Meritor Parts Xpress

HOW TO UPLOAD AN ORDER

How To:
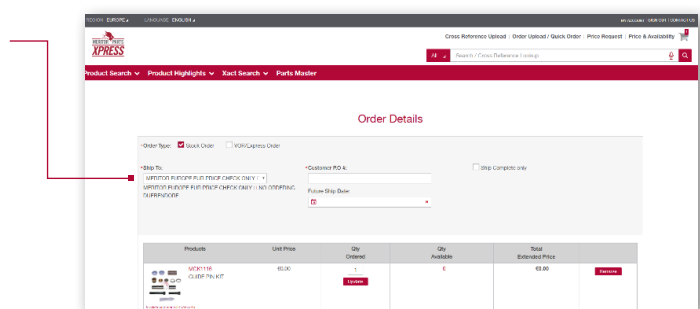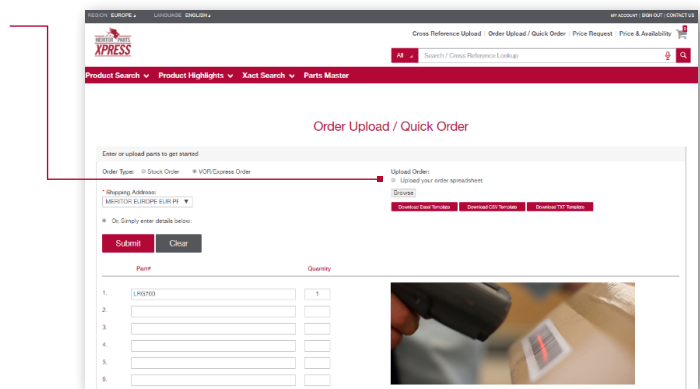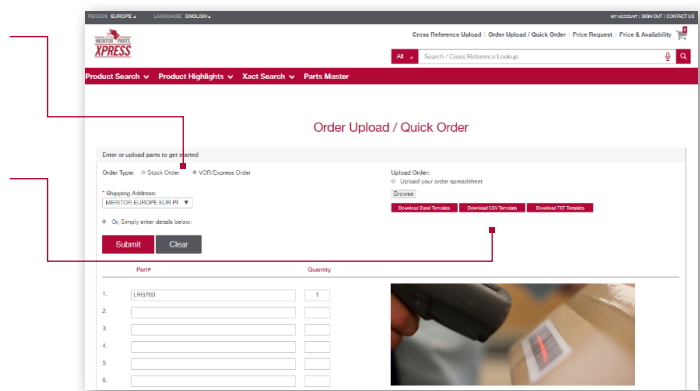
1. **Click on Stock** or **VOR/Express Order**.

Download one of the provided **Templates**, complete your order lines, following Template format, max 200 lines.
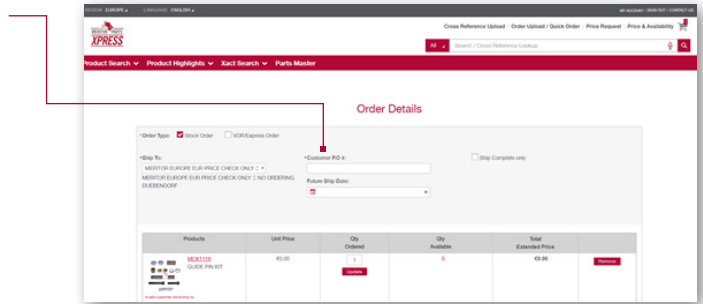
Do not *change Template name.*

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

2. Select **Ship To** address from drop down menu. If you have a new ship to location for **Stock Order** - please contact your Customer Service Rep
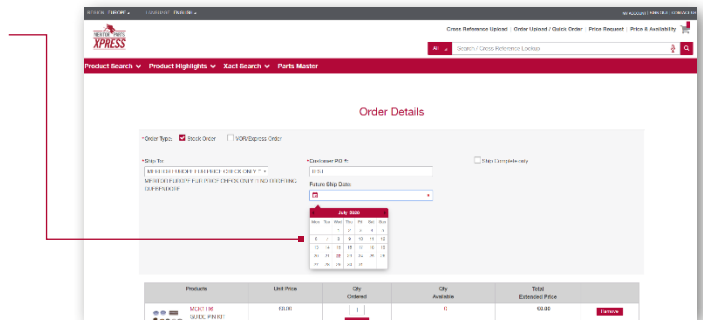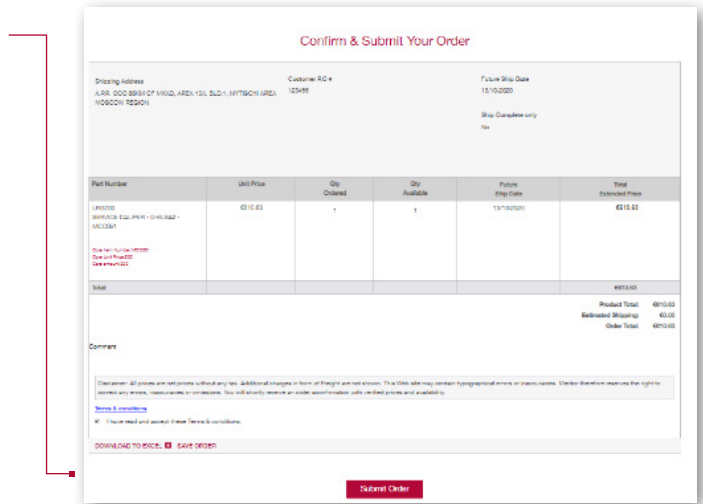
How To:

3. Add your **purchase order number** in the provided field.

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

5. Now you can **continue** and **submit** your order after **accepting the terms and conditions**.