



## **Replicate Order**

Replicate order allows users to quickly and easily place orders with similar MTE requests. Click <u>here</u> to visit the MTEOR webpage for additional information.

- 1. Login into MTEOR and select the delivery address/facility
- 2. Select the order to replicate by marking the checkbox on the left then select the "View Details" button
- 3. Review order to confirm that it is the correct order to replicate
- 4. Click the blue "Replicate Order" button

Note: If the order is in "Backorder" status the "Replicate Order" button will not be available

- 5. The subsequent screen will show the order details at the top and available transportation at the bottom
- 6. Select the dispatch date and time, then click "Submit"

Note: Scheduled trips show first, then nonscheduled trips, then request extra trip

- 7. Review the order in the Shopping Cart, then click "Checkout"
- 8. In Checkout, review the order again and select "Place My Order"
- 9. Your order is only complete once you see the "Success!" screen



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