

» Pearson

OASIS

Placing Orders

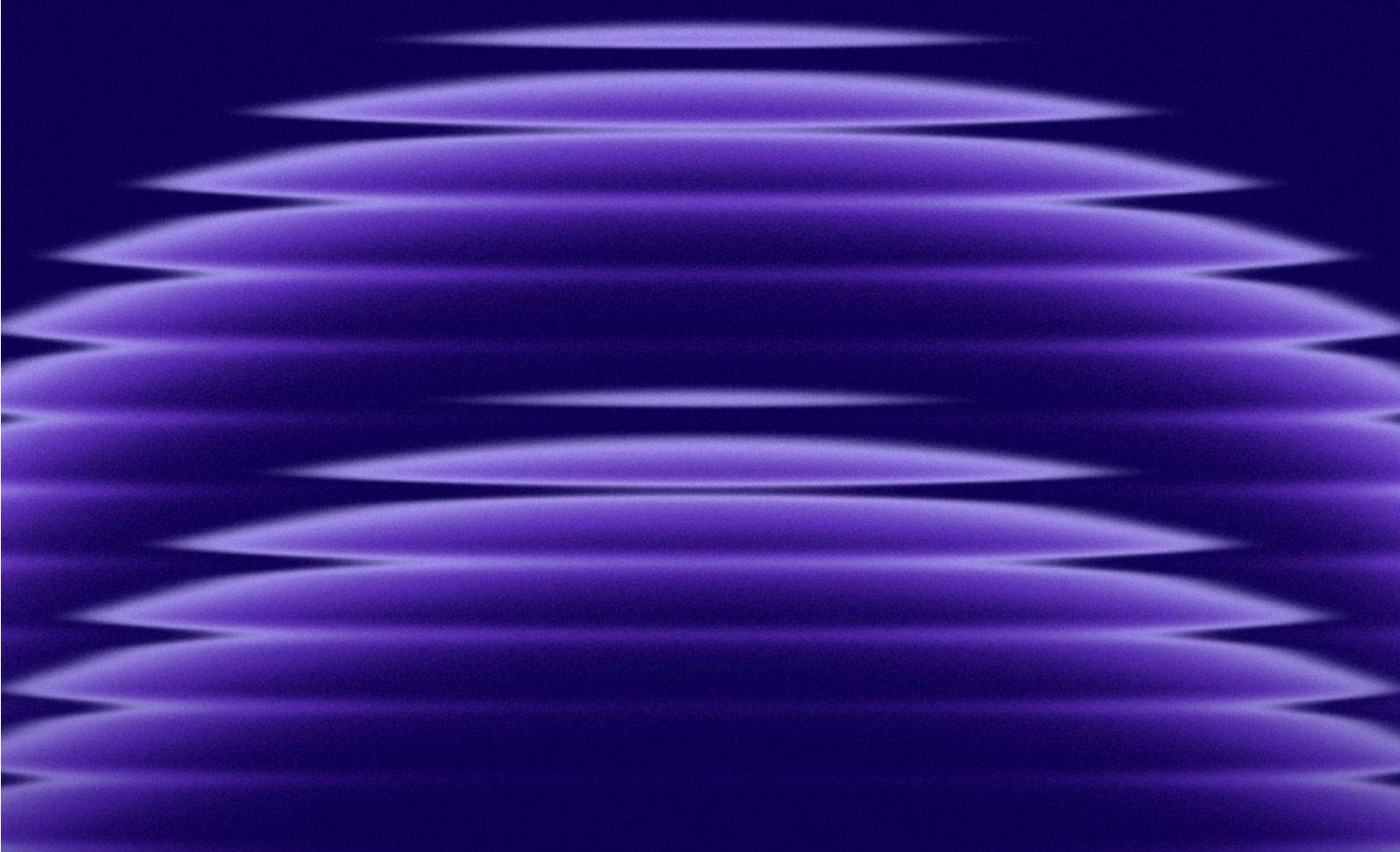


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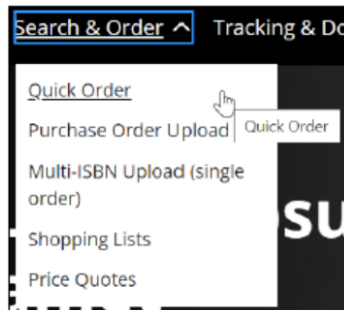
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Overview

This OASIS (Order and Shipment Information System) Placing Orders User Guide documents the different ways in which you can place orders for products via OASIS.

