

## Meritor Parts Xpress

# HOW TO UPLOAD AN ORDER

### How To:

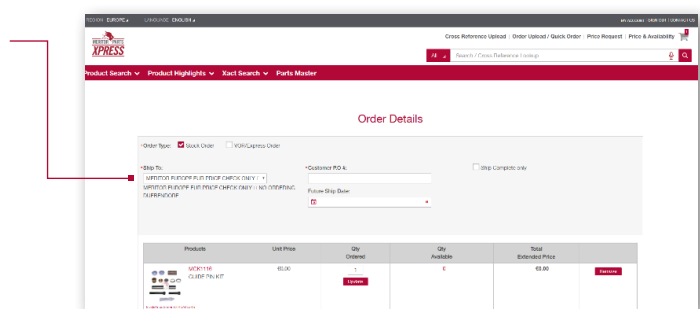
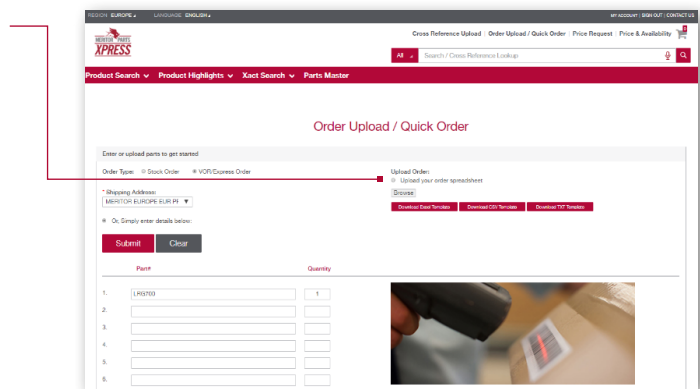
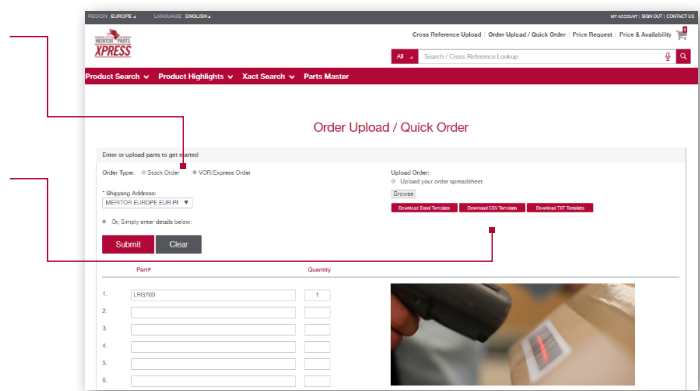
1. Click on **Stock** or **VOR/Express Order**.

Download one of the provided **Templates**, complete your order lines, following Template format, max 200 lines.

*Do not change Template name.*

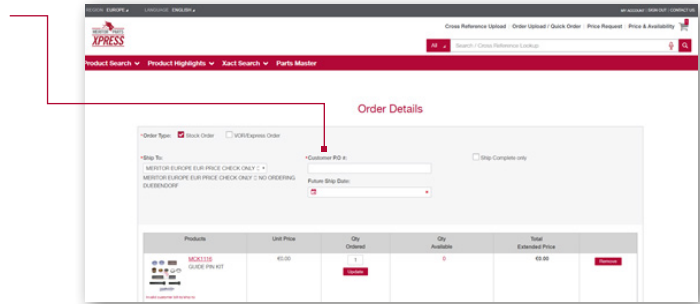
Select **Upload your order**, you will be taken to the cart.

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

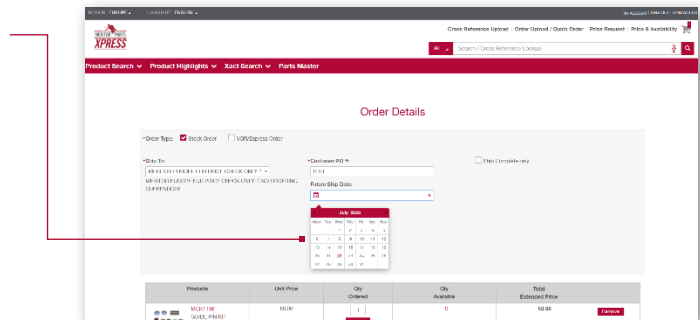


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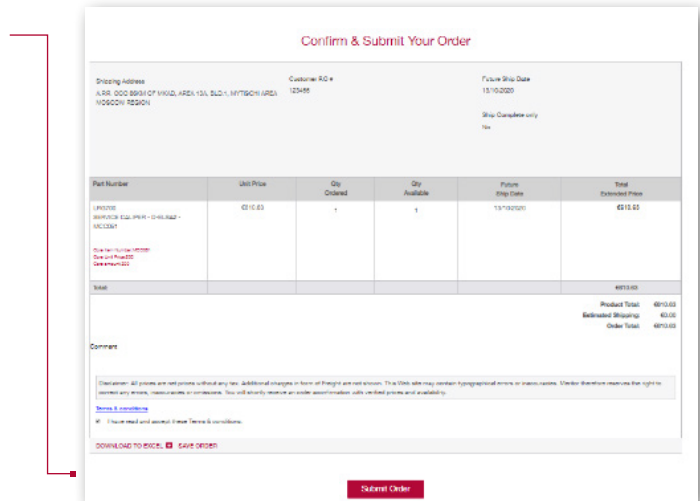
3. Add your **purchase order number** in the provided field.



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**.



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