

# Retrieving Documents

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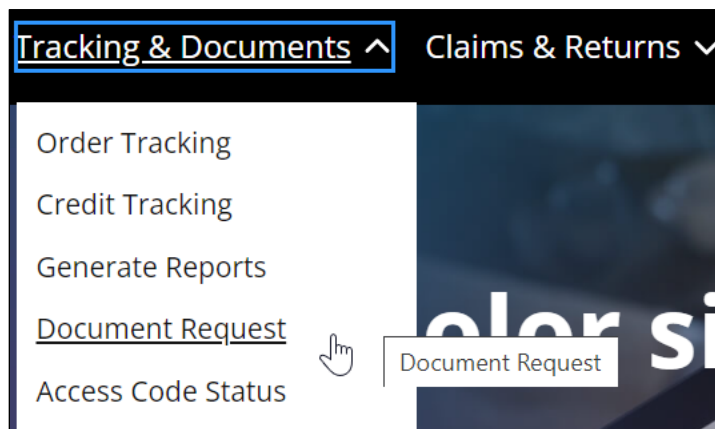
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## Overview

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

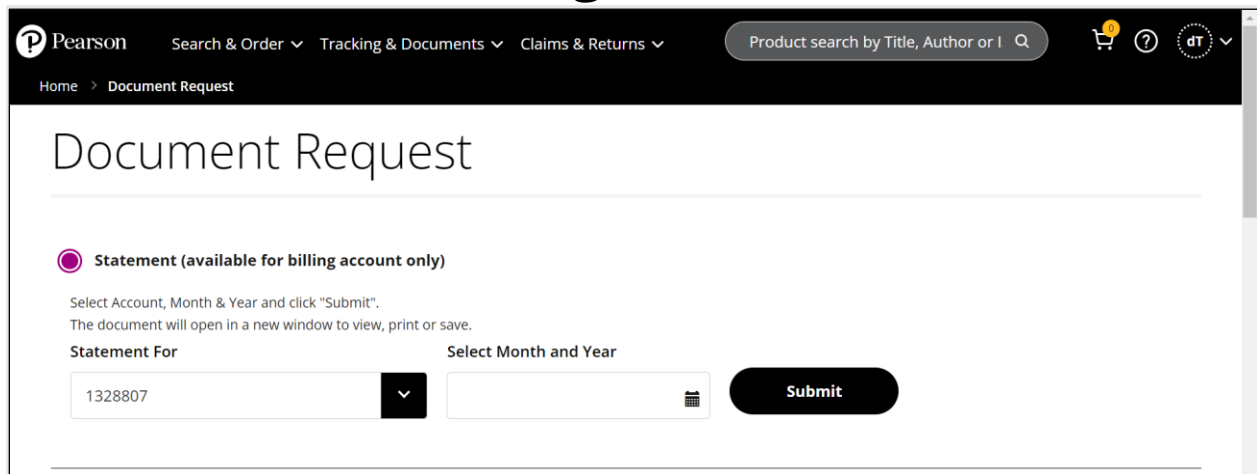
## Request Invoices and Credit Memos

1. Click **Tracking & Documents**.



2. Select **Document Request**.

## Retrieving Documents



**Document Request**

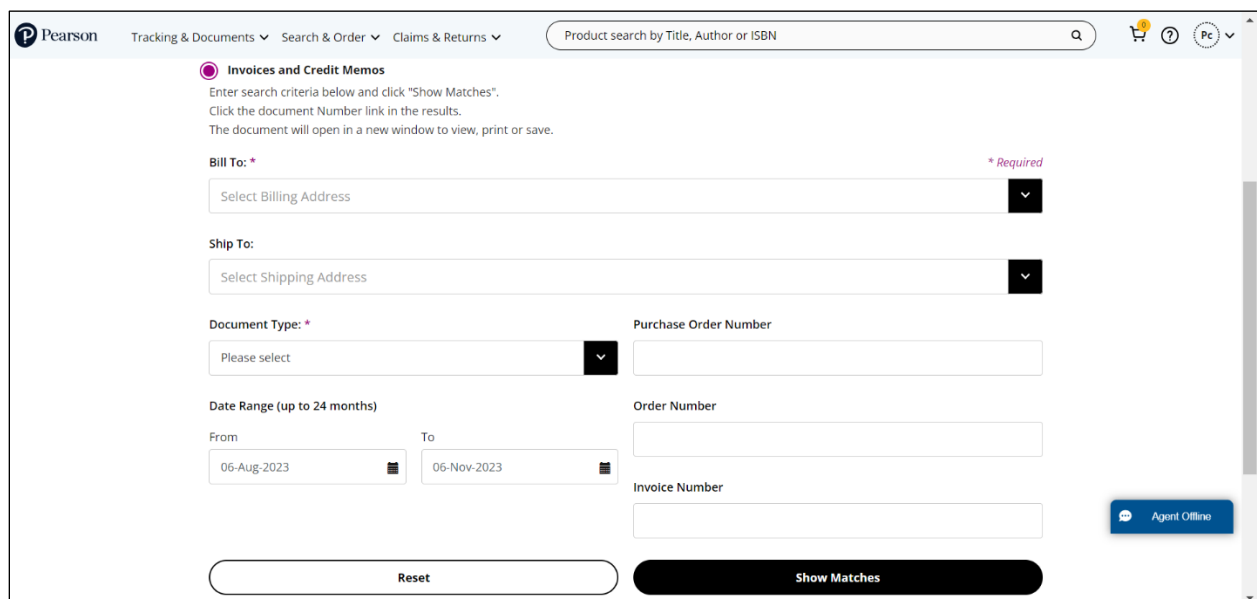
**Statement (available for billing account only)**