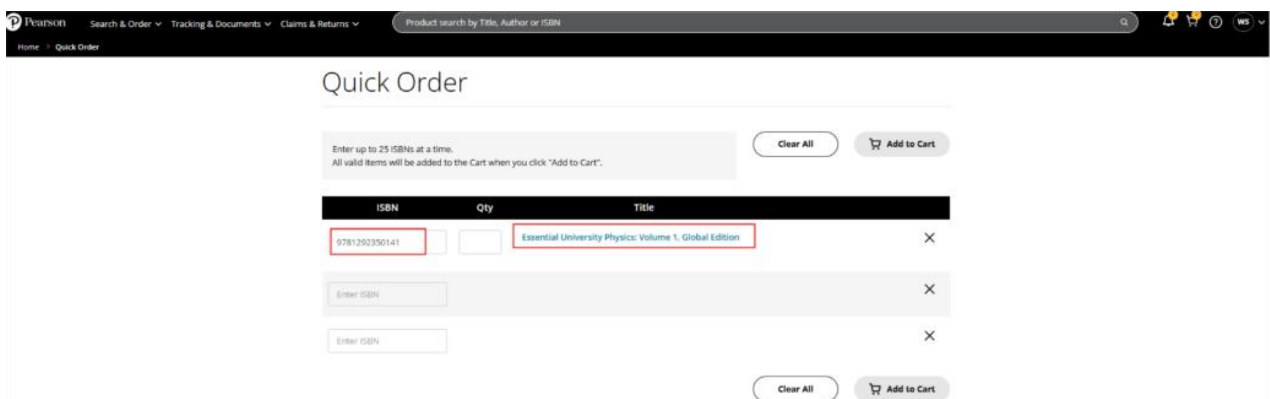
Make a Quick Order

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

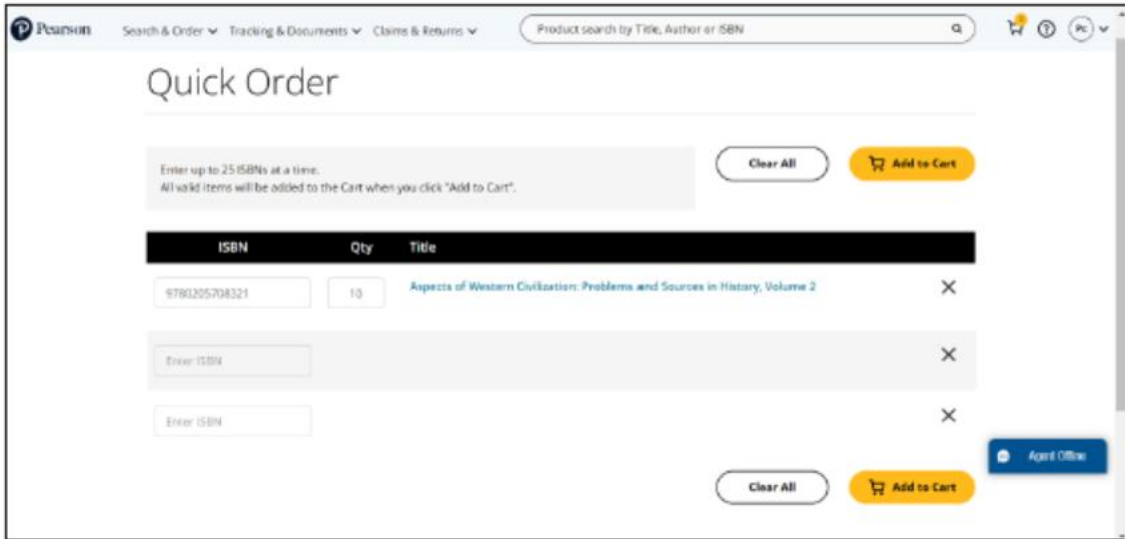


2. Select **Quick Order**
3. Enter the ISBN for the product. If found, a clickable link with product names will be displayed in the title column.

