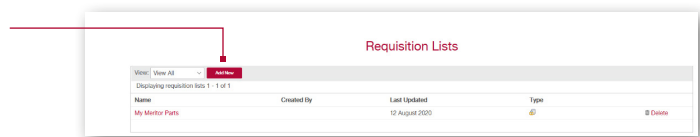


Meritor Parts Xpress

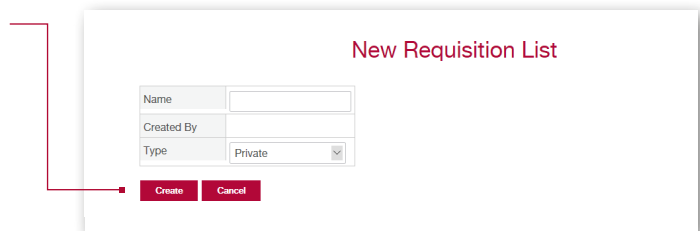
HOW TO CREATE AND EDIT YOUR REQUISITION LIST

How To:

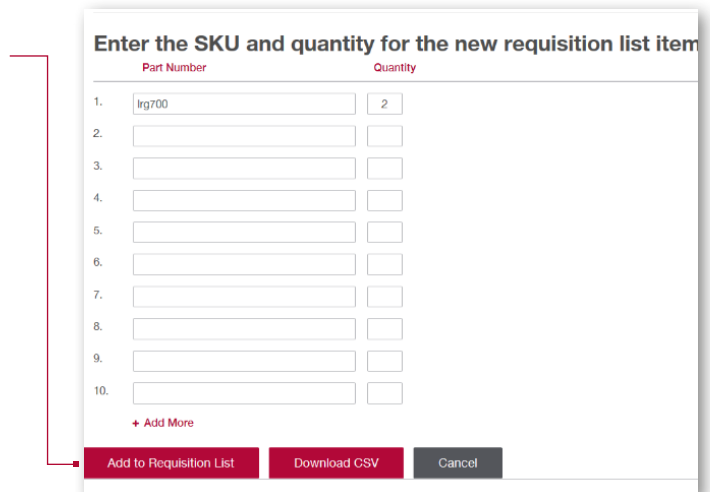
1. To create a new list, click **Add New**.



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**.

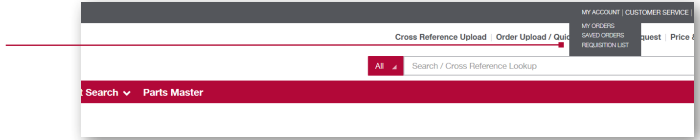


4. From here, the parts entered will be added to your list. You also have the option of downloading your list to **Excel format** by clicking on **Download CSV**.

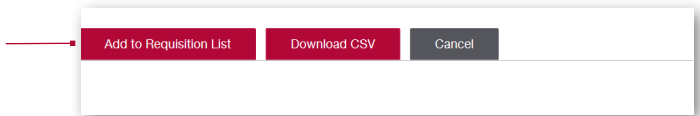


How To:

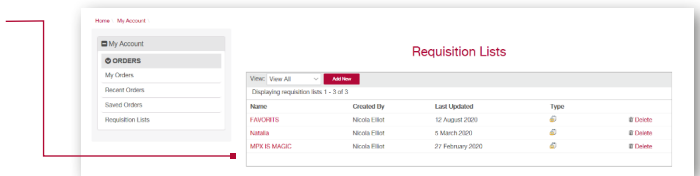
- 5. **Requisition List is available** in the drop down menu **My Account.**



- 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.



Meritor México S. de R.L. de C.V.
Boulevard NEXXUS ADN #2505,
Parque Industrial NEXXUS ADN,
C.P. 65550 Ciénega de Flores,
Nuevo León

Contact us at
+52 (81) 81 50 75 78 or
servicioclientes@meritor.com

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