

Placing Orders

Table of Contents

Placing Orders.....	1
Overview	1
Make a quick order	2
Upload a purchase order	4
Step 1: Create the purchase order PDF.....	4
Step 2: Upload the purchase order PDF to OASIS	4
Upload multiple ISBNs for a single order	7
Step 1: Create a CSV file with multiple ISBNs.....	7
Step 2: Upload the Multi ISBN CSV file to OASIS.....	7
Use shopping lists.....	9
Create shopping lists	9
View shopping lists.....	12
Automatic shopping lists	13
Edit shopping lists	13
Delete shopping lists.....	15
Use price quotes	16
Create price quotes.....	16
View all price quotes	19
View price quote details.....	20
Delete price quotes	22

Overview

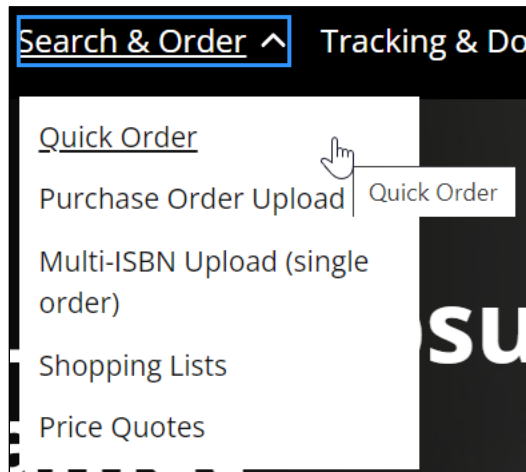
This OASIS (Order and Shipment Information) Placing Orders User Guide documents how to place orders for higher education products on the OASIS website. Click the links in the

Placing Orders

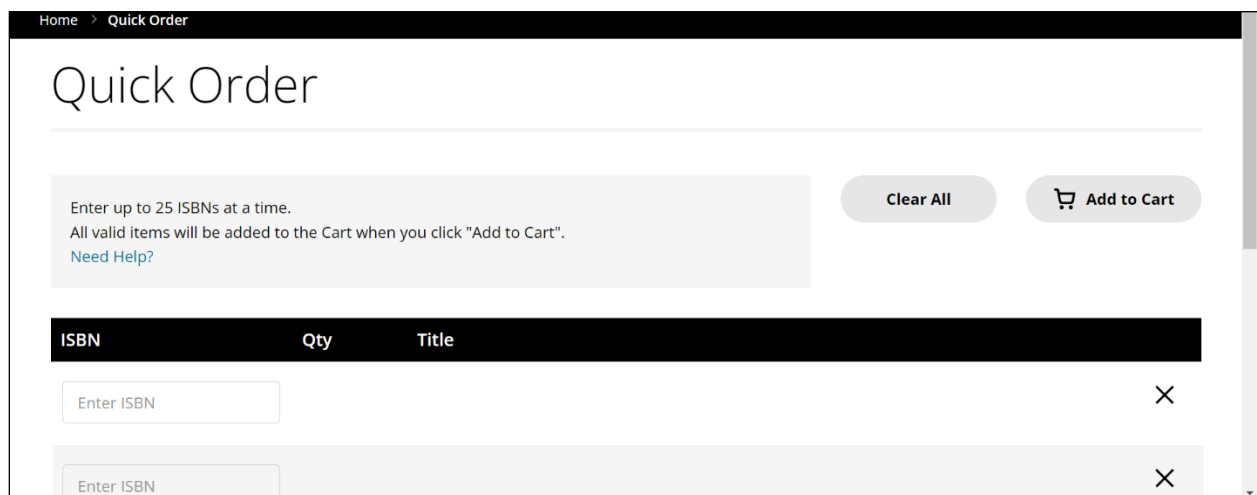
Table of Contents to learn more about creating and using quick orders, purchase orders, multiple ISBN uploads for single orders, shopping lists, and purchase orders.

Make a quick order

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



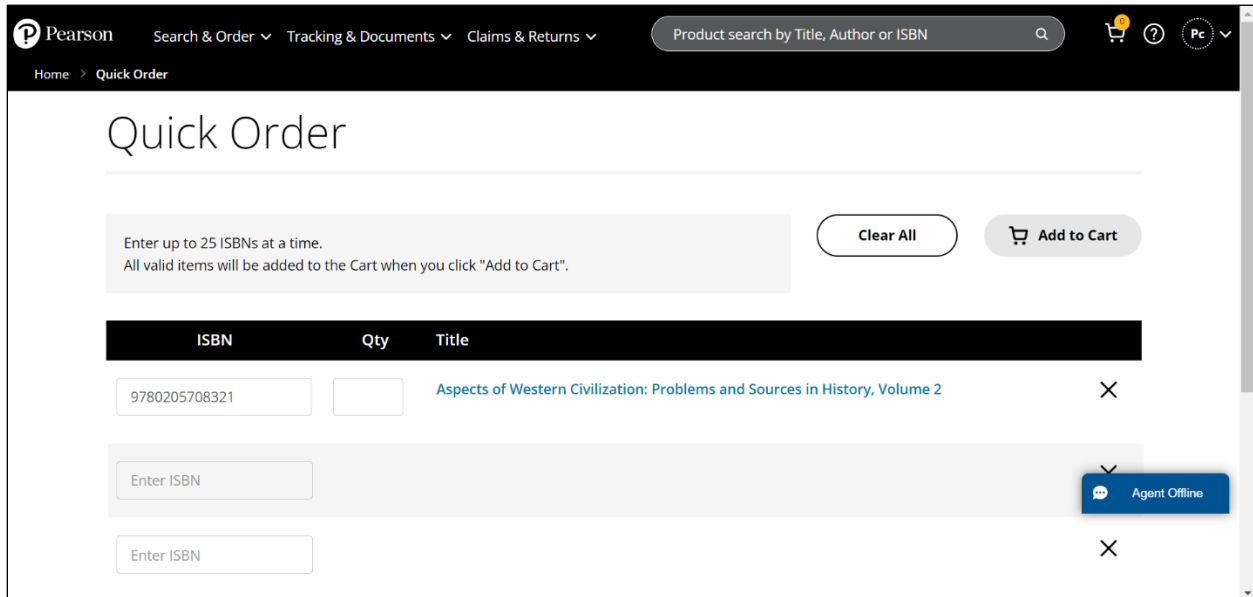
2. Select **Quick Order**.



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



Quick Order

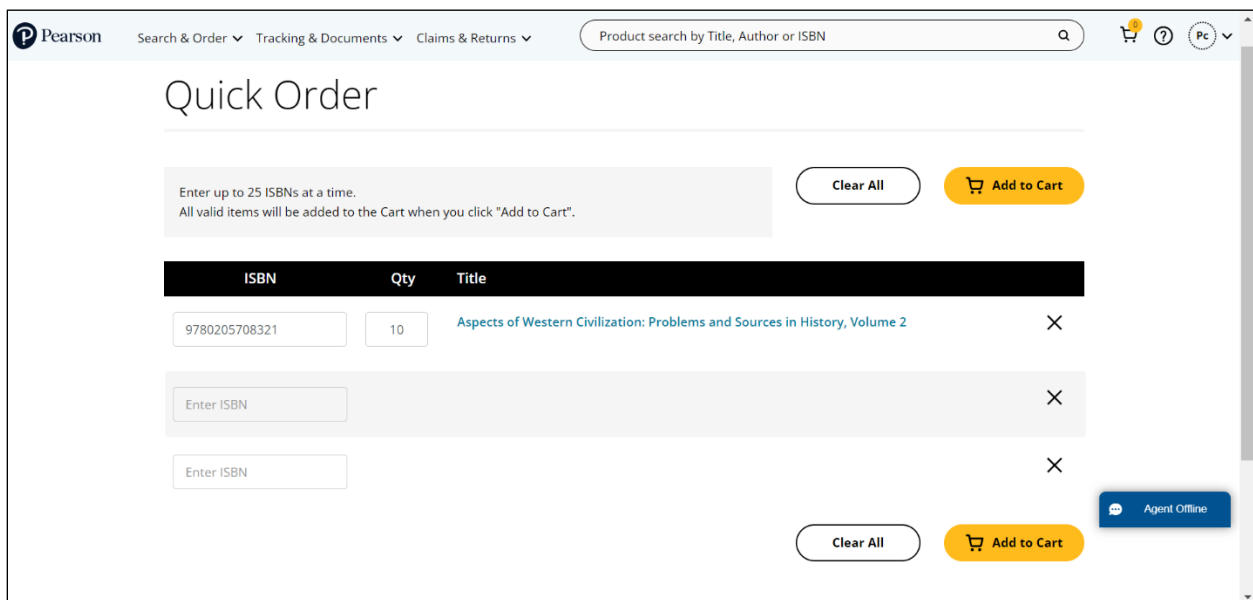
Enter up to 25 ISBNs at a time.
All valid items will be added to the Cart when you click "Add to Cart".