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



4. Enter the quantity



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

Upload a Purchase Order (PO)

Step 1: Create the Purchase Order PDF

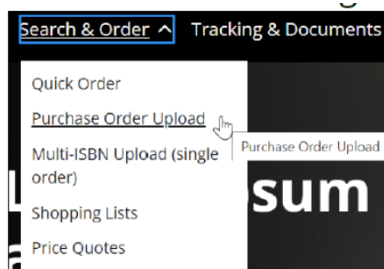
1. Create your purchase order with the ISBN and the quantity on the same line as shown in the example below. You can use our [basic purchase order template](#), but most standard purchase order formats should work.

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	

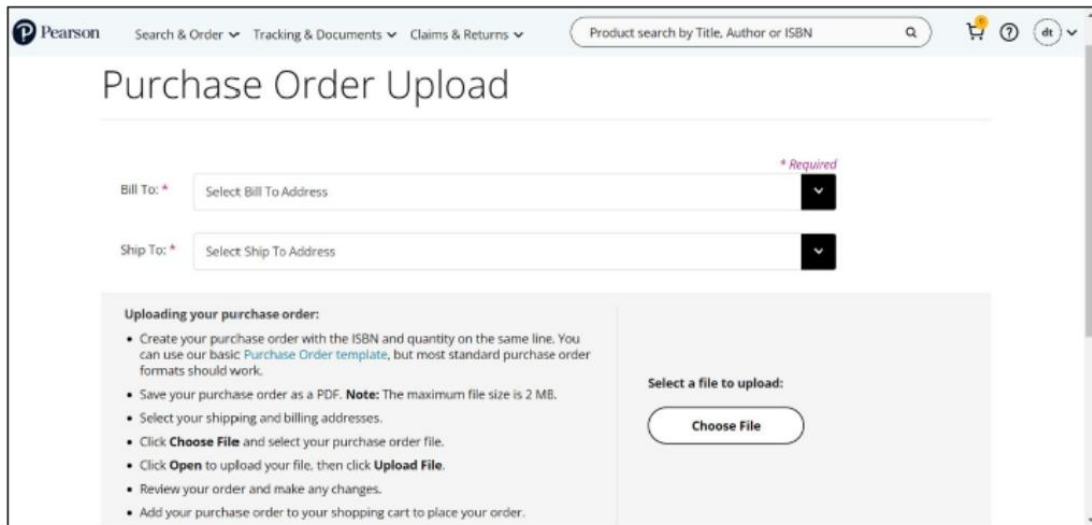
2. Save your purchase order as a PDF (the maximum file size is 2 MB)

Step 2: Upload the Purchase Order PDF to OASIS

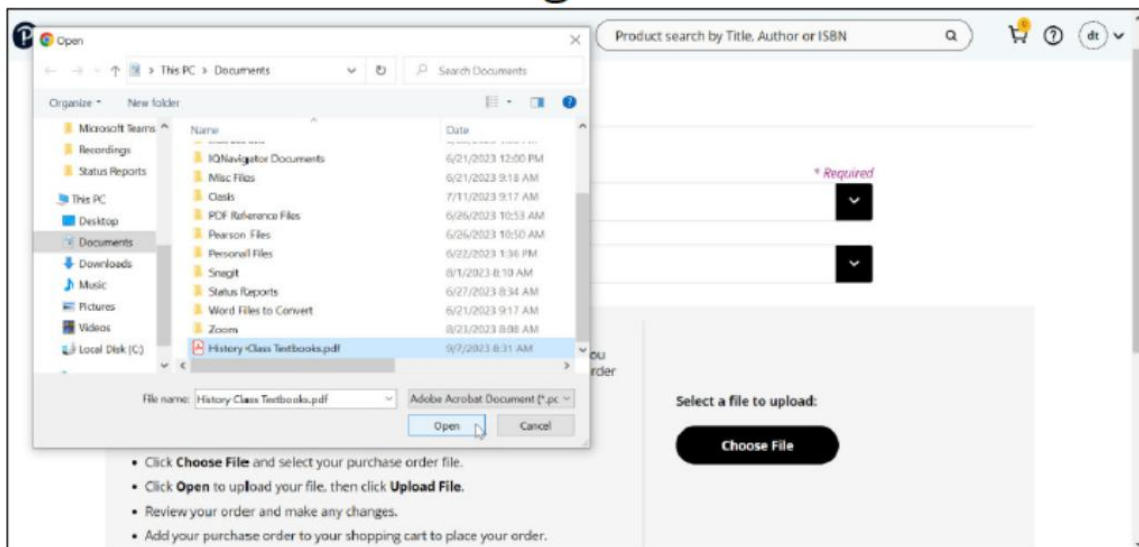
1. From the toolbar click **Search & Order**



