



OASIS

**Request a Proforma
Quote Invoice**

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Overview

This OASIS (Order and Shipment Information System) Request a Proforma Quote Invoice User Guide details how you can easily request a Proforma Quote Invoice.

Request a Proforma Quote Invoice

From the cart page in OASIS, you can request a Proforma Quote Invoice. Items can be added to the cart via Quick Order, Purchase Order Upload, Multi-ISBN upload, shopping lists and the search and order toolbar.

Once all your items are added to the cart page you will see the following:

1. Click 'Proforma Quote Invoice'

The screenshot shows the OASIS Cart page. At the top, there is a 'Cart' header with the ID '2016941331'. Below the header are several buttons: 'Create Price Quote', 'Clear All', 'Save as Shopping List', and 'Checkout'. A search bar for promotion codes is visible, with an 'Apply' button. A red box highlights the 'Proforma Quote Invoice' button. Other buttons include 'Export List' and 'Continue Shopping'. Below the buttons are two address fields: 'Bill-To Address' and 'Ship-To Address'. At the bottom, there is a table of items in the cart and a product total summary.

ISBN	Description	List Price	Disc	Your Net Price	Stock Status	Qty	Line Total	
9781292449265	Essentials of Operations Management	£59.99	List	£59.99	In Stock	1	£59.99	×
9781292294995	Marketing: An Introduction + MyLab Marketing with Pearson eText, Global Edition	£77.38	List	£77.38	Limited Stock	1	£77.38	×

Product Total - does not include shipping and applicable taxes: £137.37

2. A new box will open

Proforma Quote Invoice ✕

We need a little more information to complete your request. Please fill out the fields below and click 'Submit'. Your Proforma Quote invoice will be emailed to you within 2 business days.

PO Reference: * * Required

Recipient Email: *

Special Instruction:

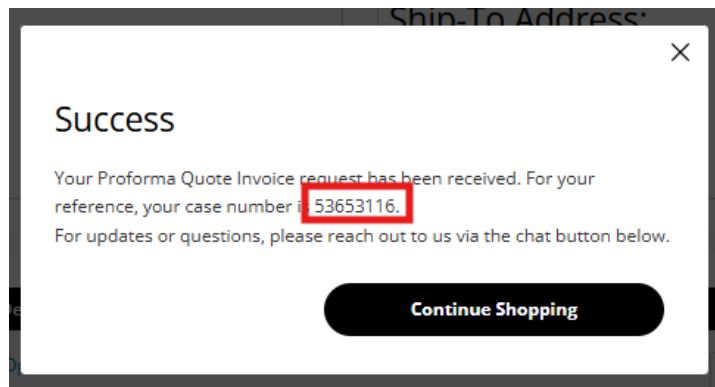
240 character is remaining

240 characters remaining

£137.37

3. Complete the mandatory fields (*) PO reference and Recipient email
4. Include any special instructions
5. Click submit

You will now see a success message, which will include your case number:



You will then receive your Proforma Quote Invoice via the email you entered in step 3 above.