Clear All Add to Cart

ISBN	Qty	Title
9780205708321		Aspects of Western Civilization: Problems and Sources in History, Volume 2
Enter ISBN		
Enter ISBN		

Agent Offline

4. Enter the quantity.



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".

Clear All Add to Cart

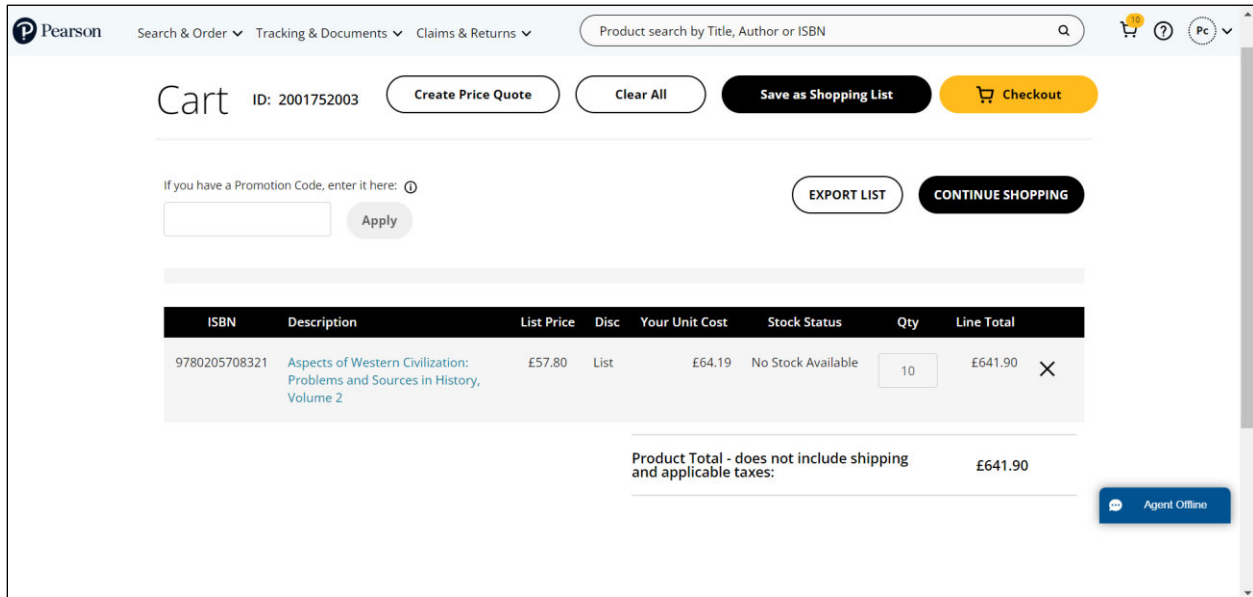
ISBN	Qty	Title
9780205708321	10	Aspects of Western Civilization: Problems and Sources in History, Volume 2
Enter ISBN		
Enter ISBN		

Clear All Add to Cart

Agent Offline

- Repeat Steps 3 and 4 as needed. You can enter up to 25 ISBNs.
- Click **Add to Cart**. Your shopping cart will be displayed.

Placing Orders



The screenshot shows the Pearson OASIS Cart interface. At the top, there's a navigation bar with links for Search & Order, Tracking & Documents, and Claims & Returns. A search bar is present with the text 'Product search by Title, Author or ISBN'. Below the navigation bar, the cart is displayed with the ID '2001752003'. There are buttons for 'Create Price Quote', 'Clear All', 'Save as Shopping List', and 'Checkout'. A section for entering a promotion code is shown with an 'Apply' button. Below this, a table lists the items in the cart. The table has columns for ISBN, Description, List Price, Disc, Your Unit Cost, Stock Status, Qty, and Line Total. One item is listed: ISBN 9780205708321, Description 'Aspects of Western Civilization: Problems and Sources in History, Volume 2', List Price £57.80, Disc List, Your Unit Cost £64.19, Stock Status 'No Stock Available', Qty 10, and Line Total £641.90. Below the table, the 'Product Total - does not include shipping and applicable taxes;' is shown as £641.90. There are also buttons for 'EXPORT LIST' and 'CONTINUE SHOPPING'.

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Line Total
9780205708321	Aspects of Western Civilization: Problems and Sources in History, Volume 2	£57.80	List	£64.19	No Stock Available	10	£641.90

Product Total - does not include shipping and applicable taxes: £641.90

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
9780205708321	Aspects of Western Civilization: Problems and Sources in History, Volume 2	10	
9780136157250	History and Theory	10	

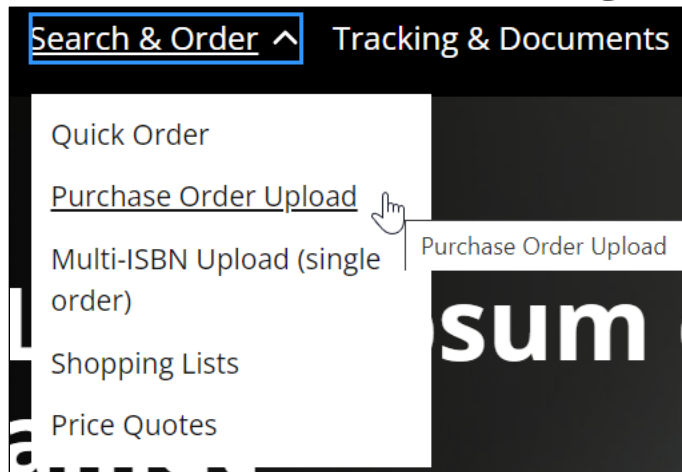
2. Save your purchase order as a PDF.

Note: The maximum file size is 2 MB.

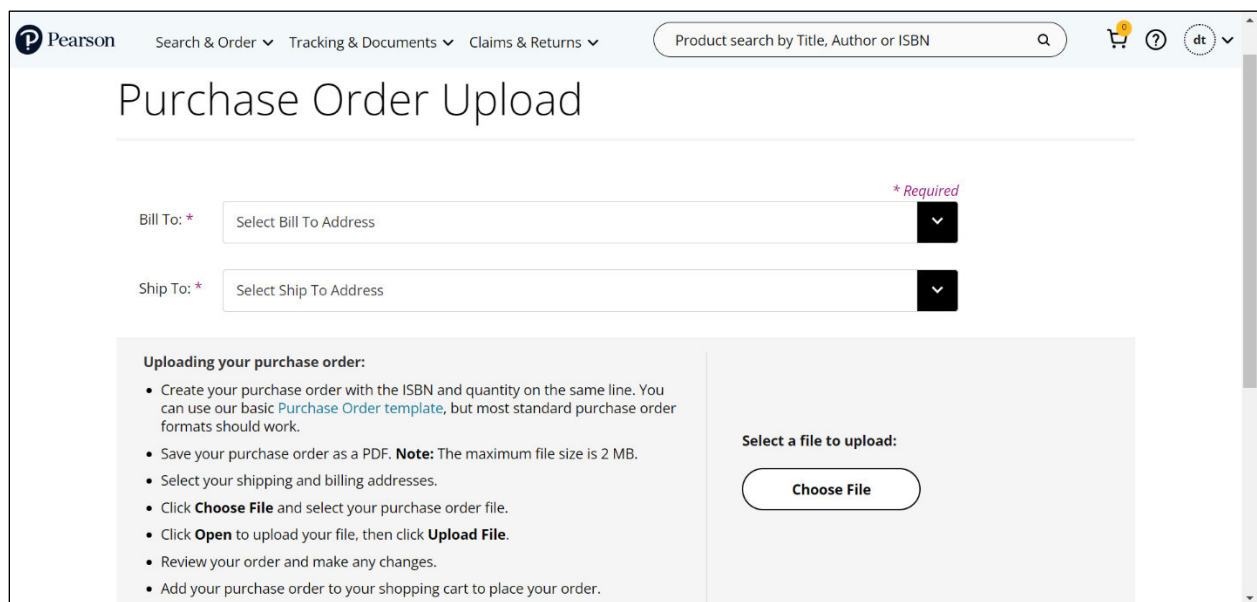
Step 2: Upload the purchase order PDF to OASIS