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**

**Submit**

### 3. Select **Invoices and Credit Memos**.



**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 save.

**Bill To: \*** \* Required

**Ship To:**

**Document Type: \***  **Purchase Order Number**

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

**Order Number**   
**Invoice Number**

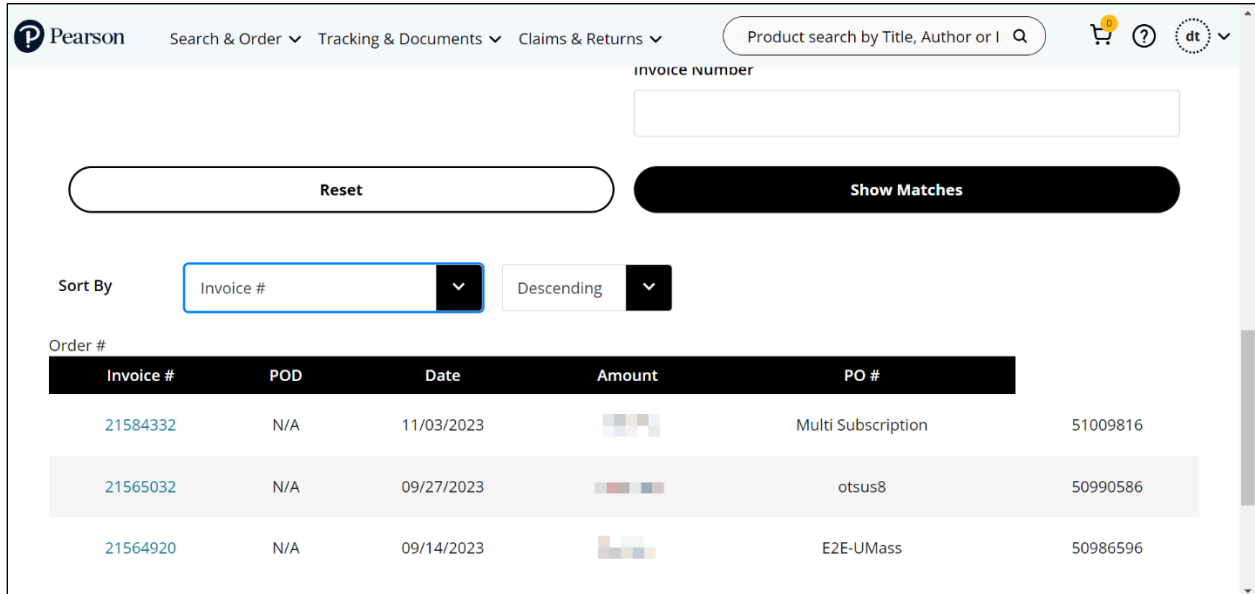
**Reset** **Show Matches**

**Agent Offline**

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.

