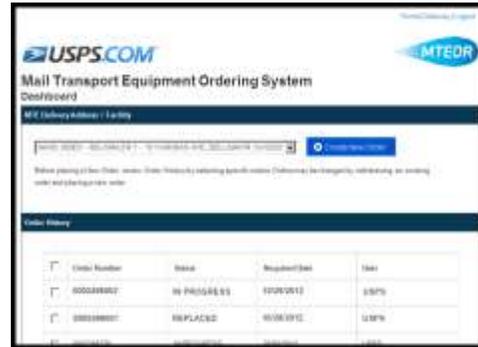


## Replicate Order

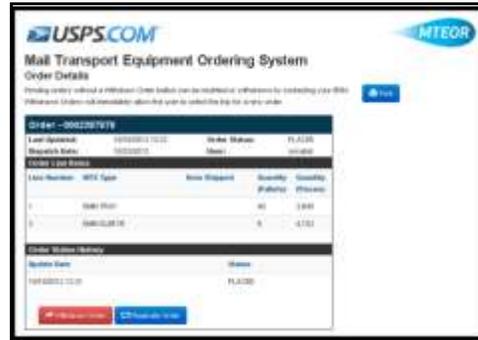
Replicate order allows users to quickly and easily place orders with similar MTE requests. Click [here](#) to visit the MTEOR webpage for additional information.

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 non-scheduled 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**