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

Placing Orders

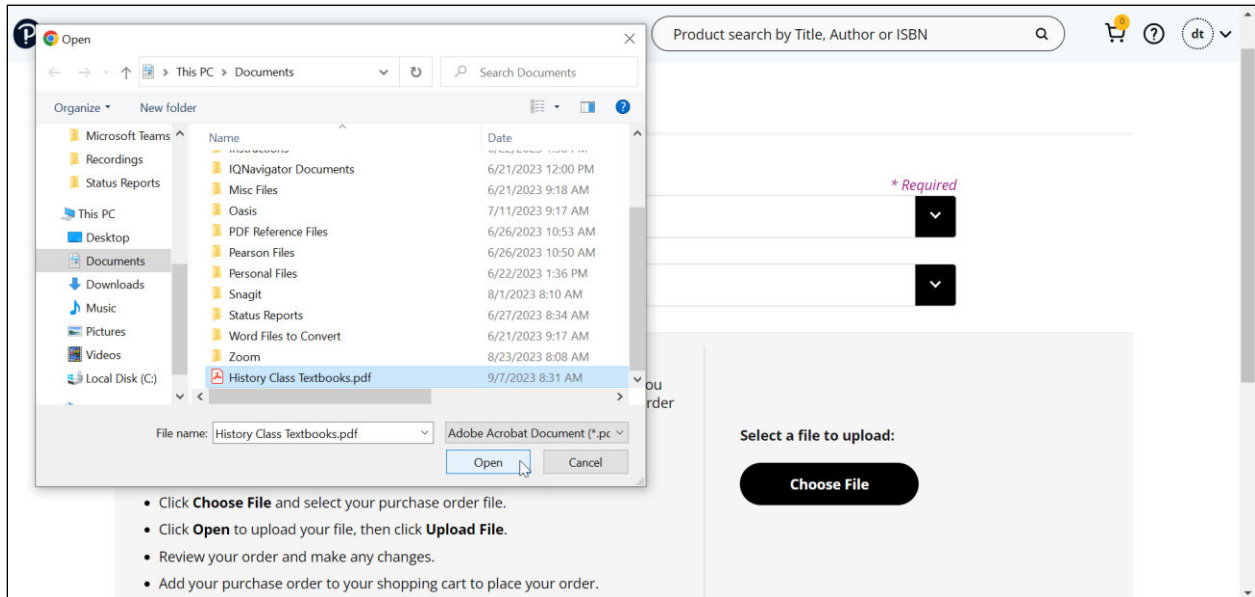


2. Select **Purchase Order Upload**.



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

Placing Orders



Product search by Title, Author or ISBN

* Required

Select a file to upload:

Choose File

- 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.

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

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 history class textbooks....

Upload 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.

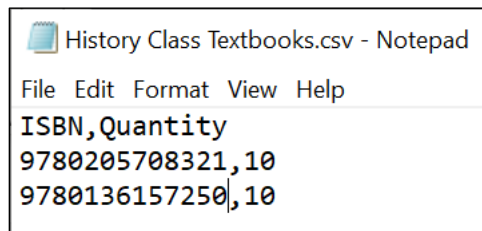
Placing Orders

Upload multiple ISBNs for a single order

Step 1: Create a CSV file with multiple ISBNs

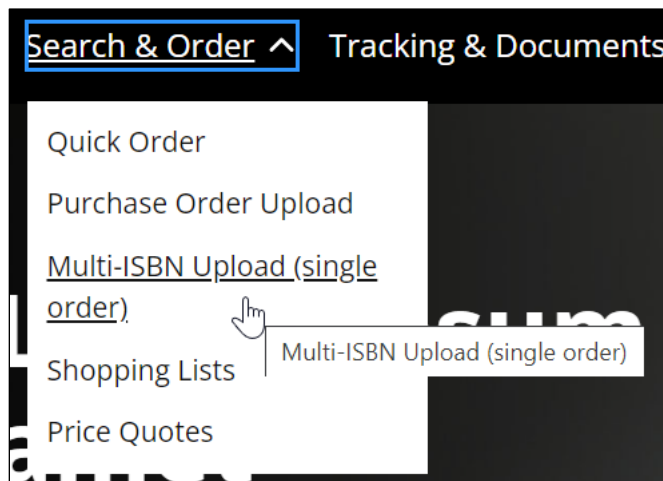
Create a CSV file with the ISBN in column A and the quantity in column B as shown below. Enter a quantity of 1 if you want to do a price check.

Note: The maximum file size is 10 KB.



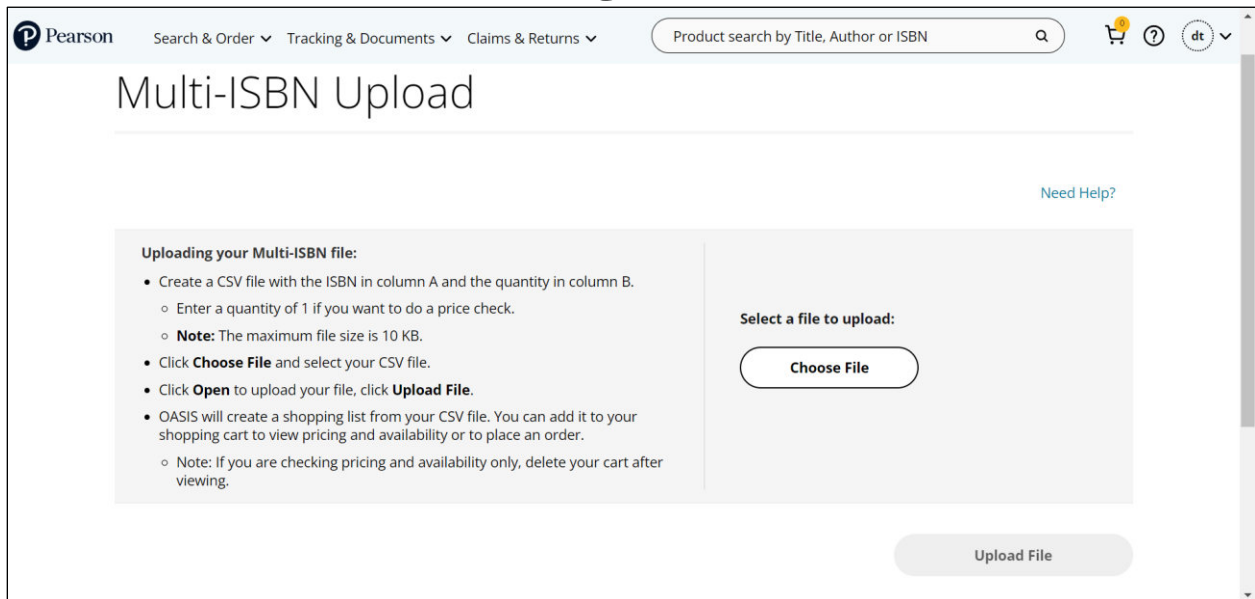
Step 2: Upload the Multi ISBN CSV file to OASIS

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



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

Placing Orders



Uploading your Multi-ISBN file:

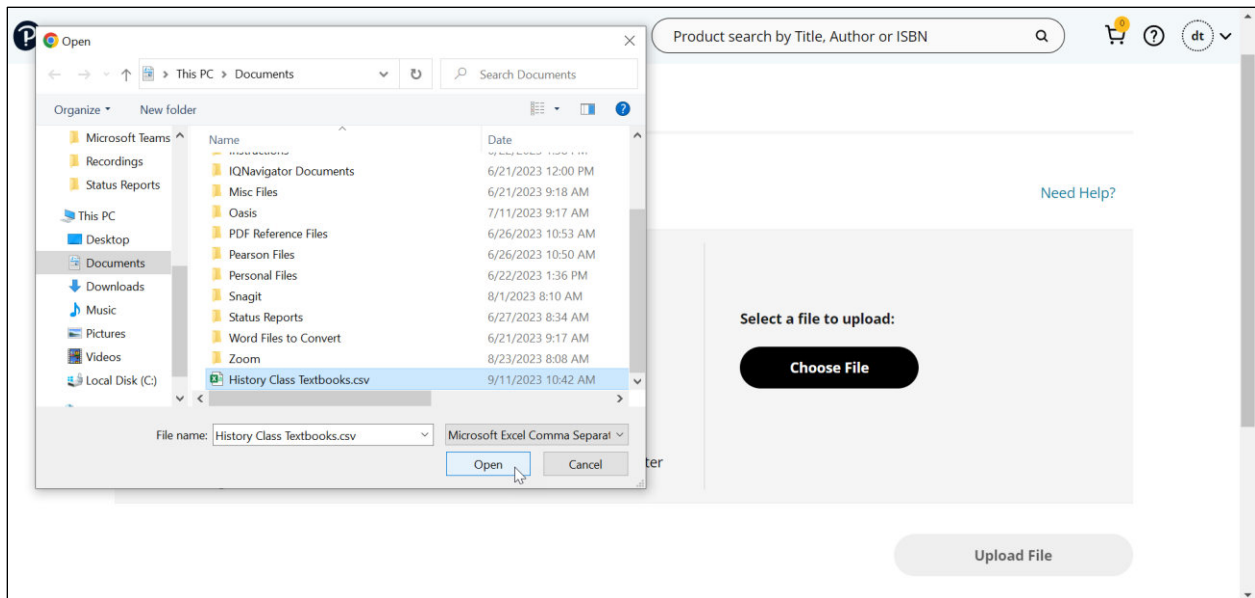
- Create a CSV file with the ISBN in column A and the quantity in column B.
 - Enter a quantity of 1 if you want to do a price check.
 - Note:** The maximum file size is 10 KB.
- Click **Choose File** and select your CSV file.
- Click **Open** to upload your file, click **Upload File**.
- OASIS will 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.

