

Meritor Parts Xpress

HOW TO USE MY ORDERS - OPEN ORDERS

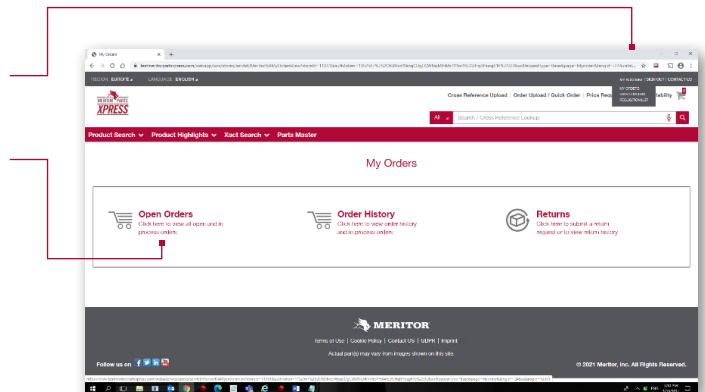
Real-time order board is now available in MPX

Commitment to our customers is a top priority. We want to make it easy to do business with Meritor®. Users of **MeritorPartsXpress.com** now have visibility of all their open Meritor orders, and can track and manage these orders in one place.

How To:

1. Sign in to **MeritorPartsXpress.com** and choose in the **My Account- My Orders**.

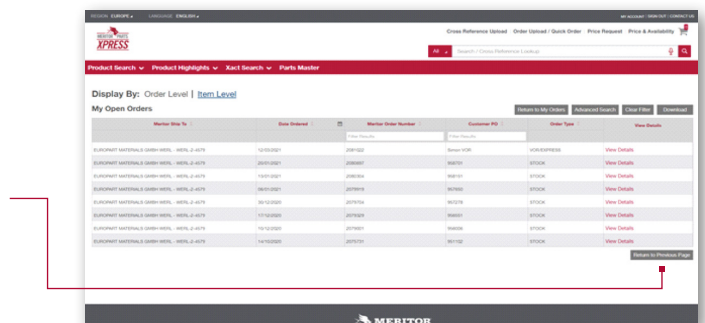
You will see three main My Orders Menu tabs- click on **Open Orders**.



2. Upon clicking the Open Orders button, you will be prompted to select up to five **Ship To** addresses from the list.

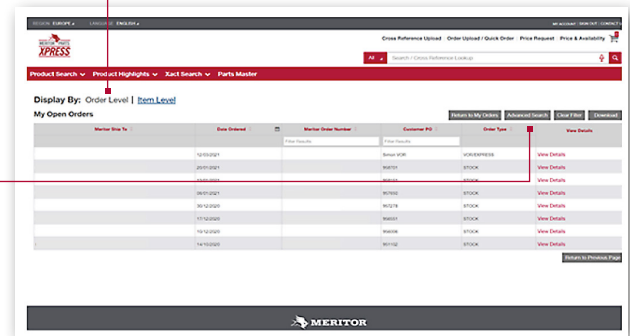
Select the relevant Ship To addresses which you want to view, and you will be taken to the Open Orders page.

From this page you can return to main **My Orders** menu.

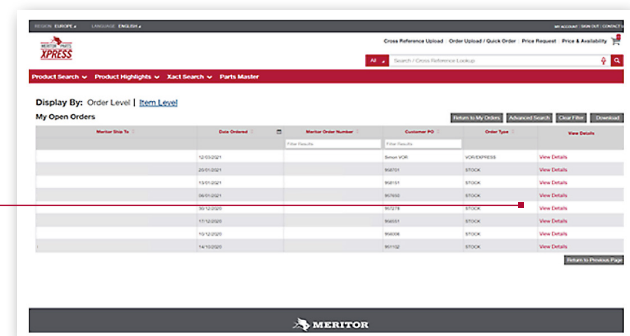


How To:

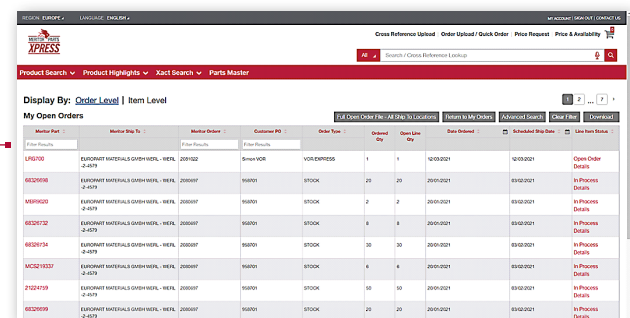
- You can choose to view at Order or Item level using the links at the top of the page. The Order Level view will show all open orders from the past 90 days – use Advanced Search to see a bigger time period



- At Order Level, click 'view details' on an order line to see the specific item information about that order.



- In the Item Level view, you can see each individual line item for all open orders, with relevant information. To see historical orders of a certain part, use the **Meritor Part** filter and search for the relevant number.



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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