

Place Order

MTEOR is a fast, convenient way to place MTE orders online. Click [here](#) to visit the MTEOR webpage for additional information.

1. **Login into MTEOR and select the delivery address/facility**
2. **Review upcoming orders by selecting the checkbox on the left then selecting “View Details”**
3. **Ensure that your orders are correct**



4. **If additional MTE is needed, click “Create New Order”**
5. **Verify your point of contact information then select “Next”**
6. **Select the dispatch date and time, then click “Next”**

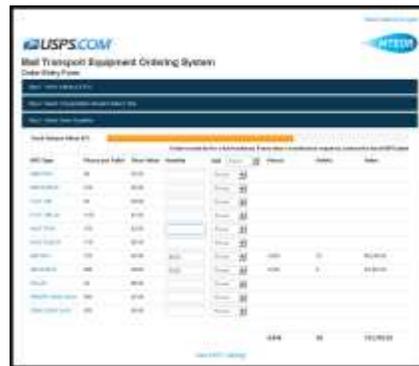
Note: Scheduled trips show first, then non-scheduled trips, then request extra trip



7. **Choose the type and quantity of MTE**
8. **The bar at the top of the screen indicates the volume of the truck filled**

Note: A trailer must be full for the order to process

9. **When complete, click “Next” and then click “Submit” on the Order Entry Form**



10. **Review the order in the Shopping Cart, then click “Checkout”**
11. **In Checkout, review the order again and select “Place My Order”**
12. **Your order is only complete once you see the “Success!” screen**