Select a file to upload:

Choose File

Upload File

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



Open

This PC > Documents

Search Documents

Organize New folder

Name	Date
Microsoft Teams	
Recordings	
Status Reports	
IQNavigator Documents	6/21/2023 12:00 PM
Misc Files	6/21/2023 9:18 AM
Oasis	7/11/2023 9:17 AM
PDF Reference Files	6/26/2023 10:53 AM
Pearson Files	6/26/2023 10:50 AM
Personal Files	6/22/2023 1:36 PM
Snagit	8/1/2023 8:10 AM
Status Reports	6/27/2023 8:34 AM
Word Files to Convert	6/21/2023 9:17 AM
Zoom	8/23/2023 8:08 AM
History Class Textbooks.csv	9/11/2023 10:42 AM

File name: History Class Textbooks.csv File type: Microsoft Excel Comma Separat

Open **Cancel**

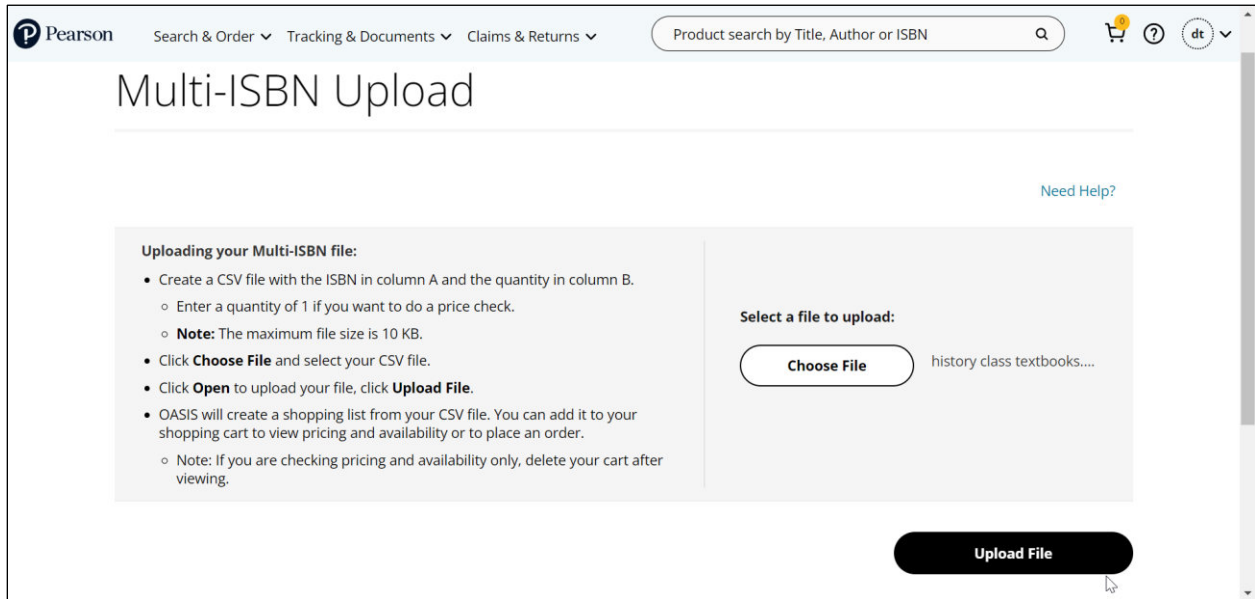
Select a file to upload:

Choose File

Upload File

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

Placing Orders



The screenshot shows the 'Multi-ISBN Upload' page in the 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 are two columns. The left column, titled 'Uploading your Multi-ISBN file:', contains a list of instructions: create a CSV file with ISBN in column A and quantity in column B; enter a quantity of 1 for a price check; note the maximum file size is 10 KB; click 'Choose File' to select the CSV file; click 'Open' to upload the file and 'Upload File' to complete the process; and OASIS will create a shopping list from the CSV file. The right column, titled 'Select a file to upload:', contains a 'Choose File' button and a text input field with the placeholder 'history class textbooks....'. At the bottom right of the page is a large black 'Upload File' button.

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.

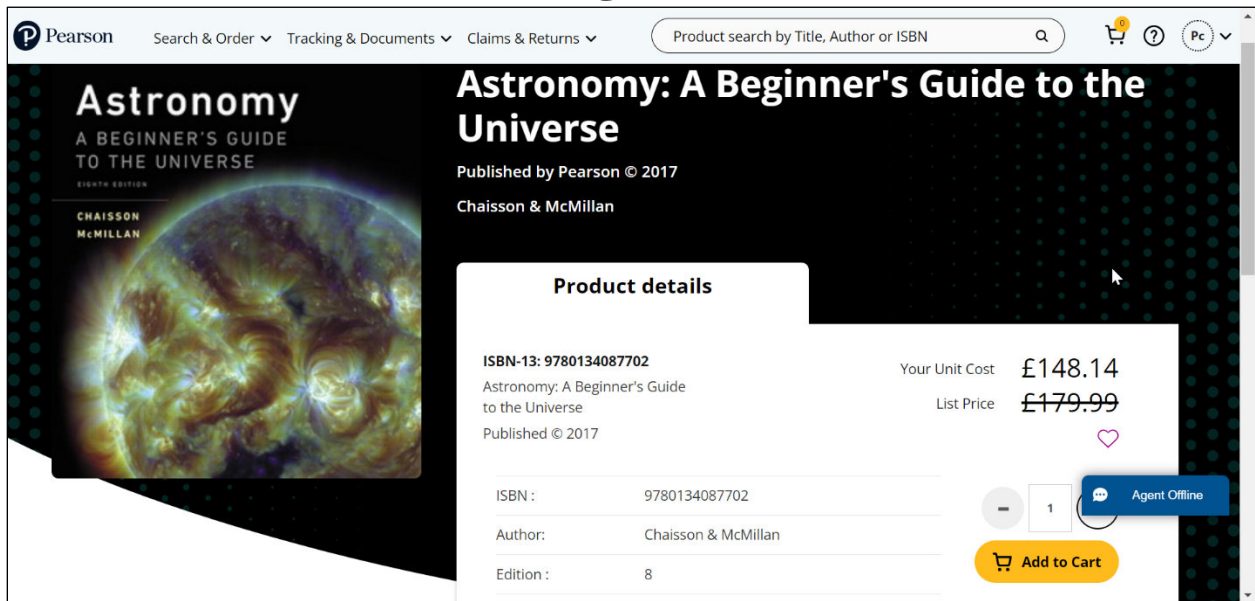
Note: If you are checking pricing and availability only, delete your cart after viewing.

Use shopping lists

Create shopping lists

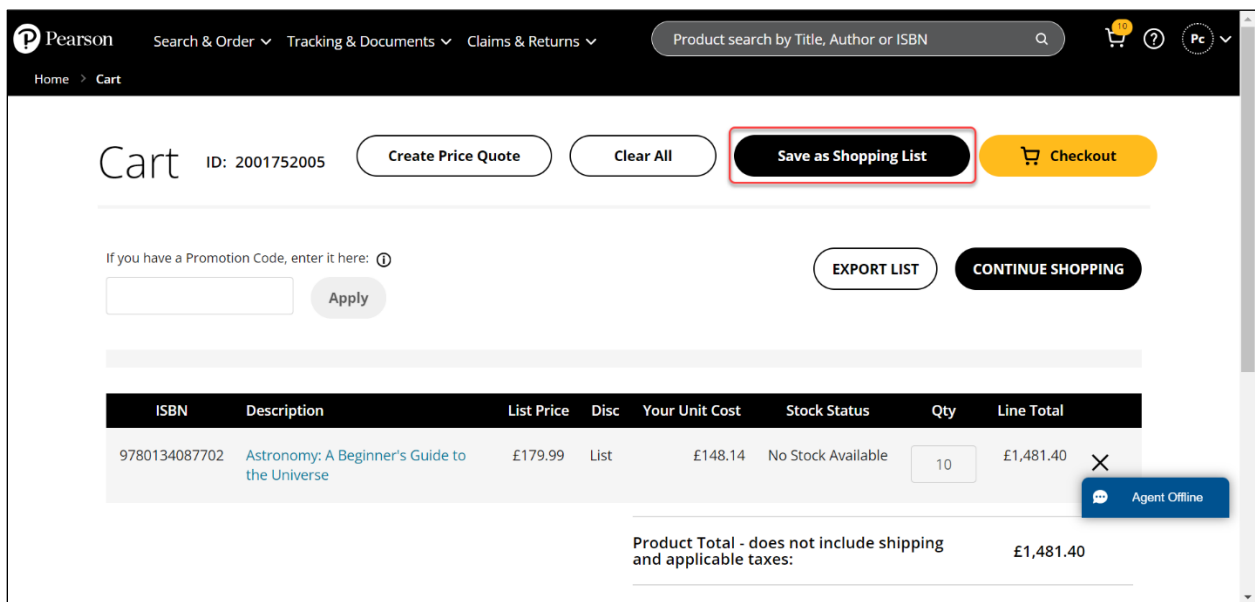
1. Select the product you want to add to your shopping list.

