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Overview

This OASIS (Order and Shipment Information System) Retrieving Documents User Guide documents how to request billing account statements, invoices, and credit memos on the OASIS website. Refer to the sections below for more information.

Request Invoices and Credit Memos

1. Click **Tracking & Documents**.



2. Select Document Request.





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Statement (av Select Account, Monti The document will op Statement For	ailable for bil 1 & Year and clic en in a new wind	ing account only) « "Submit". low to view, print or s	ave. Select Month and Yea	r.	2					

3. Select Invoices and Credit Memos.

Pearson	Tracking & Documents 🗸 Search & Order 🖌 Claims & Returns 🗸	Product search by Title, Author or ISBN		٩)	ਉ 🕑 🕞
	Invoices and Credit Memos 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 sa	ve.			
	Bill To: *		* Required		
	Select Billing Address		÷		1
	Ship To:				
	Select Shipping Address		~		
	Document Type: *	Purchase Order Number			
	Please select	·			
	Date Range (up to 24 months)	Order Number			
	From To				
	06-Aug-2023	Invoice Number			
					Agent Offline
	Reset	Show Matches			

- 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
 - Credit Memos
- 8. Complete optional fields, such as date ranges and invoice numbers, to filter your results.





9. Click Show Matches.

Pearson Pearson	Search & Order 🗸	Tracking & Documents 🗸	Claims & Returns 🗸 Invoice	Product search by Title, Author or I	 Q ⊕ <
		Reset		Show Matches	
Sort By	Invoice #	~	Descending		
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215650	32 N/A	09/27/2023		otsus8	50990586
215649	20 N/A	09/14/2023	le la	E2E-UMass	50986596

10. 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 A Stockmen LLG A STOCK AND	Customer Ship-to: A BOOK COMPANY LLC EASTERN DISTRIBUTION C	Pearson Education, Inc. 221 River Street TR Te 1: 500-322.6556 Enail: Conditionation com Ta: ID No:	Invoice Number : 2154/332 Delivery Number : Date : 03-X0V-2023 Payment Tennes Crustement Tennes Order Number : 5100016 Currency : Bhipment Tennes : Prepay and Add Purchase Order Number : Multi Subscription
Total Ordered Quantity (No. Of Hams) Net Amount Tax Total Invoice Total Amount Due	1 \$59.96 \$0.00 \$59.96 \$59.96	REANT Marka Checks Psycologi bit: Pearson Education, Inc.	TANCE INFORMATION Bank Nene Bank Nene Bank Address Add Xich No. Add You No. Ad

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.

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 1328807	Document Request 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 I328807 Submit	earson Search & Order ~	Tracking & Documents 🗸 Claims & Returns 🗸	Product search by Title, Author or I	a) 🖞 🕜 🕣
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- 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.





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6. Click Submit.

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