

## Meeting Details:

<b>Date:</b> 6/24/2014
<b>Location:</b> Telecom

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- Attendance not taken but 11 industry representatives attended the meeting

## MEETING NOTES

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Sarah Rudy provided an overview of the survey results from the MTEOR for Local Mailers Launch in the Great Lakes Area, the recent launch in the Southern Area, and MTEOR enhancements. MTEOR for Local Mailers is a system that allows Mailers to request MTE from Local Plants.

- Survey Results from Mailers in the Great Lakes Area who have used the system
  - Mailers feel that MTEOR is very easy to use
  - Additional requested enhancements include:
    - Allow Mailers to place standing orders
      - **Sarah Rudy:** We are aiming to build this functionality by October 1<sup>st</sup>
    - Allow same-day and next-day ordering
      - **Sarah Rudy:** Same-day or next-day orders are dependent on each Plant's preference and capability
      - **Attendee Question:** What is the typical lead-time for Mailers?
      - **Sarah Rudy:** MTEOR Mailers will always have a four-day lead time unless there is an extreme emergency because they receive a full truck load of MTE for each request. Local Mailers typically have zero to five days lead time and they can request same day service by indicating in the comment box when placing an order. We also plan to add a button/alert in MTEOR to notify Postal Plants when Local Mailers place a same-day request
    - Receive automated emails/notification when the request has been received by the plant and is ready for pick up
      - **Sarah Rudy:** The technical team is committed to deliver the "Standing order" enhancement this year in fall 2014. We will keep the automated email suggestion in our enhancement backlog for the future
- Southern Area Launch
  - We launched MTEOR for Local Mailers in the Southern Area on June 2, 2014
  - We will launch the Northeast Area on July 14<sup>th</sup> at 24 plants
  - We continue to communicate with the Mailers through the Postal Customer Councils, Business Service Networks, and through the drivers
- MTEOR Enhancements
  - We are hoping to launch the standing orders functionality by the first week of October
  - Inventory Summary Report
    - 75% of MTEOR Mailers reported inventory this week

- We plan to host a MTEESC Mailer Inventory Report Training in September
- Messaging ‘Module’ on MTEOR Homepage
- Order History
  - If implemented, users will be able to export up to 13 months of order history in MTEOR  
We plan to deliver this enhancement in FY 15
  - The order history was initially expanded to 60 days; however, the functionality slowed down the system. After discussing with the team, we decided to let users view up to 30 days of order history
- Modify/withdraw capabilities
  - This enhancement will be delivered in FY 15

Discussion & FAQs

- **Sarah Rudy:** We have a significant amount of MTE in stock; please plan to request them in order to prepare for the Fall mailing season
- **Mailer Question:** Is it possible to gather Postal One data? For example, how many containers or pallets ships out from a specific facility?
  - **Sarah Rudy:** We do not have that capability at the moment
- **Mailer Question:** When was the last MTAC User Group 007 meeting? Will the materials be updated on the RIBBS website?
  - **Sarah Rudy:** The last MTAC User Group 007 meeting was held on April 29<sup>th</sup>, 2014. We will upload today’s presentation and meeting minute to the RIBBS website
- **Mailer Feedback:** Everything is good with MTEOR so far!
  - **Sarah Rudy:** If we get funding approved, we plan to launch MTEOR in the Associated Offices across the country. The Associated Offices have been giving out a significant amount of MTE

**NEXT MEETING**

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<b>Date:</b> 9/16/2014
<b>Location:</b> Telecom

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