Placing Orders



The screenshot shows the product page for 'Astronomy: A Beginner's Guide to the Universe' by Chaisson & McMillan, Eighth Edition. The product details section is highlighted, showing the ISBN-13: 9780134087702, the unit cost of £148.14, and the list price of £179.99. The 'Add to Cart' button is visible at the bottom right of the product details section.

2. Click **Add to Cart**.



The screenshot shows the cart page with the following details:

- Cart ID:** 2001752005
- Buttons:** Create Price Quote, Clear All, **Save as Shopping List** (highlighted with a red box), Checkout.
- Promotion Code:** A field to enter a code with an 'Apply' button.
- Buttons:** EXPORT LIST, CONTINUE SHOPPING.
- Table:**

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Line Total
9780134087702	Astronomy: A Beginner's Guide to the Universe	£179.99	List	£148.14	No Stock Available	10	£1,481.40
- Product Total:** - does not include shipping and applicable taxes: £1,481.40

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

Placing Orders

Shopping List

×

Your cart will be saved as a Shopping List.

Name

Basic astronomy textbooks

Characters Left : 230

Description

The shopping list for the Introduction to Astronomy class.

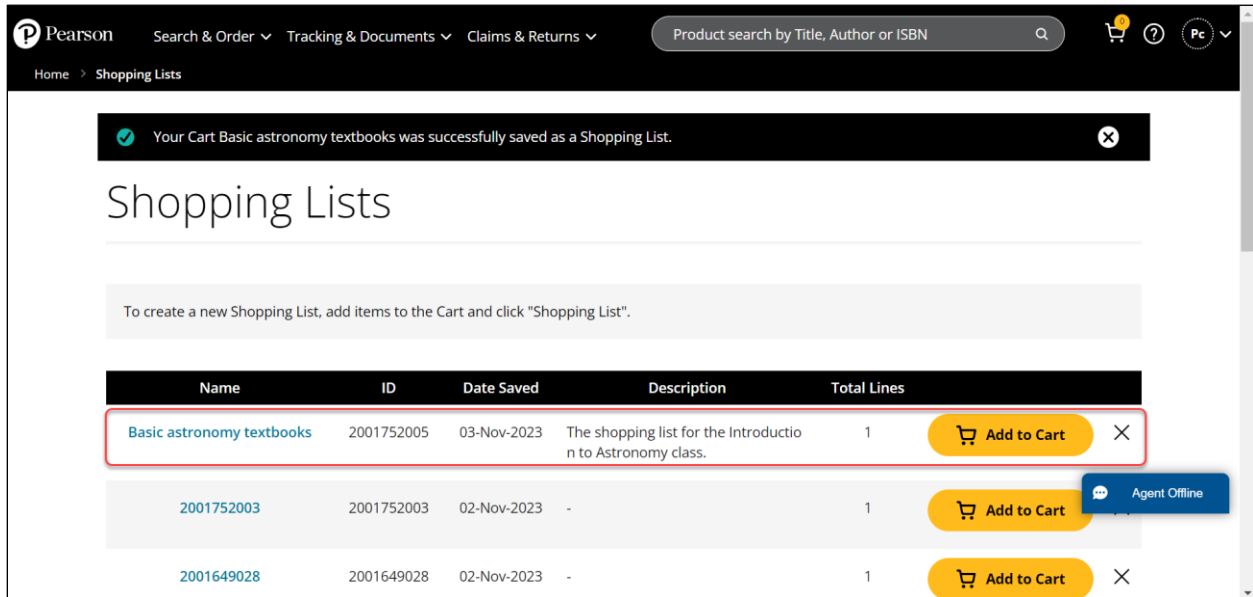
Characters Left : 197

Save

Cancel

4. Enter a name for the list. Use only letters and numbers and do not use special characters.
5. Optional. Enter a description for the list.
6. Click **Save**.

Placing Orders



Home > Shopping Lists

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

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

Shopping Lists

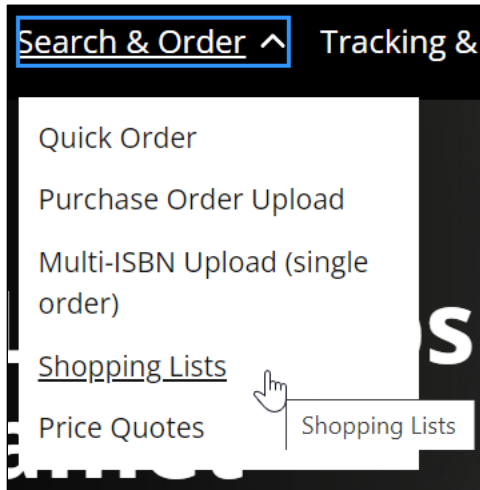
To create a new Shopping List, add items to the Cart and click "Shopping List".

Name	ID	Date Saved	Description	Total Lines	
Basic astronomy textbooks	2001752005	03-Nov-2023	The shopping list for the Introduction to Astronomy class.	1	Add to Cart
2001752003	2001752003	02-Nov-2023	-	1	Add to Cart
2001649028	2001649028	02-Nov-2023	-	1	Add to Cart

Agent Offline

View shopping lists

1. Click **Search & Order**.



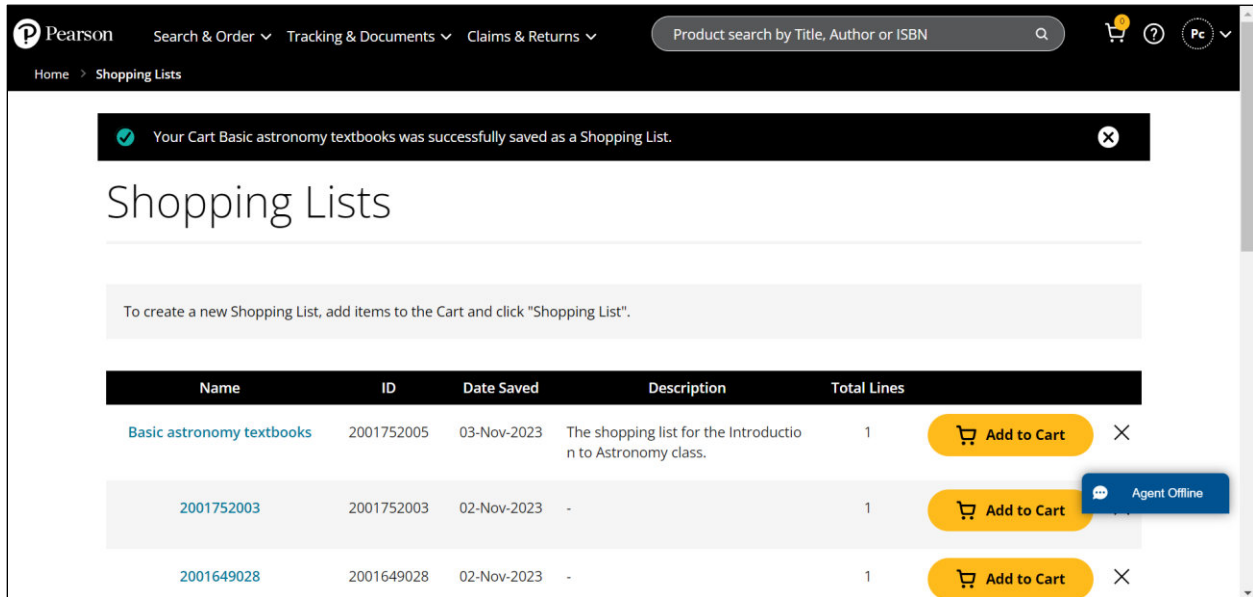
Search & Order ^ Tracking &

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

Shopping Lists

2. Select **Shopping Lists**.

Placing Orders



✓ 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 "Shopping List".

