

How to order with Pearson - Access Codes, Print Books and Invoice Requests

If your school does NOT have an account (or account number) with Pearson [please fill in this form](#).

Physical orders will take 7-8 days to arrive depending on stock. Electronic codes can be generated and sent in 24-48 hours. Please try to order well in advance, especially around peak periods (Sept, Jan, May).

You will be generated a Case Number if you need to follow up on the conversation, or you can reference your PO# or order confirmation.

A PO# is one that you create as an internal reference for your school. If you don't have an internal reference system, just use the date as the PO#. For example, 191201 to reference Dec 1, 2019.

Ordering Electronic Products (i.e. access codes)

Send your order email to: Access.Codes@pearsoned.com

Subject Line: School Name - Account _____ - PO _____

Email body: Can you arrange for the following access codes to be delivered electronically?
Please provide the order confirmation when available.

Course Start Date:

(Qty) of ISBN 978XXXXXXXXXX

Title, Author, Edition

License Type - MyLab/Mastering/Revel code OR 180-day access OR perpetual access

Account#

PO#

Ship to:

*****This is an electronic order and nothing will physically ship out, this order will be filled electronically***

Ordering Physical Products Online

The fastest way to order physical books is via our online order and shipment information system: OASIS.

OASIS is Pearson's free online self-help website that is available 24/7 to place & track orders, track credits, check price & availability, look up product information, request documents, file claims, generate reports and more!

**Access codes cannot be ordered online, please see above for ordering access codes.*

Register today at <https://oasis-b2b.pearsoncanada.ca/login>

OASIS 2.0 User Guide

[Walkthrough Video Tutorial](#)

Ordering Physical Products via Email

Please email: CDN.ORDER@Pearsoncanada.com

Subject Line: School - Account _____ - PO _____

Email body: Can you arrange for the following order? Please send confirmation number and stock status when available.

(#) copies of ISBN 978XXXXXXXXXX
Title, Author, Edition

Account#
PO#
Ship to: (ADDRESS)

Requesting Invoices

Please email: CDN.ORDER@Pearsoncanada.com

Subject Line: School - Account _____ - Invoice Request for PO#

Email body: Can you please arrange to send the invoice for the following PO#?

Account#
PO#
Ship to: (ADDRESS)