

Meeting Details:

Date: 2/18/2014
Location: Telecom

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- Attendance not taken but 14 industry representatives attended the meeting

MEETING NOTES

Nancy Paradice provided an overview of the MTEOR for Local Mailers Launch in the Southern Pacific Area and MTEOR enhancements

- Southern Pacific Area Launch
 - A number of communication and training activities took place for the Southern Pacific Area. Many of these materials are posted on the [MTEOR RIBBS Page](#)
 - We have been very successful with the launch thus far
 - We have someone going to the Pacific Area plants this week to see if any of the plants need anything
 - We will launch in the Northern Pacific Area at March 3rd and we have already begun communicating with the Eastern Area which will launch on April 7th
 - **Question from Mailer** – Will they be able to request MTE a month ahead of time in MTEOR?
 - Mailers will need to place a request more than 48 hours in advance, but the maximum time out that the Mailer can request MTE in MTEOR will be controlled by the plant
 - We do not control sourcing out of the plant, only out of the MTESC
- MTEOR Enhancements
 - In response to the feedback that we heard during the last meeting, we have added an additional step in the Inventory Reporting process.
 - We send one notification on Wednesday if your facilities have not submitted their report by Wednesday morning
 - We send an additional notification if your facilities have not submitted their inventory report by midnight on Wednesday
 - 30 days of history has been included in MTEOR. Mailers can also order 20 days out
 - **Sarah Rudy** - What would be the benefit in showing more than 30 days of history?
 - It would be ideal to be able to see year over year seasonal trends
 - During peak season Mailers would like to be able to request 3 months out so the MTESCs do not run out of MTE
 - We know ahead of time how to stock MTESCs to make sure they do not run out of MTE
 - Modify/Withdraw capabilities are coming in the Spring
 - **Sarah Rudy** - What additional enhancements would you like to see?
 - Mailers need to have advanced messaging when there is a shortage of MTE
 - Next meet we can discuss MTEOR and demonstrate the training

- **Question from Mailer** – Will we have a meeting before Modify/Withdraw Capabilities are added?
 - Going forward we will give a demonstration of the enhancements before launching

NEXT MEETING

Date: 3/25/2014

Location: Telecom
