTORE  
333 S. TWIN OAKS, VALLEY RD  
SAN MARCOS California  
United States of America 92096-0001  
  
**Ship To Account number**

Email Price Quote Export List Add to Cart

**Product details**

Product Total - C\$847.90  
does not include shipping and applicable taxes

ISBN	Description	List Price	Disc	Your Unit Cost	Status	Qty	Ext. Price
9780134519449	MyLab Economics with Pearson eText -- Access Card -- for Economics, 2/e	C\$183.31	20.00%	C\$84.79	Available	10	C\$847.90

### Delete price quotes

1. Click **Search & Order**.
2. Click **Price Quotes**.

Search & Order ▾ Tracking & Documents ▾ Claims & Returns ▾

Product search by Title, Author or I

## Price Quotes

To create a new Price Quote, add items to the Cart and click "Create Price Quote".

Sort By

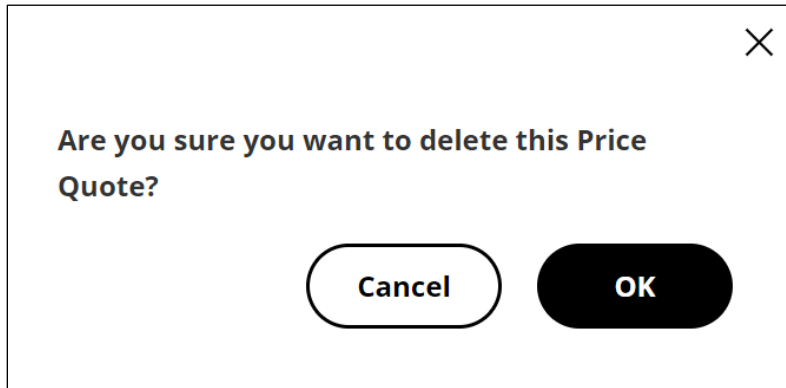
Price Quote ID

Descending

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download
Economics 201 price quote	2001750000	Valid	11/01/23 12:48 PM	12/01/23 12:48 PM	C\$847.90	Add to Cart
PQ Test CA MVP	2001731058	Valid	10/19/23 08:18 AM	11/18/23 08:18 AM	C\$151.99	Add to Cart

3. Click the **X** in the price quote's row.

## Placing Orders



4. Click **OK**.