Name	ID	Date Saved	Description	Total Lines	
Basic astronomy textbooks	2001752005	03-Nov-2023	The shopping list for the Introduction to Astronomy class.	1	Add to Cart ×
2001752003	2001752003	02-Nov-2023	-	1	Add to Cart ×
2001649028	2001649028	02-Nov-2023	-	1	Add to Cart ×

Agent Offline

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

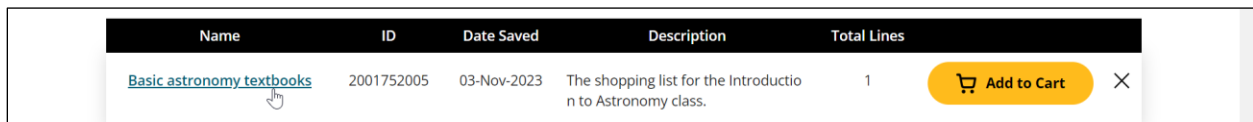
Automatic shopping lists

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

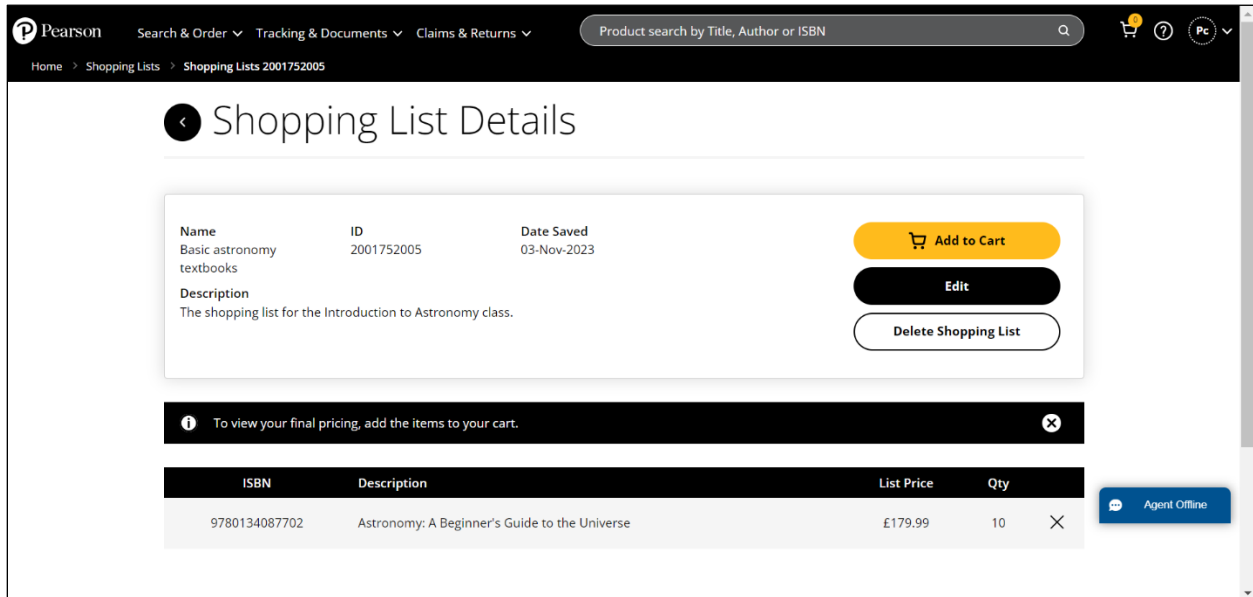
1. Click **Search & Order**.
2. Select **Shopping Lists**.



Name	ID	Date Saved	Description	Total Lines	
Basic astronomy textbooks	2001752005	03-Nov-2023	The shopping list for the Introduction to Astronomy class.	1	Add to Cart ×

3. Click its name.

Placing Orders



Shopping List Details

Name	ID	Date Saved
Basic astronomy textbooks	2001752005	03-Nov-2023

Description
The shopping list for the Introduction to Astronomy class.

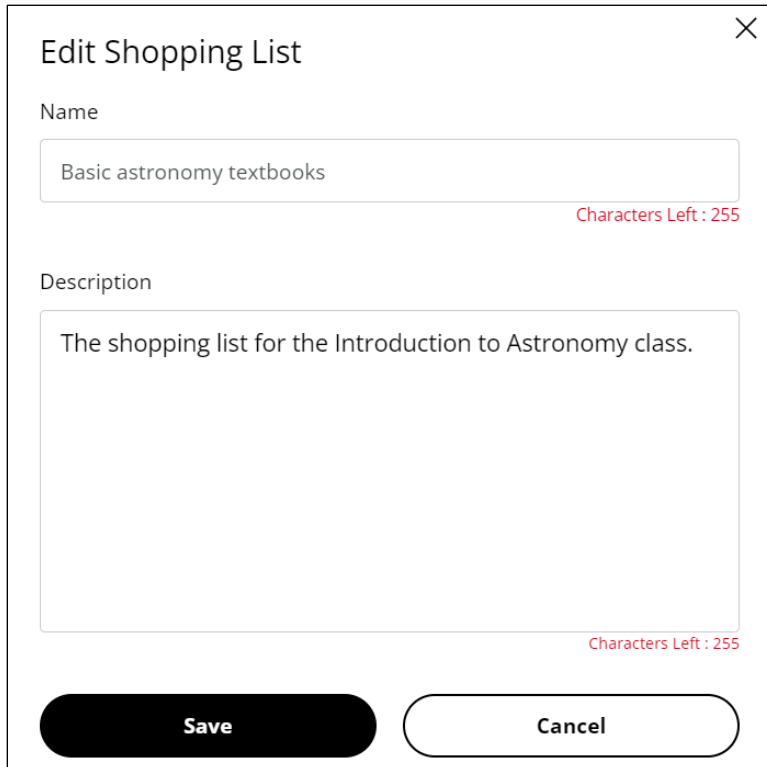
[Add to Cart](#) [Edit](#) [Delete Shopping List](#)

To view your final pricing, add the items to your cart.

ISBN	Description	List Price	Qty
9780134087702	Astronomy: A Beginner's Guide to the Universe	£179.99	10

Agent Offline

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



Edit Shopping List

Name

Basic astronomy textbooks

Characters Left : 255

Description

The shopping list for the Introduction to Astronomy class.

Characters Left : 255

[Save](#) [Cancel](#)

- b) Edit the name, description, or both, as needed.

Placing Orders

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

To view your final pricing, add the items to your cart. ✕				
ISBN	Description	List Price	Qty	
9780134087702	Astronomy: A Beginner's Guide to the Universe	£179.99	10	✕

The following will be displayed.

✕

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

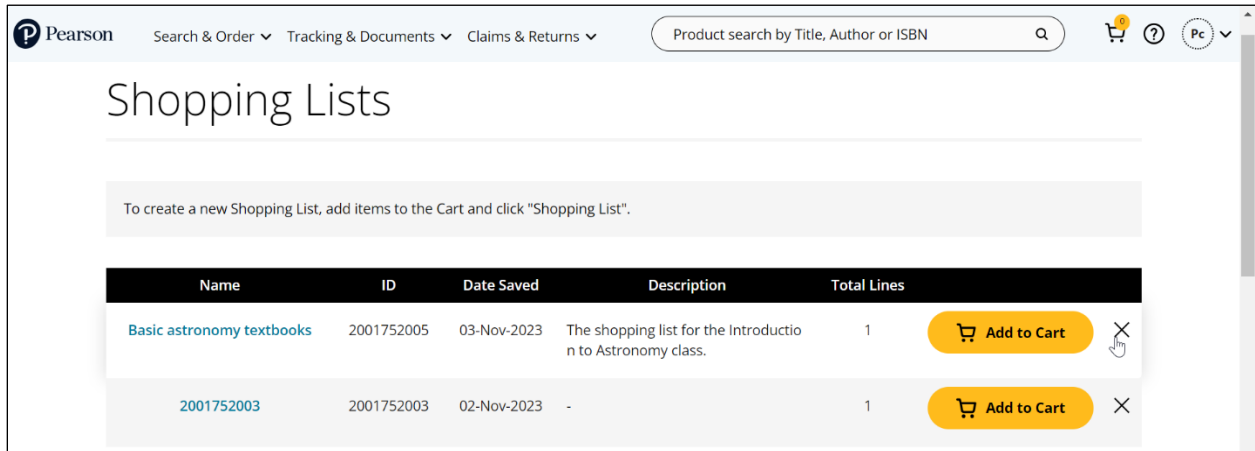
CancelOK

- b) Click **OK**.

Delete shopping lists



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

Placing Orders

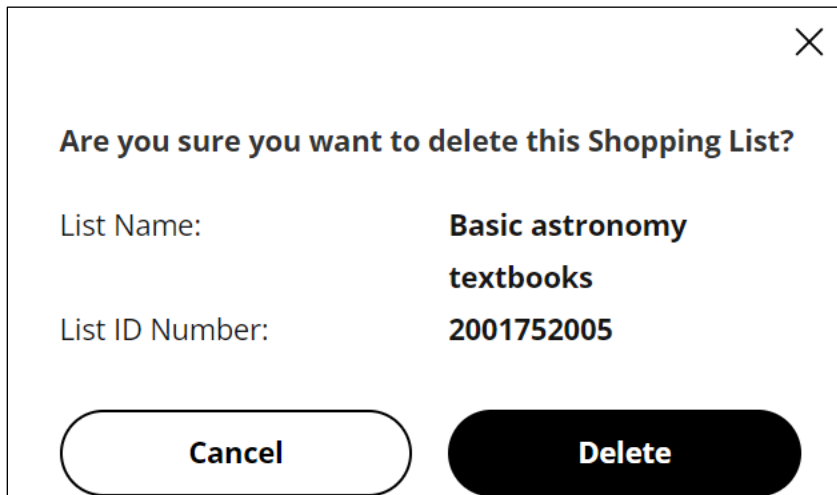


Shopping Lists

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

Name	ID	Date Saved	Description	Total Lines	
Basic astronomy textbooks	2001752005	03-Nov-2023	The shopping list for the Introduction to Astronomy class.	1	Add to Cart 
2001752003	2001752003	02-Nov-2023	-	1	Add to Cart 

