

Meritor Parts Xpress

HOW TO SAVE AN ORDER

How To:

1. Sign in.

Download one of the provided **templates**, enter your order, max 200 lines.

Do not change Template name.

Select **Upload your order spreadsheet**, click **Submit**, you will be taken to the cart.





 In the header of your order, select the Ship To address from drop down menu. If you have a new ship to location for Stock Order - please ask your Customer Service Rep to add it for you in our system first.



How To:

3. Add your **purchase order number**.



4. Select your required **Shipping Date** in accordance with your weekly shipping schedule.



5. Save order.

*Bible Ter (BEVOLA (Sweige MORÄNNÄGEN 12 VÄXUÖ BEVOLA (Sweige MORÄNNÄGEN 12 VÄXUÖ		etomer P.O. #: 557 ture Ship Date: 1) 29-07-2020	•	Billio Considere only	
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Disclaimer: All prices are net prices without any tax. Ad errors, inaccuracies or omissions. You will s	ditional charges in form of Pn hortly receive an order aconf	eight are not shown. This Web site n	ney contain typographical errors or i ilability.	naccuracies. Meritor therefore reserves th	e right to oo

How To:

6. Recall saved orders **My Account- Saved Orders**, main page and finish Submitting Order.



7. Go to **Saved Orders**, Select Order you wish to proceed with and click **Details**.

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8. Click **Edit Order**, to make changes before submitting your order as normal.





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