



September 2023

Order Management Made Easy with MeritorPartsXpress

Want order status and tracking when you need it? We're here to help. With **MeritorPartsXpress.com**, [MPX] registered users can access the My Orders portal for information they need in only a few simple clicks!

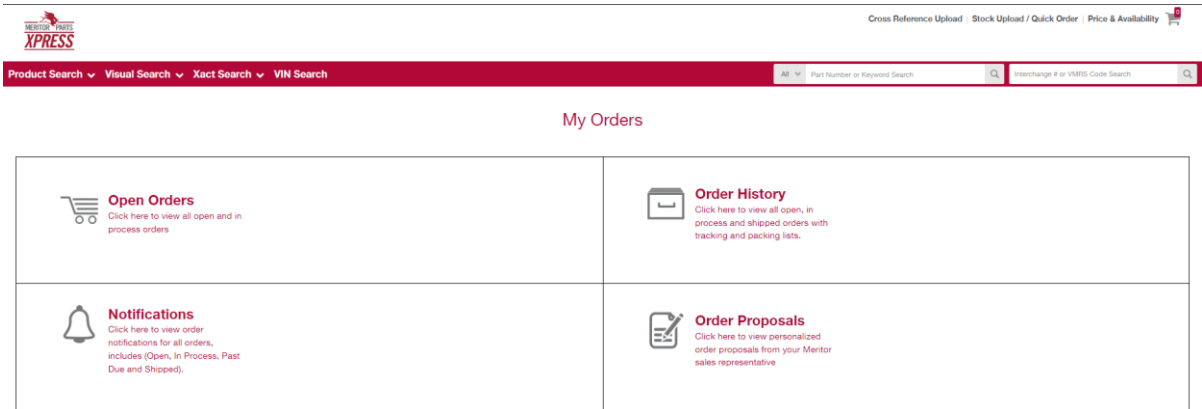
To begin, sign into your MPX account on your computer, phone, or tablet. Then, select **Orders Portal** from the home page **Xpress Action** section, or from the 'My Account' dropdown menu from the top navigation bar.

The screenshot shows the MeritorPartsXpress website interface. At the top, there's a navigation bar with the MeritorPartsXpress logo and links for 'Cross Reference Upload', 'Stock Upload / Quick Order', and 'Price & Availability'. Below the navigation bar, there's a search bar with 'Part Number or Keyword Search' and 'Interchange # or VIN Search' options. The main content area is divided into several sections:

- XPRESS ACTION** Most popular actions of registered users:
 - Stock Upload / Quick Order**: UPLOAD all orders for accounts associated with my user name.
 - Price and Availability**: UPLOAD or ENTER part numbers and quantity to obtain information.
 - Cross Reference Exchange**: UPLOAD competitive part number(s).
 - My Orders Portal**: VIEW open orders, order history and order notifications.
 - Open Orders Report**: DOWNLOAD all orders for accounts associated with my user name.
- Product Search**: Enhanced search functionality by product category.
- Visual Search**: Interactive exploded parts views allow you to find the part information you need.
- Xact Search**: Find the exact part you need with customized product criteria search tools.

On the right side, there's a user profile section for 'John O. Public' and 'MERITOR, INC.' with an 'Xpress Lane' section containing 'Order Type' (Stock/Emergency), 'Shipping Address', and 'Filter By State' (ALL). Below this is a table for part numbers and quantities, and buttons for 'Check Price & Availability' and 'Add To Cart'. At the bottom right, there's a 'My Account' section with links for 'Account Info', 'My Orders', 'Notifications', and 'Recent Orders'.

From the **My Orders Portal**, users can access their Open Orders, Order History, Order Proposals, and Order Notifications.



Open Orders – view or download current open orders for your ship-to locations in table format, or find an order by filtering by part number, purchase order, or order number.

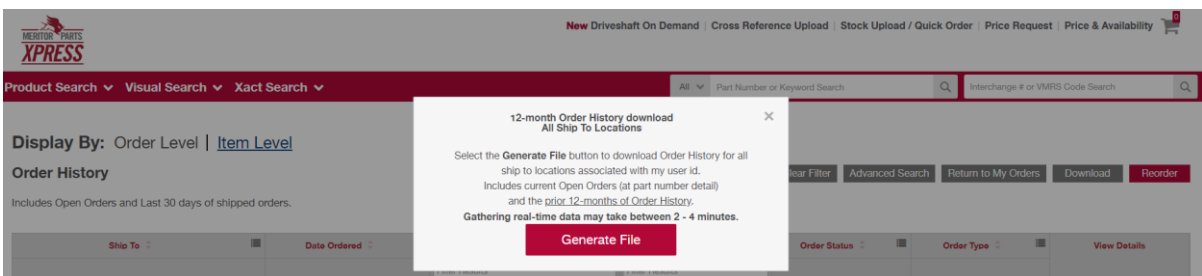
Order History – view or download open orders and your last 30 days of shipped orders to your ship-to locations. Shipped orders offer an option to view tracking information and packing lists in PDF format.

Notifications – view order notifications including *acknowledgements*, and status changes such as when your order moves from *In Process* to *Shipped*.

Order Proposals – view order proposals personalized for you from your Cummins-Meritor sales representative

DID YOU KNOW?

Open Orders and **Order History** can be viewed by order level (by order number) or item level (by part number) for easier filtering. You can also download your full 12-month order history for all of your ship-to locations in Excel format.



Additionally, registered MPX users can receive order status change notifications to their phone or email with **My Notification Alerts**. From the top navigation banner, select **My Account** and select **My Notification Alerts** from the menu.



From the **My Notification Alerts** page, follow the steps to ensure your contact information is accurate. Then, select which notifications you want to receive and how.

Step 3: Choose Your Notifications

Choose when and how you want notifications. *Note: Users can opt out or change their settings at any time, by simply returning to this page.*

Notification	Stock Orders		Emergency Orders	
	E-mail:	Text	E-mail:	Text
Opt in for all alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Acknowledgement/Cancellation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Order In Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Past Due	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Order Shipped	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Changes can be made to your notification settings at any time. To enroll in or update your notification settings, visit **MeritorPartsXPRESS** today!

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