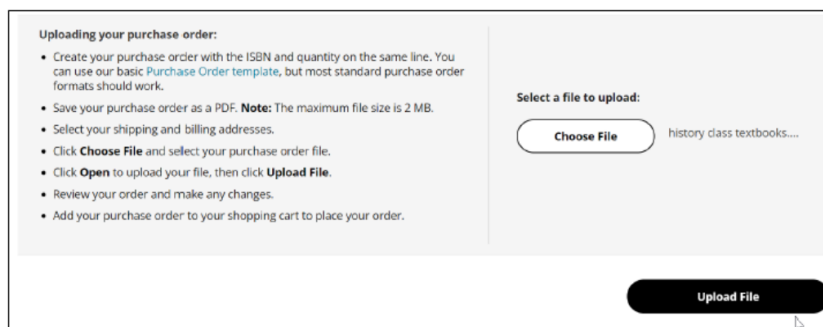
2. Select **Purchase Order Upload**



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



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



7. Click **Upload File**

OASIS will create a shopping list from your PDF. 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 shopping list after viewing.

Author:

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Version:

Approver:

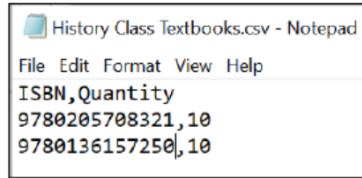
Classification: DCL 1/DCL 2/DCL 3/DCL 4

Date:

Upload Multiple ISBNs for a single order

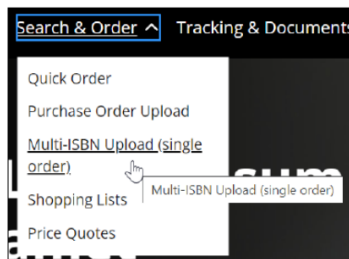
Step 1: Create a CSV file with multiple ISBNs

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.

