

## MTAC Workgroup 153: Mailer MTE Inventory Tracking and Reporting

**Meeting date: December 6, 2012**

**Meeting format: Web meeting**

### Attendees:

Adkins	Jared	AT&T Services
Anderson	Chris	Quad/Graphics
Andrews	Christopher	Verizon
Boots	Larry	Verizon
Bourgeois	Al	IWCO Direct
Giampolo	Paul	Valassis
Howard	Charley	Harte-Hanks
Hurley	Lynda	The Dingley Press
Kamani	Carolyn	Allstate
Kaylor	Dennis	Our Sunday Visitor
Novicic	Slivana	Allstate
Rawls	Pat	Bank Of America
Seliger	Bill	RR Donelley
Whittington	John	Time Customer Service Inc.
Wurman	Lisa	Vertis Communications
Zalewski	Michelle	ALG Logistics (Industry Lead)
Bokel	John	MTEOR Development
Kennedy	Dale	USPS
Moon	Cathy	Mail Transport Equipment (USPS Lead)
Rudy	Sarah	Mail Transport Equipment/ MTEOR
Frost	Anthony	Customer & Industry Contact

### Meeting Agenda:

- MTE Inventory Reporting Processes
- Potential Formats
- Reporting Frequency
- Inventory Process Review Plan
- Review January 2013
  - Multiple versions?
  - Evaluate Results February 2013
  - Determine Best Method to Pilot with Larger Group

### Notes:

MTE Inventory Reporting Process:

- Reporting process will be managed through MTEOR

- Simplified Process (Basic MTE Tracking Tool) – Due 4/2012 - Mailer reports what they have on hand
  - Similar to September 25 MTEOR inventory report
  - On line inventory snap shot useful to multi-site mailers for management overview
    - M Billman – will use to keep an eye on the inventory
    - C Andrews – very handy, daily might be good
  - MTEOR will only accept static MTE reporting
- More Robust Process (Advanced MTE Tracking Tool) - Future
  - Includes MTE shared between business partners
  - All MTE received by mailer and shipped from mailer
  - Trends and reporting

Examples of inventory tools displayed:

- Mailer “Perpetual MTE Tracking Sheet”
- USPS developed tracking sheet
- 9/25/2012 MTEOR Phase 1 tracking sheet

Review of USPS April 2012 Basic MTE Tracking Tool:

- Track by MTE type
- Track in pallet quantity or unit quantity for rolling stock
- Weekly report
- Verification screen to review input before submission

Questions and Recommendations:

- Should MTE be tracked in pallet or piece quantity?
- How often should MTE be reported? Daily, weekly?
- Recommendation to track inbound and outbound loads and periodically do a complete inventory
- Long term vision – What level of detail do we want to move towards?
- How do we account for different pallet quantities when the pallet is built at a USPS plant? (D. Kaylor)
- Can a system be designed to allow different reporting time frames? Yes
- Reporting system should be part of MTEOR
- Can we comingle ordering history with inventory reporting? (P. Rawls) – This is a future enhancement which we can consider.
- Wood pallets create issues on maximizing orders and warehouse floor space. (J Adkins) – The USPS is working towards eliminating wood pallets.
- Work in process (mail staged for future entry) must be taken into account.
- Damaged MTE must be tracked and returned
- Include an area on the form for safety stock (1 week?)
- Average inventory and days on hand feature – this could be part of the manual reporting tool and a future system enhancement

Next Steps:

- Cathy will share the tracking tools displayed today. *Feedback is requested from the group.*
- Review other examples of inventory tracking tools from mailing community at our next meeting. *Submit tracking tools to Cathy before 12/20/2012*
- Pilot several available tracking tools in January – Several mailers have volunteered

Next Meeting: 12/20/2012

Meeting notes prepared by Sarah Rudy.

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There is also a recording of our web meeting which can be accessed for 30 days after the meeting by following the instructions below.

## **Accessing Meeting Place Recordings**

- Navigate to <http://meetingplace4.usps.gov>
- Click “Find Meeting” to search for your meeting using the Meeting ID (see below in red).
- On the Meeting Search screen, change from “Today’s” to “Past”
- Click on “Search”

The meeting will show up in a list- Click the meeting ID **8222910**

- If you don’t see the meeting ID, verify that the date range includes December 6, 2012
- On the right side of the screen click on “Attachments/Recordings”
- You will see that there are two recordings available. The bottom one is audio only and the top one contains both audio and video so that you can see the slides.