

Meritor Parts Xpress

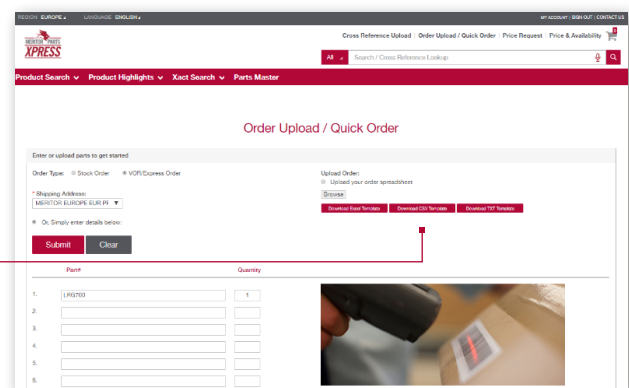
HOW TO SAVE AN ORDER

How To:

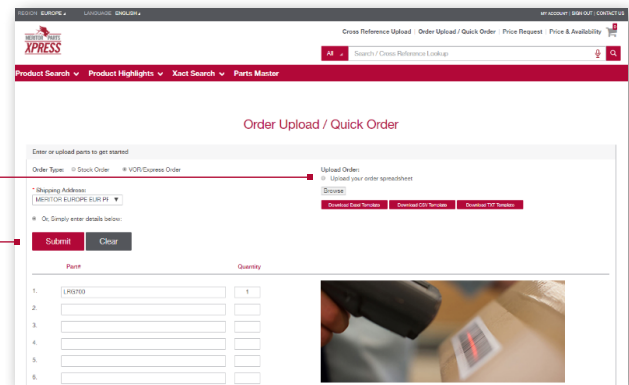
1. Sign in.

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

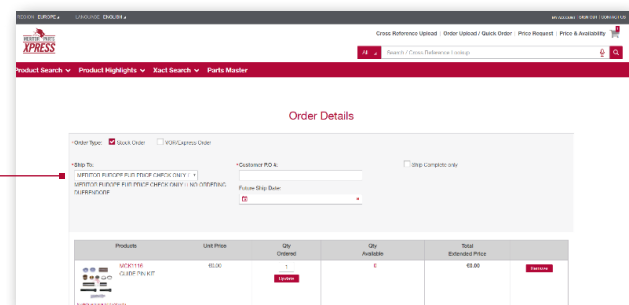
Do not change Template name.



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

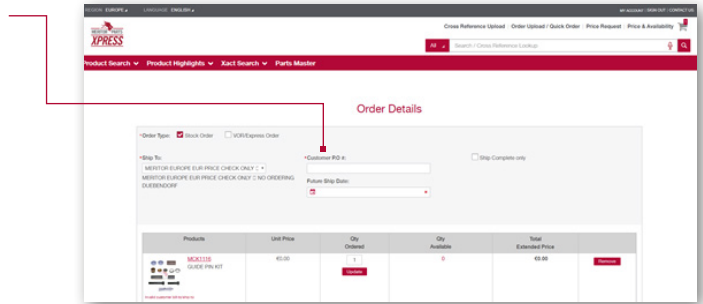


2. In the header of your order, select the **Ship To** address from drop down menu. If you have a new ship to location for **Stock Order** - please ask your Customer Service Rep to add it for you in our system first.

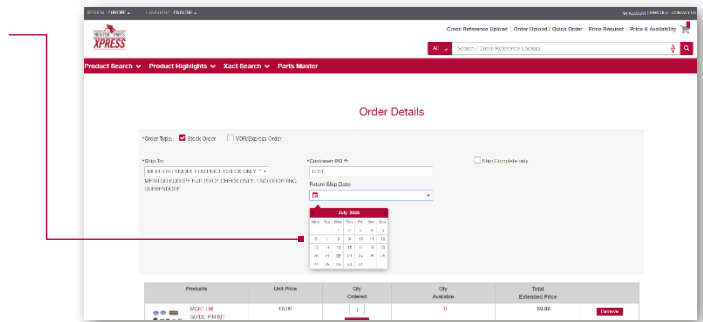


How To:

