

## Meritor Parts Xpress

# VOR / EXPRESS ORDERS HOW TO GUIDE

### Express orders available in MPX

Meritor is committed to improve the service offering by listening to our customers and making us easier to do business with.

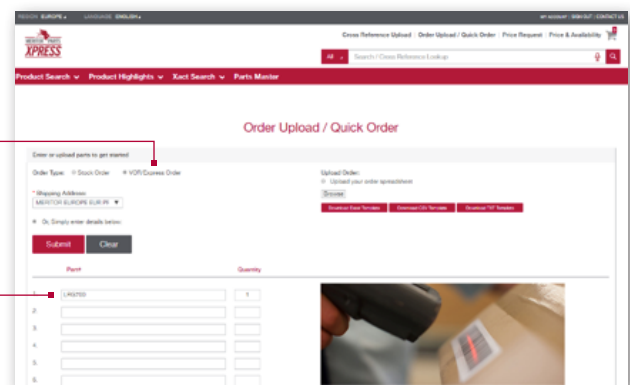
Meritor can now announce some exciting news; Meritor has created a new feature in MPX available from 13th July. So, if you need an express delivery of a product, then we can help. Registered users of **MeritorPartsXpress.com/eu** can easily place an express order, online now.



### How To:

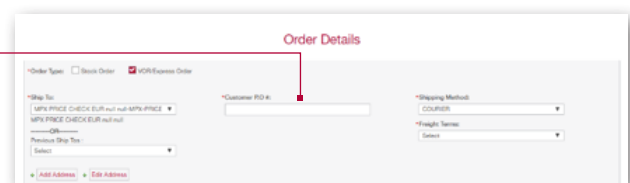
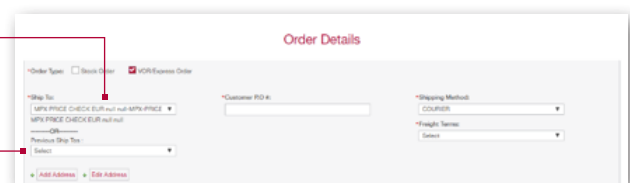
Sign in to **MeritorPartsXpress.com/eu**

- Open the **Order Upload / Quick Order** screen and select the order type **VOR/Express Order**.
- Add your part number and quantity in the provided fields
- Click on **Submit** and you will be taken to the cart.



### ORDER DETAILS

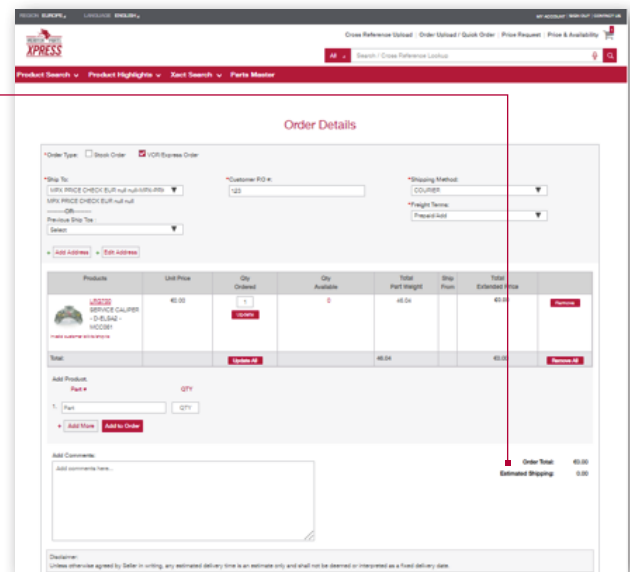
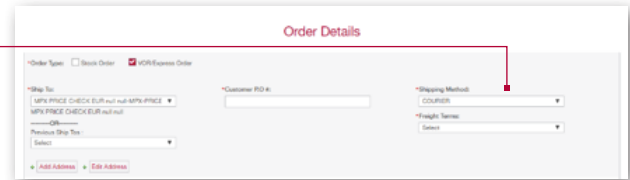
- In the header of your order select the **Ship To** address or add a new address by clicking on the **Add Address** button.
- Add your purchase order number in the provided field.



## How To:

### ...ORDER DETAILS

- Select the **Freight Terms – collect** or **prepaid/add** (delivered and charged).
- In case your order has to be shipped and prepaid by Meritor, as soon as you select the according freight terms (**prepaid/add**), you will see the **estimated shipping** costs for the express delivery below your total order value.
- Now you can **continue** and **submit** your order after **accepting the terms and conditions**.



The order gets placed automatically in our system and the order / shipping process starts. Meritor ships express orders within 24 hours\*. In case you want to find your placed orders after submission, please go to **My Orders** under **My Account** in the right upper corner of your screen.

\*VOR orders directly interfaced into our ERP system and booked as soon as submitted, saving you and your employees time (order cut-off times apply 15:30 GMT / 16:30 CET)



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