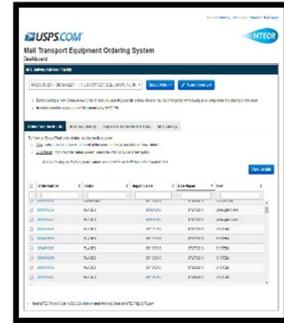


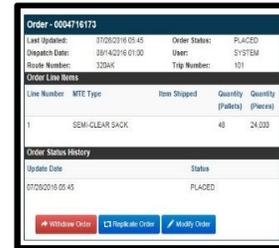
Modify Order

The Modify Order function allows users to make changes to orders from MTEOR. Click here to visit the MTEOR webpage for additional information.

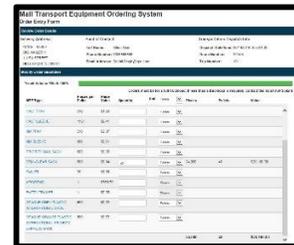
1. Log in to MTEOR and select your delivery address/facility
2. Select the order to modify by marking the checkbox on the left then select the “View Details” button” or by clicking on the order number



3. Review order to confirm that it needs to be modified
4. Click the “Modify Order” button
Note: If “Modify Order” button is not available contact MTEOR helpdesk for assistance



5. Modify the quantities of the MTE Order by adding and or deleting items and click “Submit”
6. Continue through the normal MTE check out process until the “Success!” screen has appeared



7. On the dashboard screen, the original order status will now state “REPLACED”, and a new order will have been created in “PLACED” Status

