



MTAC User Group 007 Meeting

MTEOR

April 29, 2014

- ❑ MTEOR for Local Mailer Updates
- ❑ Inventory Reporting
- ❑ MTEOR Enhancements



MTEOR for Local Mailer Updates



Northern Pacific Area Survey Results

- ❑ The MTEOR for Local Mailer Feedback Survey was sent out to Mailers in the Northern Pacific Area on March 19th
- ❑ Mailers are very happy with the system. Direct quotes include:
 - *Everything is very good*
 - *I am able to get equipment much faster this way*
 - *Online and easy. No voicemail black hole to be dumped into*
- ❑ Suggested changes include:
 - List additional MTE in system
 - Add “Delivery” button in system

Feedback will continue to be gathered through surveys as MTEOR launches across the nation.



Eastern Area Launch

- MTEOR for Local Mailer launched in the Eastern Area on April 7, 2014

#	Service NASS	Active Mailers*
1	NASS 442 - AKRON OH P&DC	20
2	NASS 140 - BUFFALO P&DC	29
3	NASS 446 - CANTON OH P&DC	2
4	NASS 250 - CHARLESTON WV P&DC	8
5	NASS 373 - CHATTANOOGA P&DC TN	7
6	NASS 45Z - CINCINNATI OH NDC	1
7	NASS 450 - CINCINNATI OH P&DC	20
8	NASS 440 - CLEVELAND OH P&DC	36
9	NASS 430 - COLUMBUS OH P&DC	33
10	NASS 453 - DAYTON OH P&DC	17
11	NASS 197 - DELAWARE P&DC	6
12	NASS 164 - ERIE PA P&DC	7
13	NASS 476 - EVANSVILLE IN P&DF	8
14	NASS 170 - HARRISBURG PA P&DC	43
15	NASS 383 - JACKSON SCF TN	1
16	NASS 376 - JOHNSON CITY SCF TN	2
17	NASS 377 - KNOXVILLE TN P&DC	6
18	NASS 175 - LANCASTER PA P&DC	35
19	NASS 180 - LEHIGH VALLEY PA P&DC	18

#	Service NASS	Active Mailers*
20	NASS 403 - LEXINGTON KY P&DC	12
21	NASS 400 - LOUISVILLE KY P&DC	23
22	NASS 245 - LYNCHBURG P&DC	11
23	NASS 38Z - MEMPHIS NDC	0
24	NASS 380 - MEMPHIS TN P&DC	12
25	NASS 370 - NASHVILLE TN P&DC	21
26	NASS 19Z - PHILADELPHIA PA NDC	0
27	NASS 190 - PHILADELPHIA PA P&DC	26
28	NASS 150 - PITTSBURGH PA P&DC	29
29	NASS 240 - ROANOKE VA P&DC	12
30	NASS 144 - ROCHESTER NY P&DC	18
31	NASS 184 - SCRANTON PA P&DC	10
32	NASS 080 - SOUTH JERSEY P&DC	39
33	NASS 434 - TOLEDO OH P&DC	6
34	NASS 085 - TRENTON NJ P&DC	13

* Data is current as of April 28, 2014



Local Mailers Full Implementation

- ❑ **We will launch MTEOR for Local Mailers in all Areas in 2014 using a phased approach**
 - Southern Pacific Area – February 3, 2014 **(Complete!)**
 - Northern Pacific Area – March 3, 2014 **(Complete!)**
 - Eastern Area – April 7, 2014 **(Complete!)**
 - 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

- ❑ **We began communicating with Mailers in the Great Lakes Area through the participating plants, Postal Customer Councils, and Business Service Networks**

- ❑ **Additional reference materials and launch information can be found on the [MTEOR RIBBS page](#).**