- 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: **2001752005**

[Cancel](#) [Delete](#)

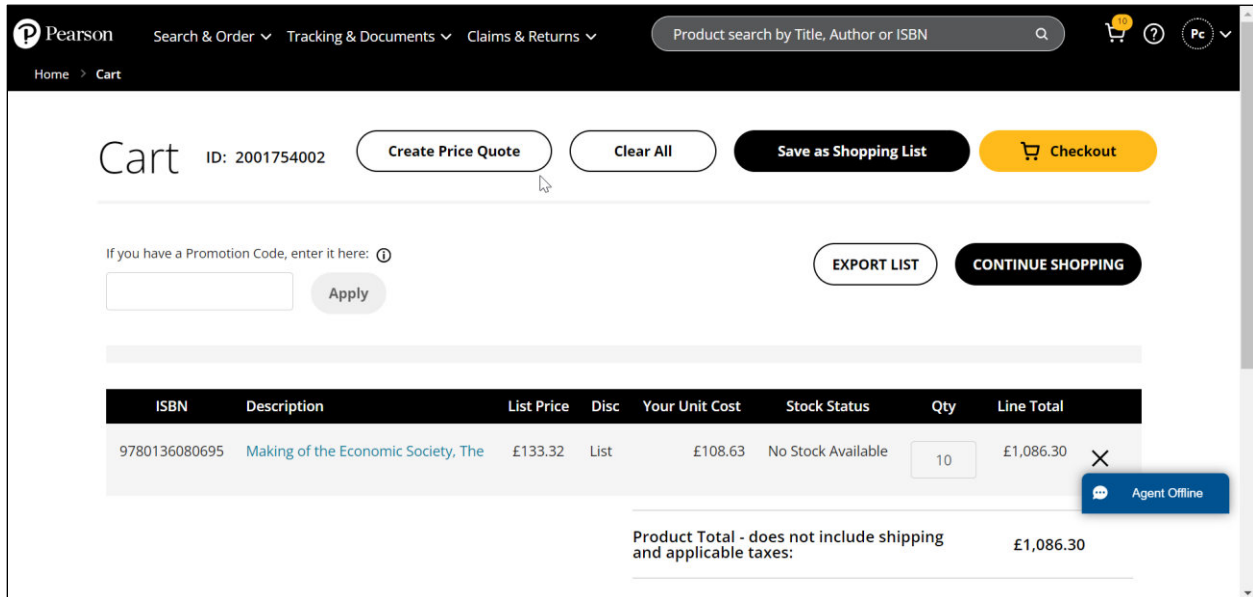
- Click **Delete**.

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.

Placing Orders

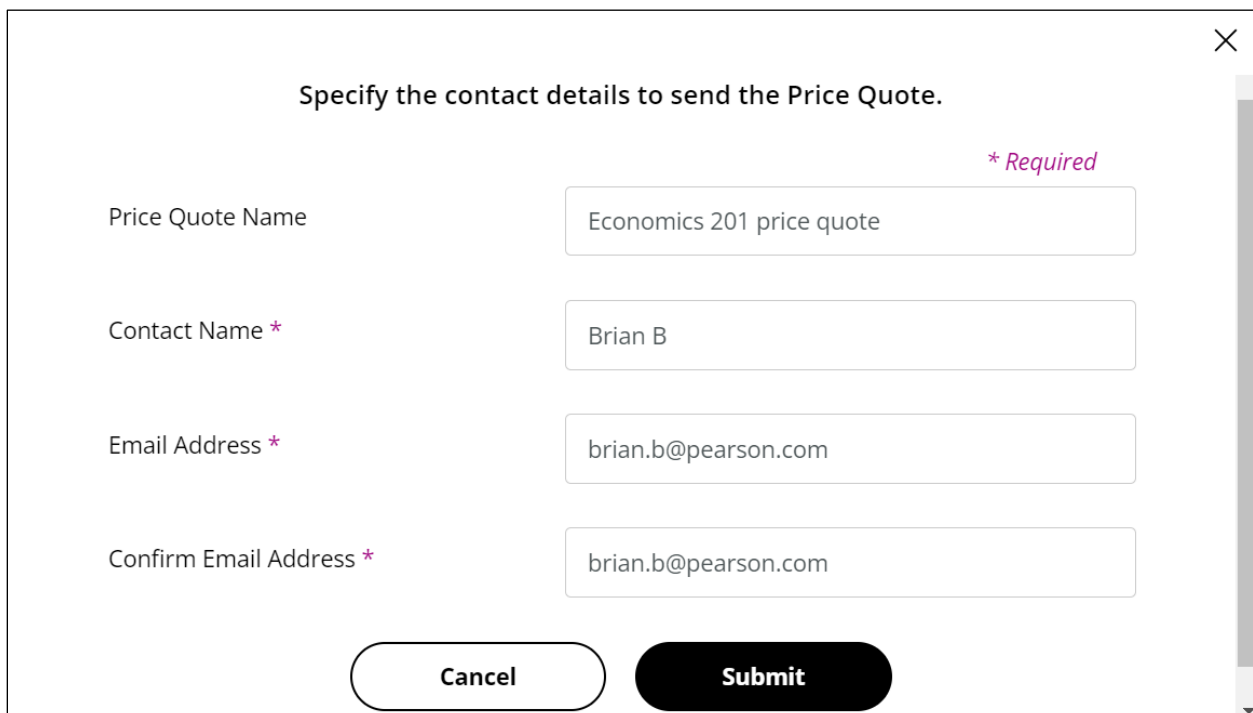


The screenshot shows the OASIS Cart page. At the top, there's a navigation bar with the Pearson logo, search and order links, and a search bar. Below the navigation bar, the cart ID is 2001754002. There are buttons for 'Create Price Quote', 'Clear All', 'Save as Shopping List', and 'Checkout'. A promotion code field is also present. The cart contains one item: 'Making of the Economic Society, The' with ISBN 9780136080695, a list price of £133.32, a unit cost of £108.63, and a quantity of 10. The line total is £1,086.30. The product total is also £1,086.30, noting that it does not include shipping and applicable taxes. An 'Agent Offline' status is shown in the bottom right corner.

ISBN	Description	List Price	Disc	Your Unit Cost	Stock Status	Qty	Line Total
9780136080695	Making of the Economic Society, The	£133.32	List	£108.63	No Stock Available	10	£1,086.30

Product Total - does not include shipping and applicable taxes: £1,086.30

3. Click **Create Price Quote**.



The dialog box is titled 'Specify the contact details to send the Price Quote.' It contains four input fields: 'Price Quote Name' (with the value 'Economics 201 price quote'), 'Contact Name *' (with the value 'Brian B'), 'Email Address *' (with the value 'brian.b@pearson.com'), and 'Confirm Email Address *' (with the value 'brian.b@pearson.com'). The asterisk indicates required fields. There are 'Cancel' and 'Submit' buttons at the bottom.

- Although not required, we recommend entering a name for the price quote.
- OASIS will automatically enter your name as the contact name. However, you can change it.

Placing Orders

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**.

✕

Your Price Quote has been created

Price Quote Name: Economics 201 price quote

Price Quote ID:


Product Total:
(does not include shipping and applicable taxes)

Expiration Date:

An email with the Price Quote as a PDF attachment has been sent to @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
🔍