## Retrieving Documents

9. Click **Show Matches**.



Product search by Title, Author or I

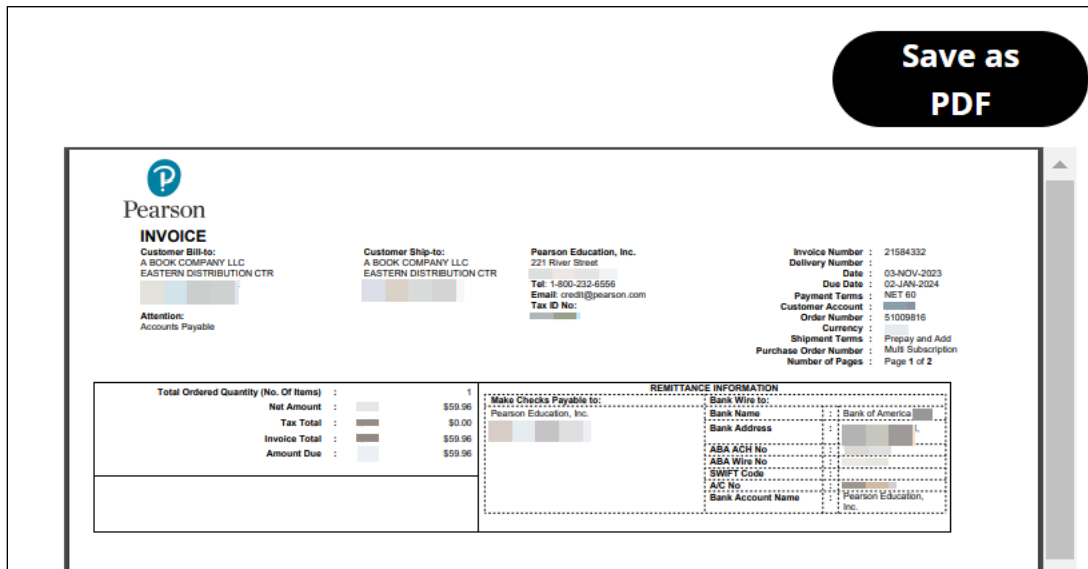
invoice number

Reset Show Matches

Sort By Invoice # Descending

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

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**

**INVOICE**  
Customer Bill-to:  
A BOOK COMPANY LLC  
EASTERN DISTRIBUTION CTR  
Attention: Accounts Payable

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 : S1009816  
Currency :  
Shipment Terms : Prepay and Add  
Purchase Order Number : Multi Subscription  
Number of Pages : Page 1 of 2

Total Ordered Quantity (No. Of Items)	
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 :  
A/C No :  
Bank Account Name : Pearson Education, Inc.

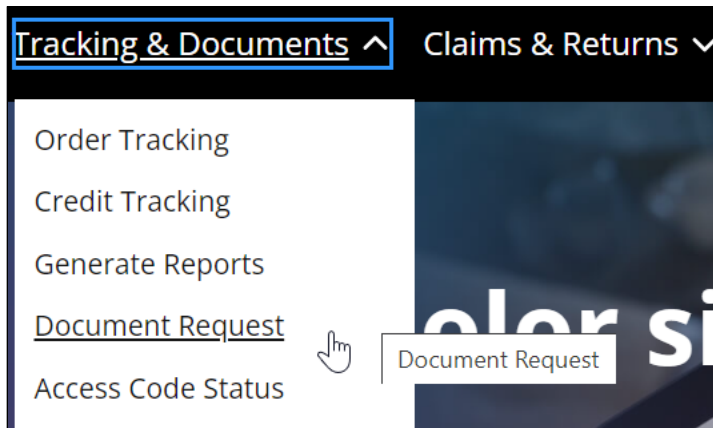
11. Click **Save as PDF** to save the document to your computer.

# Retrieving Documents

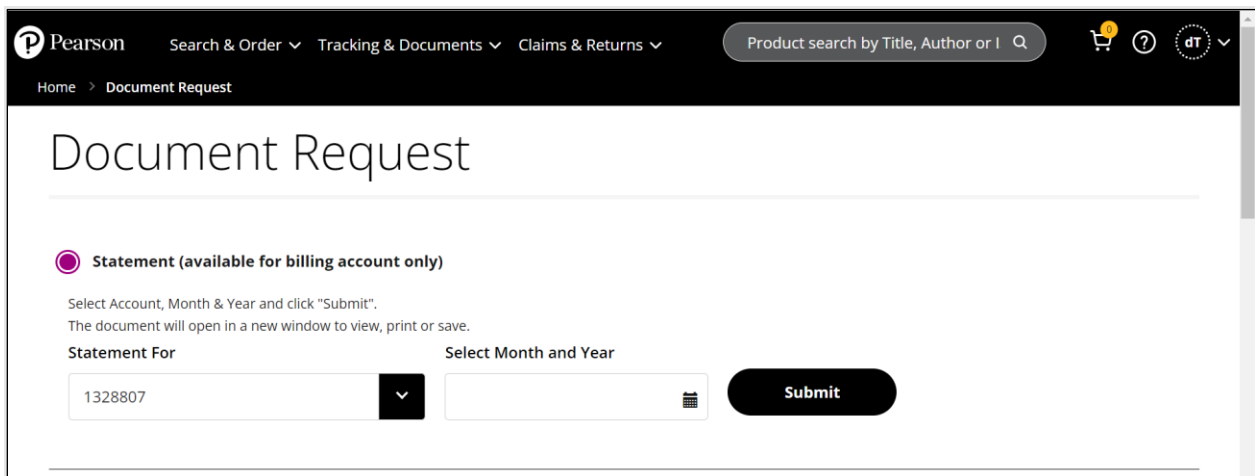
## Request billing account statements

**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

Pearson

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

Product search by Title, Author or I 🔍

Home > 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


▾

📅

Submit

6. Click **Submit**.

**Save as PDF**



**Pearson**  
Attn: Credit Dept.

Please do not send payments to the Hoboken address.

PIMA MEDICAL INST

## Statement of Account

**Statement Date:**

**Page:**

**Account Number:**

**Account Balance:**

30-SEP-2023

1 of 1

**FOR QUESTIONS CONTACT**

Credit Dept.

Toll Free:

Fax:

Web-to-Case: <https://support.pearson.com/requestform/v/>

**PLEASE NOTE THIS IS NOT AN INVOICE - THIS IS A SUMMARY OF OPEN TRANSACTIONS ON YOUR ACCOUNT - PAYMENT INFORMATION IS QUOTED ON ALL INVOICES**

Invoice Date	Trans type	Your PO / Ref	Trans Ref	CCY	Original Amount	Amount Due	Due Date	Days Late	Disputes
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7. Click **Save as PDF** to save the document to your computer.