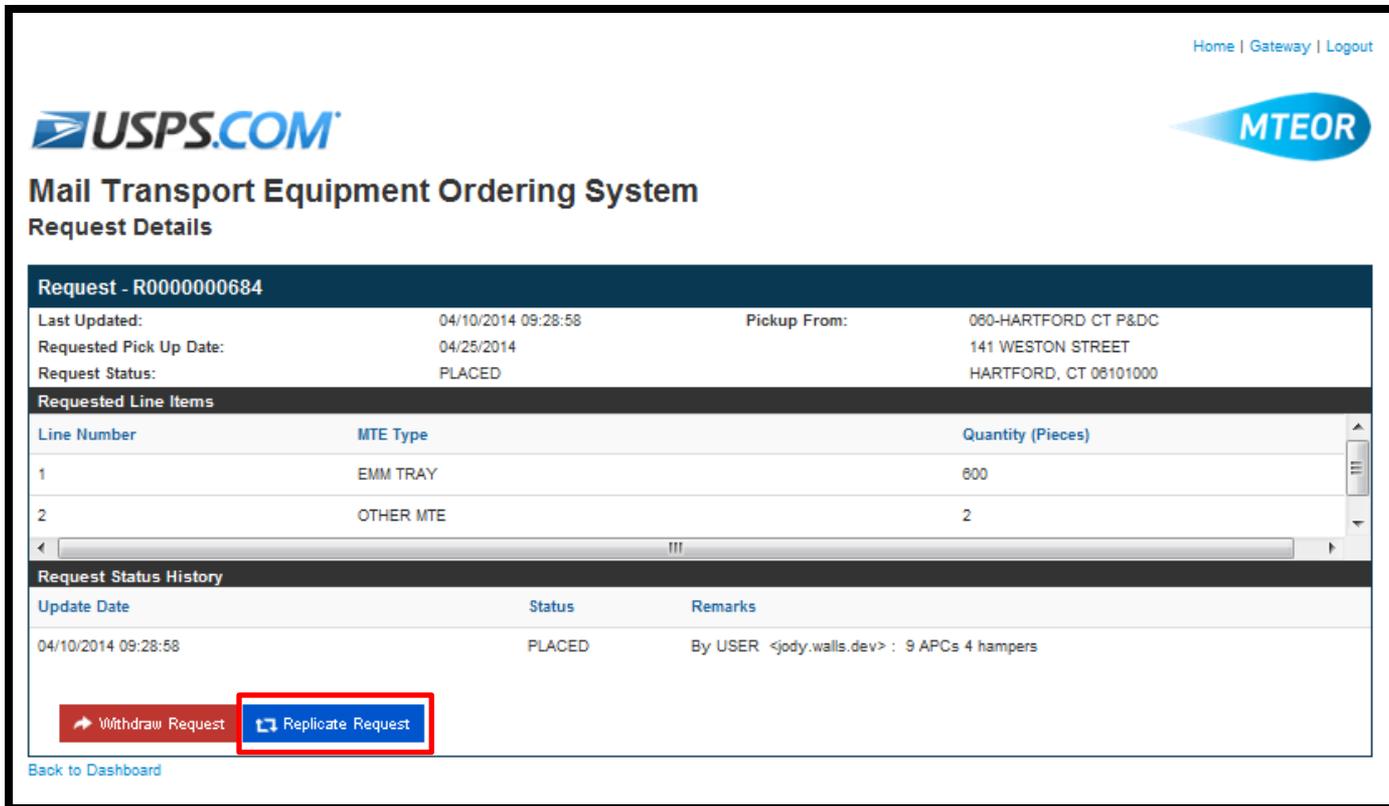
Inventory Reporting

- ❑ **Inventory reporting provides the Postal Service visibility into where MTE is in the system**
- ❑ **Inventory must be reported weekly by ALL Mailers who request MTE from an MTESC by Wednesday at 11:59 PM Local Time**
 - Mailers who have not reported their inventory will see a weekly reminder in MTEOR beginning Tuesday until they complete the inventory report for that week
- ❑ **Key statistics***
 - 97% of Mailers reported their inventory at least once
 - 75% of Mailers reported at least 50 percent of the time
 - 4% of Mailers reported every week



MTEOR Enhancements

- Mailers are now able to easily duplicate a request on their MTEOR Dashboard for future pick up or delivery by clicking the “replicate request” button on the *Request Details* page



The screenshot shows the USPS MTEOR (Mail Transport Equipment Ordering System) interface. At the top right, there are links for "Home | Gateway | Logout". The USPS.COM logo is on the left, and the MTEOR logo is on the right. The main heading is "Mail Transport Equipment Ordering System" followed by "Request Details".