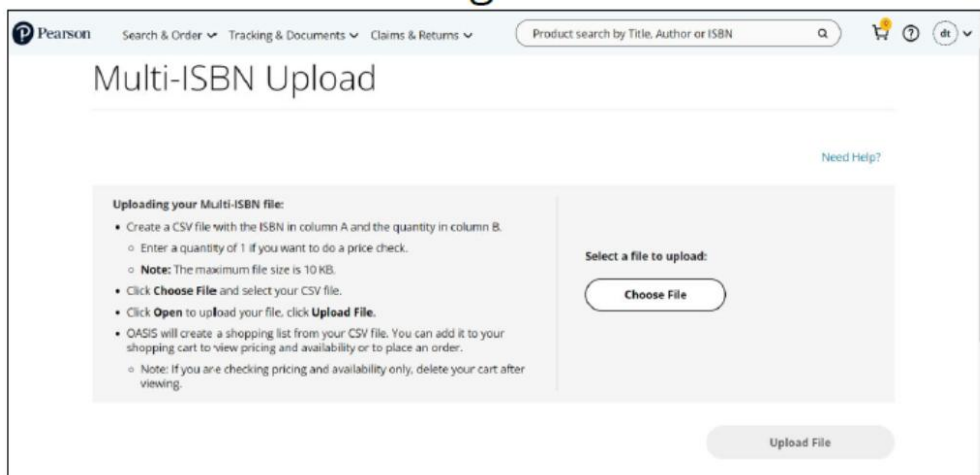


Step 2: Upload the CSV file to OASIS

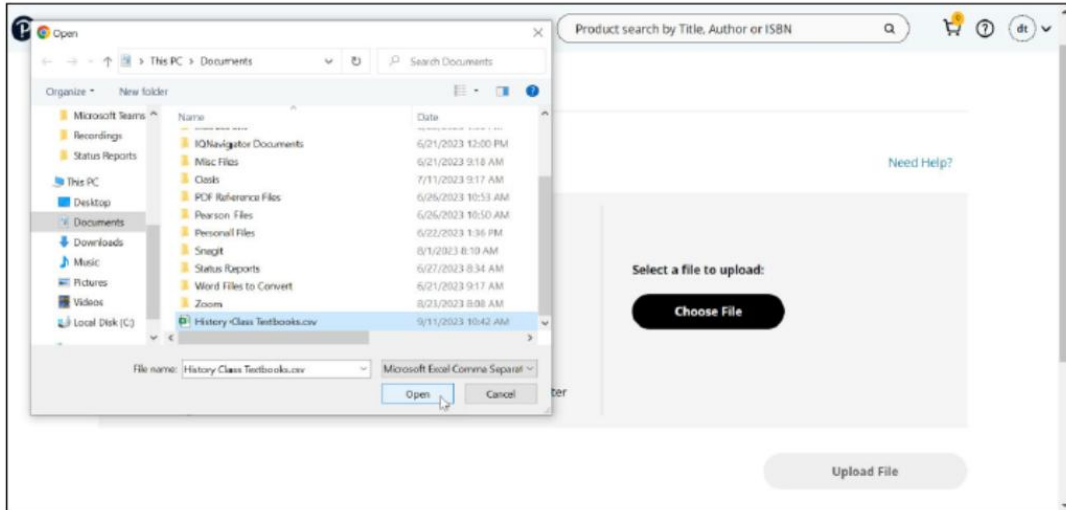
1. From the toolbar click **Search & Order**



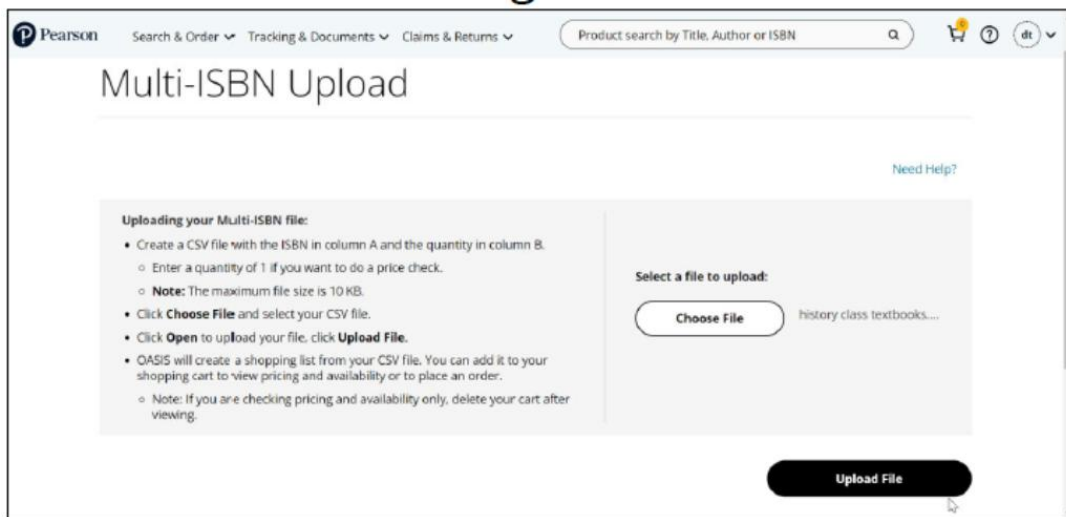
2. Select **Multi-ISBN Upload (single order)**