🛒
?
Pc ▾

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 Name ▾

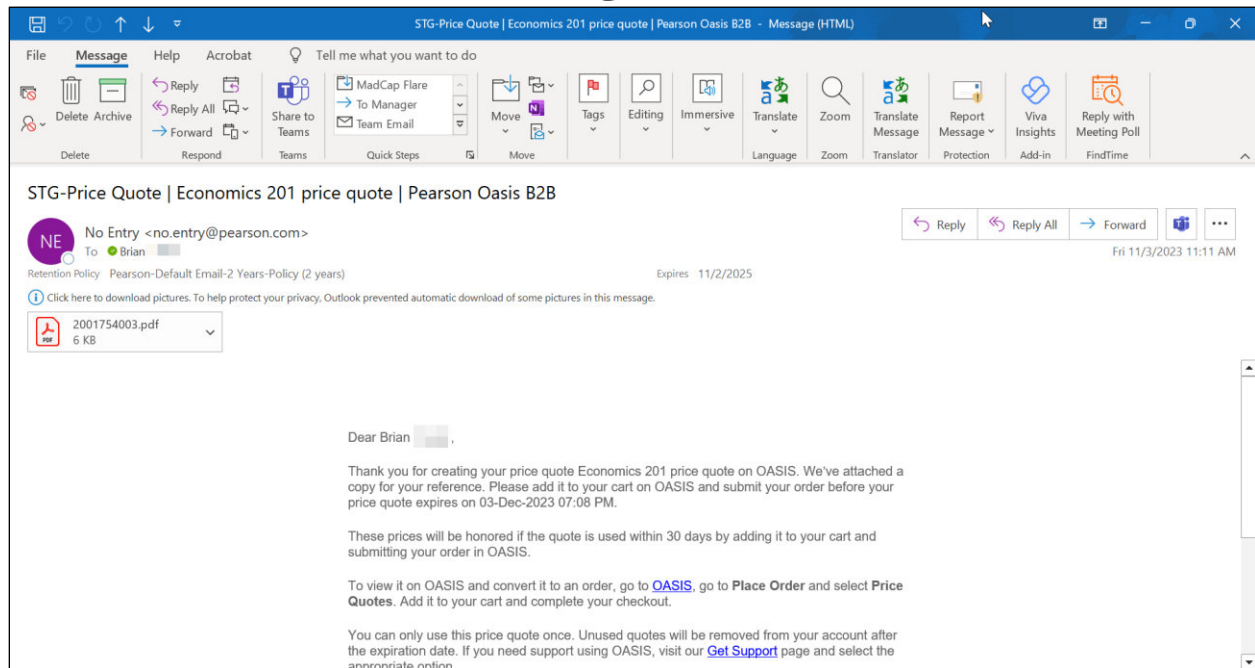
Ascending ▾

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download
Economics 201 price quote	2001754003	Valid	03-Nov-2023 06:08 PM	03-Dec-2023 07:08 PM	£1,086.30	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">📄</div> <div style="background-color: #f4a460; color: white; padding: 5px 10px; border-radius: 5px; display: flex; align-items: center;"> 🛒 Add to Cart ✕ </div> </div>
History 101 price quote	2001754005	Valid	03-Nov-2023 06:19 PM	03-Dec-2023 07:19 PM	£64.19	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">📄</div> <div style="background-color: #f4a460; color: white; padding: 5px 10px; border-radius: 5px; display: flex; align-items: center;"> 🛒 Add to Cart ✕ </div> </div>

Agent Offline

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

Placing Orders



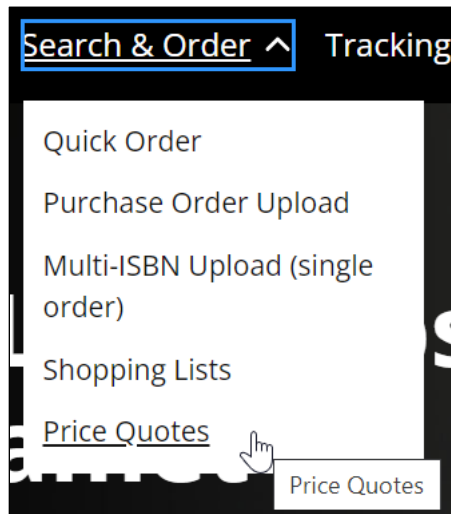
Please note the following:

- 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.

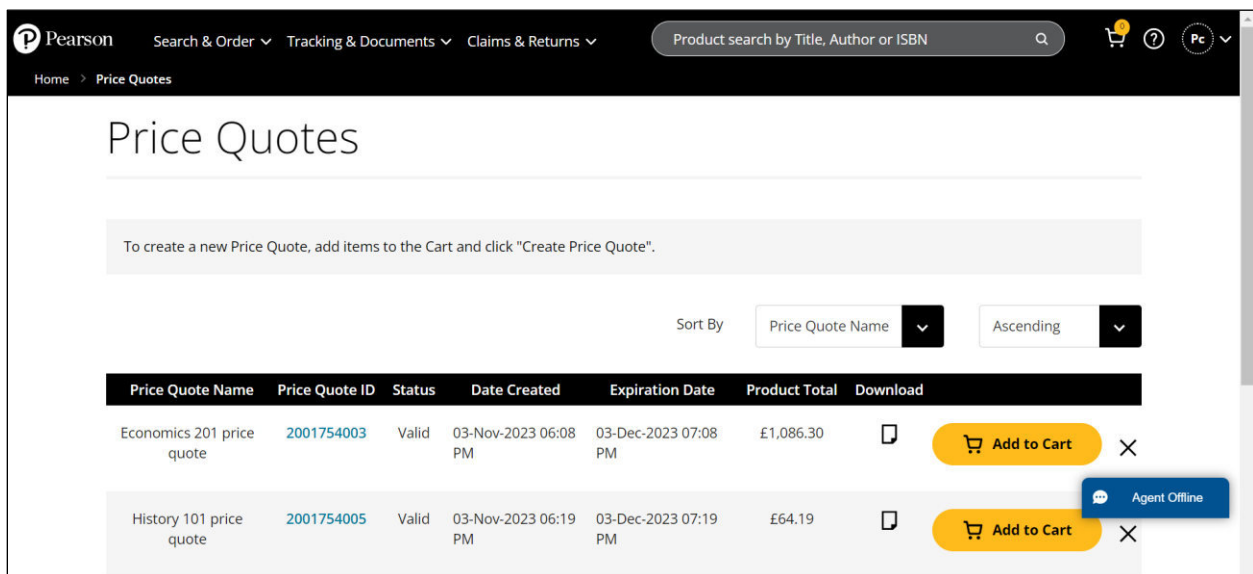
View all price quotes

1. Click **Search & Order**.

Placing Orders



2. Click **Price Quotes**.



Price Quotes

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

Sort By: Price Quote Name (Ascending)

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download
Economics 201 price quote	2001754003	Valid	03-Nov-2023 06:08 PM	03-Dec-2023 07:08 PM	£1,086.30	Add to Cart X
History 101 price quote	2001754005	Valid	03-Nov-2023 06:19 PM	03-Dec-2023 07:19 PM	£64.19	Add to Cart X

Agent Offline

View price quote details

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

Placing Orders

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download	
History 101 price quote	2001754005	Valid	03-Nov-2023 06:19 PM	03-Dec-2023 07:19 PM	£64.19		Add to Cart ×
Economics 201 price quote	2001754003	Valid	03-Nov-2023 06:08 PM	03-Dec-2023 07:08 PM	£1,086.30		Add to Cart ×
Test	2001714109	Valid	06-Oct-2023 03:47 PM	05-Nov-2023 03:47 PM	£40.99		Add to Cart × Agent Offline

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

[Search & Order](#)
[Tracking & Documents](#)
[Claims & Returns](#)

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

View Price Quote

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total
Economics 201 price quote	2001754003	Valid	03-Nov-2023 06:08 PM	03-Dec-2023 07:08 PM	£1,086.30

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](#)

Bill To Address

A STAR TUTORING CENTRES
LOWTON HOUSE
LOWTON WAY
ROTHERHAM
United Kingdom S66 8SS

Bill To Account number

Ship To Address

A STAR TUTORING CENTRES
LOWTON HOUSE
LOWTON WAY
ROTHERHAM
United Kingdom S66 8SS

Ship To Account number

Email Price Quote

Export List

Add to Cart

Product details

Product Total - £1,086.30

does not include shipping and applicable taxes

ISBN	Description	List Price	Disc	Your Unit Cost	Status	Qty	Line Total
9780136080695	Making of the Economic Society, The	£133.32	List	£108.63	Published	10	£1,086.30

Agent Offline

Delete price quotes

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

[Search & Order](#)
[Tracking & Documents](#)
[Claims & Returns](#)

Price Quotes

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

Sort By

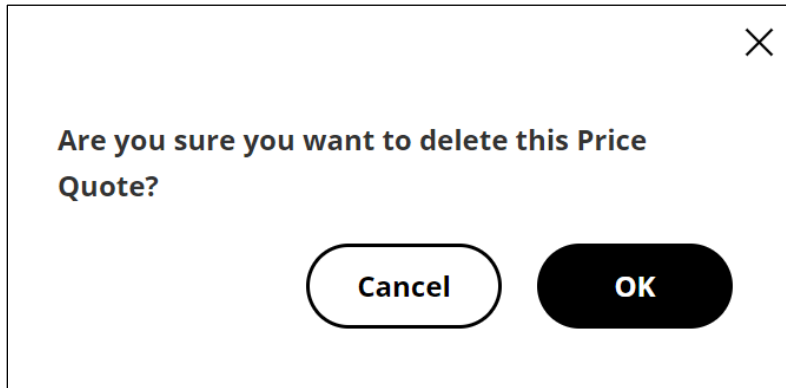
Price Quote ID

Descending

Price Quote Name	Price Quote ID	Status	Date Created	Expiration Date	Product Total	Download
History 101 price quote	2001754005	Valid	03-Nov-2023 06:19 PM	03-Dec-2023 07:19 PM	£64.19	<div>Add to Cart</div> <div>X</div>
Economics 201 price quote	2001754003	Valid	03-Nov-2023 06:08 PM	03-Dec-2023 07:08 PM	£1,086.30	<div>Add to Cart</div> <div>X</div>

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

Placing Orders



4. Click **OK**.