The request ID is "Request - R0000000684". The details are as follows:

Last Updated:	04/10/2014 09:28:58	Pickup From:	060-HARTFORD CT P&DC
Requested Pick Up Date:	04/25/2014		141 WESTON STREET
Request Status:	PLACED		HARTFORD, CT 06101000

Below this is a table for "Requested Line Items":

Line Number	MTE Type	Quantity (Pieces)
1	EMM TRAY	600
2	OTHER MTE	2

At the bottom, there is a "Request Status History" table:

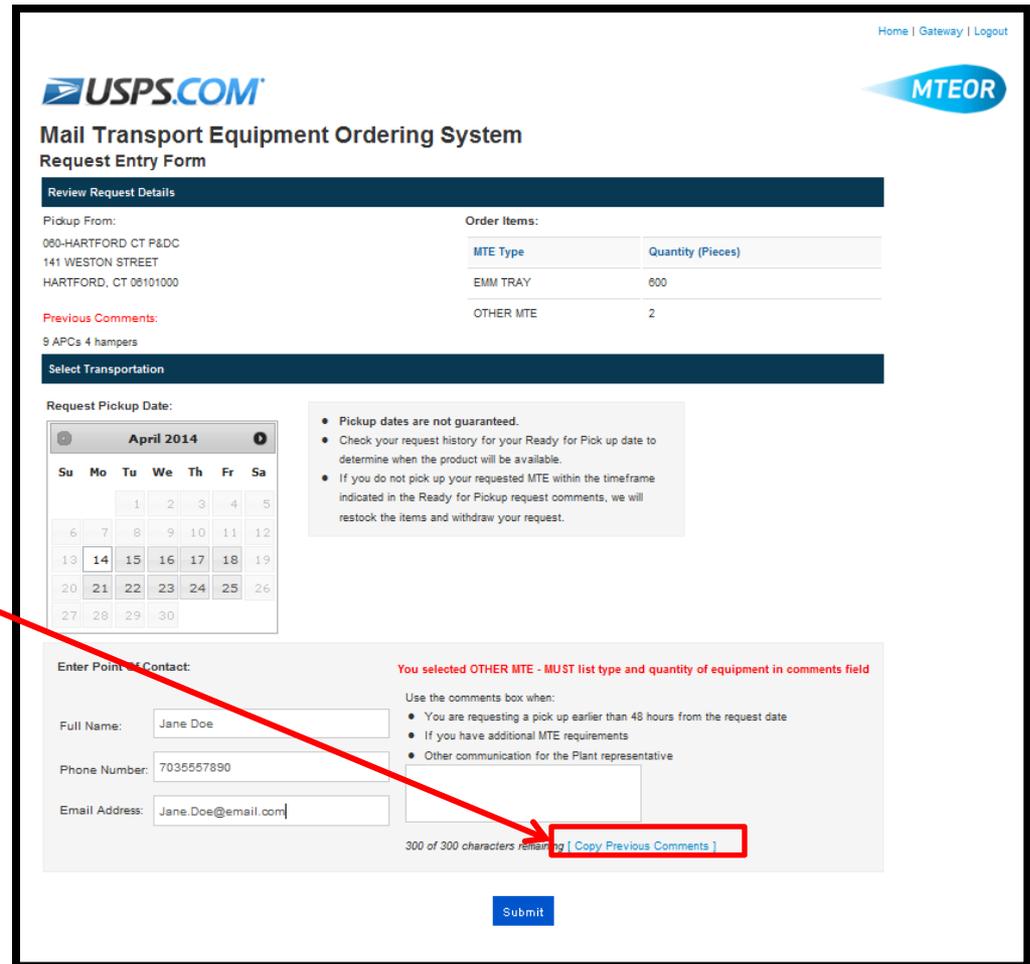
Update Date	Status	Remarks
04/10/2014 09:28:58	PLACED	By USER <jody.walls.dev> : 9 APCs 4 hampers

At the bottom of the page, there are two buttons: "Withdraw Request" and "Replicate Request". The "Replicate Request" button is highlighted with a red box.

