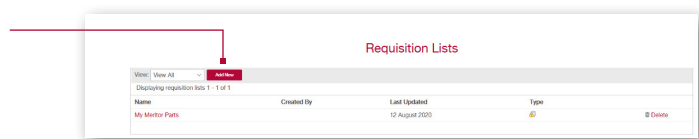


## Meritor Parts Xpress

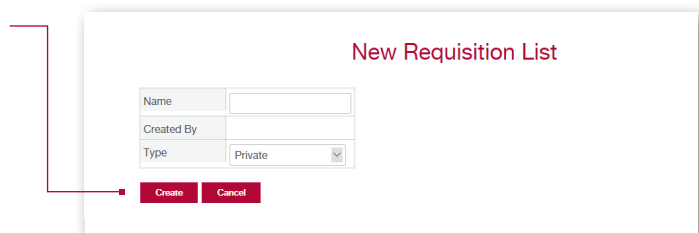
# HOW TO CREATE AND EDIT YOUR REQUISITION LIST

### How To:

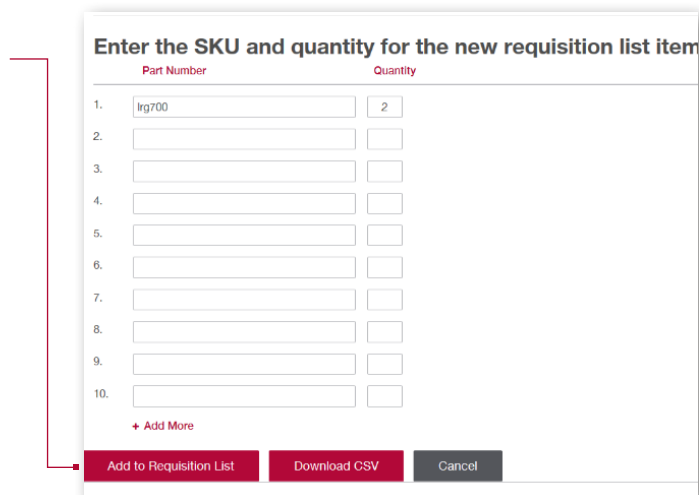
1. To create a new list, click **Add New**.



2. Name your **requisition list**, then select create.



3. Enter the **part numbers** and **quantities** to your requisition list. Click on **Add to Requisition List**.

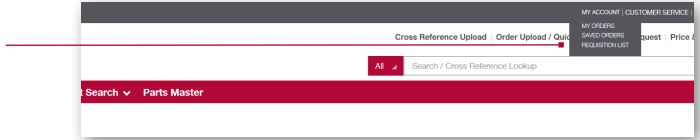


4. From here, the parts entered will be added to your list. You also have the option of downloading your list to **Excel format** by clicking on **Download CSV**.



## How To:

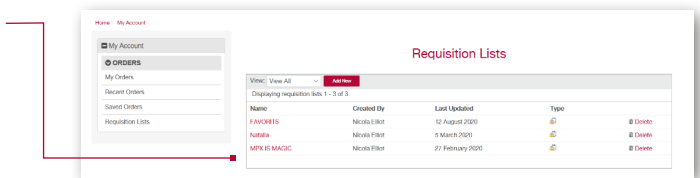
- 5. **Requisition List is available** in the drop down menu **My Account**.



- 6. Add parts to your requisition list from anywhere on the site, by clicking on **Add to Requisition List**.



- 7. All of your saved lists can be accessed from here.



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