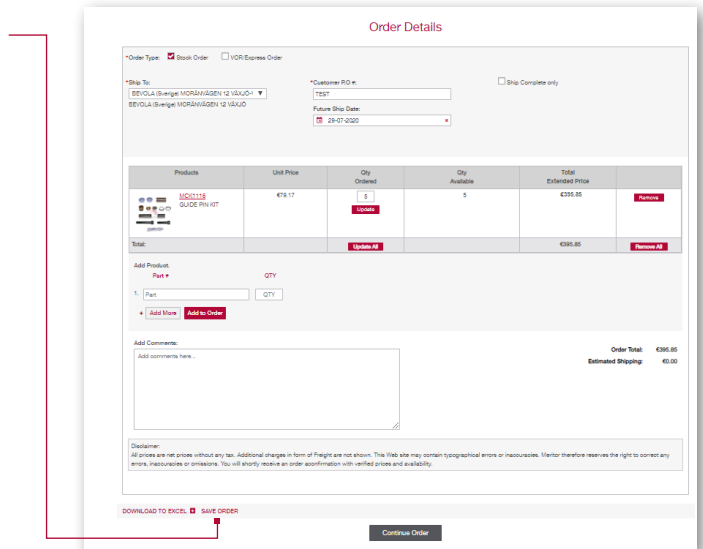
3. Add your **purchase order number**.



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

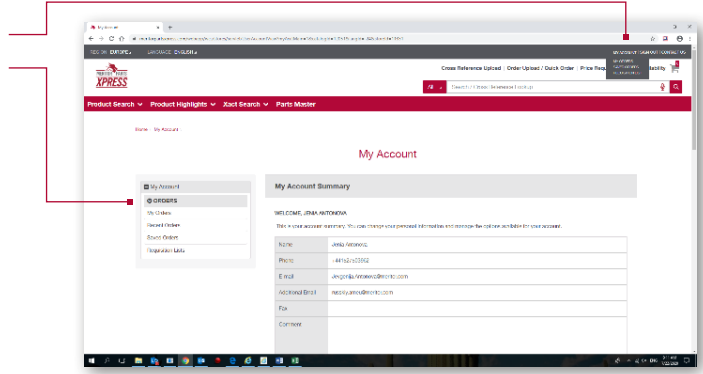


5. **Save order.**

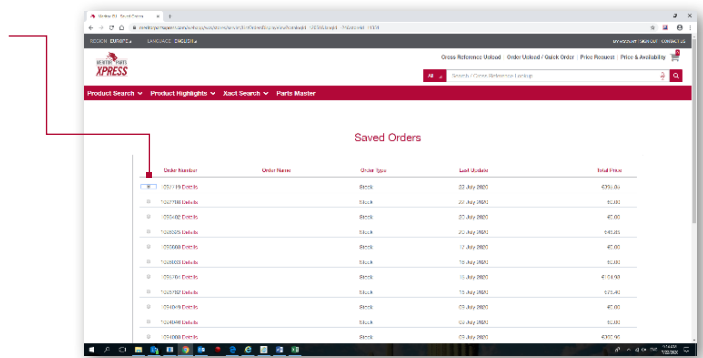


How To:

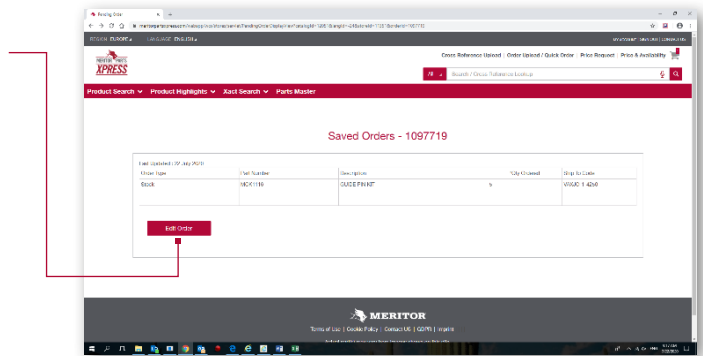
6. Recall saved orders **My Account- Saved Orders**, main page and finish Submitting Order.



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



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



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