At the bottom left, there is a "Back to Dashboard" link.

- This will take you to the *Replicate Order* page where you will select a new pick up date, add comments(if necessary), and submit the new request

Note: "Other MTE" comments are not automatically included and will need to be copied over by selecting "Copy Previous Comments." The comments can be edited after you copy them over if necessary.



Home | Gateway | Logout

USPS.COM **MTEOR**

Mail Transport Equipment Ordering System Request Entry Form

Review Request Details

Pickup From:
060-HARTFORD CT P&DC
141 WESTON STREET
HARTFORD, CT 06101000

Order Items:

MTE Type	Quantity (Pieces)
EMM TRAY	600
OTHER MTE	2

Previous Comments:
9 APCs 4 hampers

Select Transportation

Request Pickup Date:

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Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Pickup dates are not guaranteed.
- Check your request history for your Ready for Pick up date to determine when the product will be available.
- If you do not pick up your requested MTE within the timeframe indicated in the Ready for Pickup request comments, we will restock the items and withdraw your request.

Enter Point of Contact:

You selected OTHER MTE - MUST list type and quantity of equipment in comments field

Use the comments box when:

- You are requesting a pick up earlier than 48 hours from the request date
- If you have additional MTE requirements
- Other communication for the Plant representative

Full Name: Jane Doe

Phone Number: 7035557890

Email Address: Jane.Doe@email.com

300 of 300 characters remaining [Copy Previous Comments]

Submit

- ❑ **BSN Representatives now have read-only access to the MTEOR Dashboard of Postal plants**
 - This allows them to view, but not edit Local Mailer requests placed by Mailers
 - MTEESC Orders placed by Mailers are **NOT** visible

Mail Transport Equipment Ordering System Dashboard

MTE Delivery Address / Facility

NASS: 020AX
Facility: MANSFIELD MA ANNEX

Before placing a New Order, review Order History by selecting specific orders. Orders may be changed by withdrawing an existing order and placing a new order.

Orders from the MTEESC: **Open Mailer Requests** | Completed/Withdrawn Requests | MTE Catalog

To 'View' or 'Export/Print' request history details, see instructions below:

- [View](#) - select the box or boxes to the left of the request number(s) and click on 'View Details'
- [Export/Print](#) - from the request history details screen, select the 'Print' or 'Excel Sheet' button

MTEOR 'Request History' details are stored for up to 14 days after 'actual pickup' date

[View Details](#)

<input type="checkbox"/>	Request Number	Status	Date Placed	Date Requested	Ready for Pick Up Date	Company Name
<input type="checkbox"/>	R000000546	PLACED	01/20/2014	02/05/2014		TRAVELERS INSURANCE
<input type="checkbox"/>	R000000547	PLACED	01/23/2014	01/25/2014		BIG MAILER 2
<input type="checkbox"/>	R000000548	PLACED	01/23/2014	01/25/2014		BIG MAILER 2
<input type="checkbox"/>	R000000549	PLACED	01/23/2014	01/25/2014		LOCAL MAILER 1
<input type="checkbox"/>	R000000550	PLACED	01/23/2014	01/25/2014		BIG MAILER 2
<input type="checkbox"/>	R000000551	PLACED	01/24/2014	01/28/2014		TRAVELERS INSURANCE
<input type="checkbox"/>	R000000552	PLACED	01/24/2014	01/28/2014		TRAVELERS INSURANCE

Please let your BSN know which plants you are requesting MTE from so they can access the correct plants



MTEOR

MTEOR RIBBS Page for Mailers: <http://ribbs.usps.gov/mteor>

MTEOR Help Desk:

Hours: Monday-Friday, 7:00 a.m. to 5:00 p.m.(CST)

Phone: 1-866-330-3404

Email: mteor@usps.gov