

## Meeting Details:

<b>Date:</b> 1/28/2014
<b>Location:</b> Telecom

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- Attendance not taken but 14 industry representatives attended the meeting

## MEETING NOTES

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Sarah Rudy provided an overview of the upcoming Phase 2a deployment and MTEOR enhancements

- Inventory Reporting
  - Roll-up reports are sent out to the BSA every Thursday and include facilities they oversee
    - This first tab of this report(Reported) includes all of the facilities that reported inventory that week and the date and amount of inventory they reported
    - The second tab (Not Reported) lists all of the facilities that did not report that week and the last date that they reported
    - **Question from Mailer** - When did we implement this?
      - This was implemented about a month ago
      - If you need specific information about who is getting information for your facility email Sarah Rudy at [sarah.j.rudy@usps.gov](mailto:sarah.j.rudy@usps.gov)
    - **Question from Mailer** - Can you send it out a bit earlier?
      - We will begin sending out the report every Wednesday at 4:00pm
    - **Question from Mailer** – Does this report include all of the CRIDs that the BSA has?
      - Yes, it goes to the BSA for all of your locations
    - **Question from Mailer** - If you have BSA delegate do they also get the email?
      - It goes to the BSA that was listed in the beginning so if the BSA has changed then email the MTEOR Helpdesk at [mteor@usps.gov](mailto:mteor@usps.gov)
  - MTEOR for Local Mailers will launch in the Southern Pacific Area on February 3, 2014
    - If you or any of your facilities get your MTE from the participating plants you will be able to utilize MTEOR
    - Do not change the way that you are getting your MTE
      - If you are getting MTE from the MTEESC, then continue to go there because they have more MTE and they will deliver directly to your site
      - This MTEOR for Local Mailers is really for Mailers who need less than a truckload every week
      - The full launch schedule is as follows
        - **Southern Pacific Area** – February 3, 2014
        - **Northern Pacific Area** – March 3, 2014
        - **Eastern Area** – April 7, 2014
        - **Great Lakes Area** – May 5, 2014

- **Southern Area** – June 2, 2014
  - **Northeast Area** – July 7, 2014
  - **Capital Metro Area** – August 4, 2014
  - **Western Area** – September 8, 2014
- There are a few plants that do not get MTE directly from an MTEESC who are not included in this launch
  - Training is listed online on the MTEOR RIBBS page
    - All postal plants cannot supply you with all of your MTE so you must continue with your existing ordering pattern
  - **Question from Mailer** - I have 10 sites that are not on MTEOR yet. Will MTEOR use existing CRIDS?
    - If you are just going to the existing site, you can choose the CRID you want to use for that particular plant. If you have multiple people registering, we want all the people to use the same CRID
  - **Question from Mailer** -Will approval still go through the BSA?
    - The first person to register will become the BSA and then everyone else will need to be approved by the BSA
  - **Question from Mailer** - Why is it taking so long for my site to be approved to use MTEOR? Where is the funding coming from?
    - Transportation money comes out of the Area-level budget. We want to make sure that no facility is ordering too much so there is enough to go around
  - Comment – Issue arose when a Mailer contacted the Help Desk to ask when they should report their inventory when Christmas fell on a Wednesday. In the future communication needs to be streamlined.

**NEXT MEETING**

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<b>Date:</b> 2/18/2014
<b>Location:</b> Telecom

