

Meeting Details:

Date: 1/13/2015
Location: Telecom

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- Attendance not taken but 12 industry representatives attended the meeting

MEETING NOTES

Nancy Paradice provided an overview of the presentation, a recap on the Fall Mailing Season and the update of MTEC Mailer Inventory Reporting Statistics. Nancy also updated the group about the upcoming standing requests release for Local Mailers and MTEOR future enhancements.

- Fall Mailing Season Recap
 - **Nancy Paradice:** Fall Mailing Season was very successful although we had one small hiccup. We were able to reposition our inventory and learn from this experience. Overall, everyone was satisfied with the Fall Mailing Season. We have healthy inventory for the remainder of FY15.
- MTEC Mailer Inventory Compliance
 - MTEC Mailers need to report inventory weekly to ensure MTE visibility and prevent MTE shortage
 - On average, 70% of all MTEC Mailers reported inventory each week
 - Since the March 2014 enhancements, only 10% of Mailers submit an inventory report each week
 - **Nancy Paradice:** Inventory reporting helps USPS to gauge inventory levels and meet Mailers' demand sufficiently. It is important that we know our inventory level and make sure we have accurate data. We need this group's help to make sure MTEC Mailers report inventory on a regular basis
 - **Mailer Suggestion:** How about send a consolidated inventory report to BSAs monthly?
 - **Nancy Paradice:** That is a great idea! We will look into getting snapshots of inventory reporting statistics and encouraging MTEC Mailers to participate
 - **Mailer Question** What is the consequence for not report inventory timely?
 - **Mailer Suggestion:** If a MTEC Mailer is not reporting inventory 3 weeks in a roll, USPS should discontinue its service to the Mailer with advanced notifications
 - **Nancy:** We can explore ways to educate MTEC Mailers on inventory reporting such as sending out a MTEOR Bulletins and hosting training webinars
- Standing Requests for Local Mailers
 - Allow Mailers to create standing requests from Postal Plants
 - This functionality only applies to Local Mailers

- Mailers who also receive MTE from an MTE Service Center (MTE SC) will continue to get their equipment based on their current standing orders and will still be able to create one-time requests for MTE from a Postal Plant in MTEOR
- Two training webinars for the standing request release. Mailers only need to attend one of them
 - Option 1: January 15th at 11 am EST
 - Option 2: January 21st at 2 pm EST
- MTEOR Enhancements
 - Reporting Suite for Internal and External users
 - Implement more types of reports in FY15
 - 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 FY15
 - Modify/withdraw capabilities
 - Allow Mailers to make changes to a request instead of requiring the Mailer to withdraw the order first
 - This enhancement will be delivered in FY15
 - Tray Label Holders
 - Allow MTE SC Mailers request Label Holders through MTEOR
 - This enhancement will be delivered in FY15
 - MTE SC Mailers can place Label Holder orders in MTEOR, and then they will be directed to another system for fulfillment. Once the fulfillment is complete, an MTE SC will ship Label Holders directly to the MTE SC Mailer site
 - Local Mailers can request Label Holders via MTEOR. After the fulfillment is complete, Local Mailers will need to pick up the orders at a Postal Plant

Discussion & FAQs

- **Mailer Suggestion:** MTEOR to implement automatic email notifications to update Mailers and Plants with changes in the system
 - **Sukdev Uppal:** “Email notification” is one of the enhancements in our backlog
- **Nancy Paradice:** We will continue to make beneficial enhancements in MTEOR for both USPS and Mailers
- **Mailer Question:** Where can I find a copy of this presentation?
- **Nancy Paradice:** This presentation and meeting notes will be posted to the MTEOR RIBBS Page shortly after this meeting
- **Nancy Paradice:** Our next quarterly meeting will be April 14, 2015

NEXT MEETING

Date: 04/14/2015
Location: Telecom