3. Click **Choose File**
4. Select your CSV file.



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

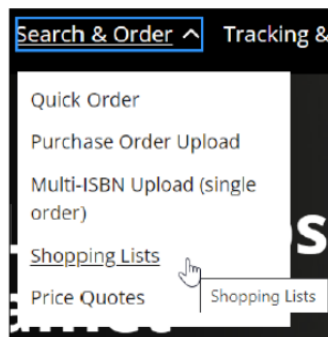


6. Click **Upload File**

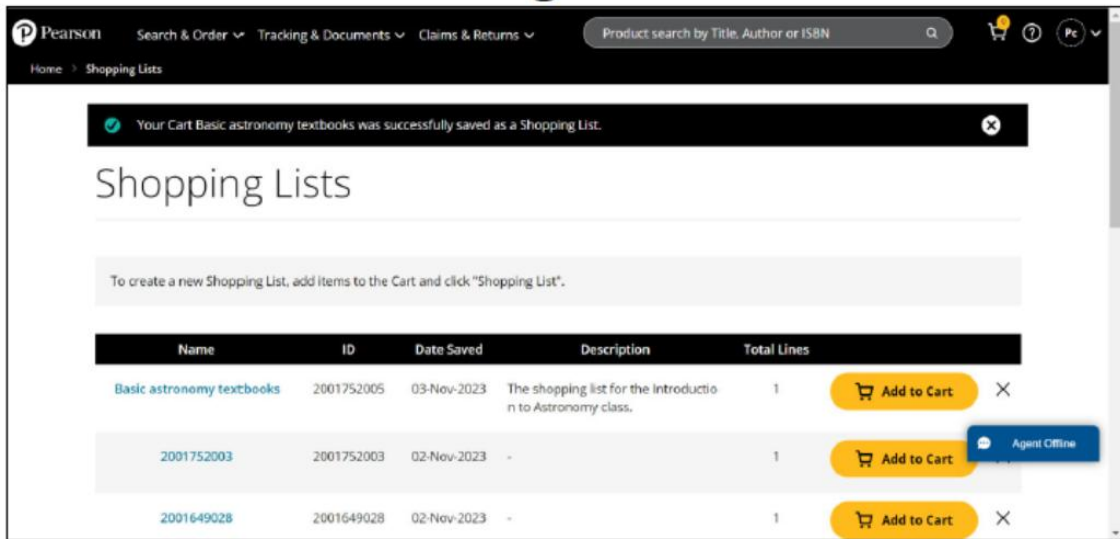
OASIS will create a shopping list from your CSV file. You can add it to your cart to view pricing and availability or to place an order. **Note:** If you are checking pricing and availability only, delete your cart after viewing.

Shopping List Order

1. Click **Search & Order**



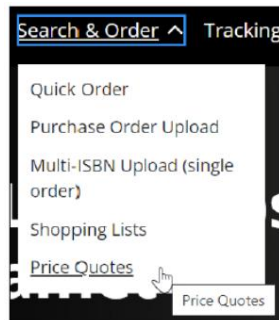
2. Select Shopping List



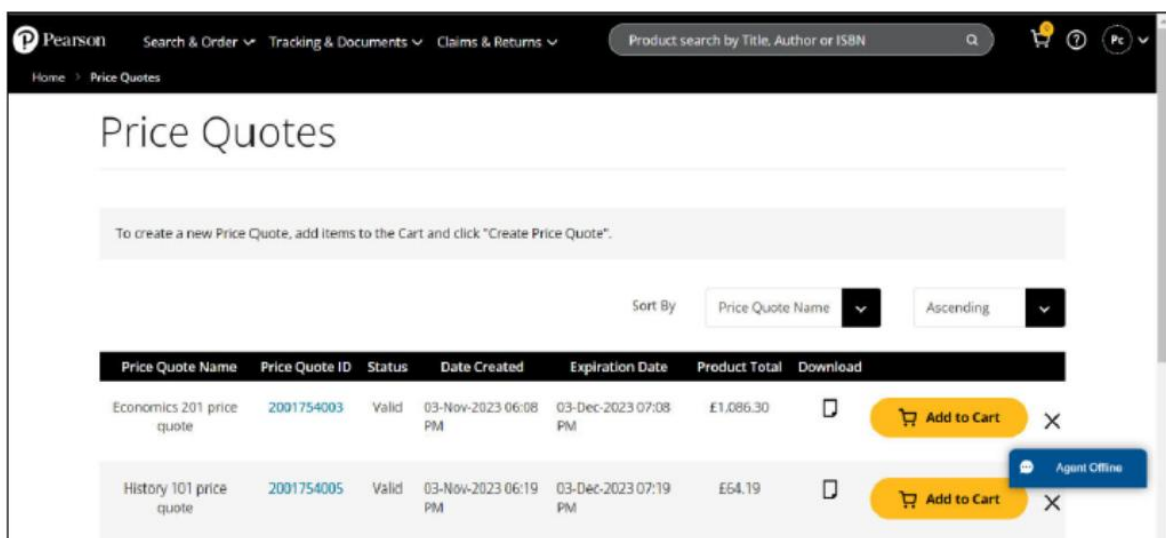
3. Click **Add to Cart** next to the list you would like to order.

Price Quote Order

1. Click **Search & Order**



2. Click **Price Quotes**



3. Click **Add to Cart** next to the quote you would like to order.