

Meeting Details:

Date: 12/03/2013
Location: Telecom

-
- Attendance not taken but 14 industry representatives attended the meeting

MEETING NOTES

Nancy Paradice provided an overview of Phase 2a and MTEOR enhancements

- Local MTEOR Phase 2a launched on October 7th at the Santa Ana, Indianapolis, and South Jersey P&DCs
 - 90 Mailers have used MTEOR and 442 requests have been made in MTEOR so far
 - We will begin to ramp up to full implementation in February
 - We will launch with the Southern Pacific Area on February 3rd
 - We will use similar communications plan that we used for the pilot and training will begin in January
 - The training and communications plan will be shared with this group once it is finalized
- MTEOR enhancements were implemented on November 24th
 - We added some tabs to the dashboard to make sorting easier
 - Order history has been expanded to 14 days
 - Looking at expanding it even further, but we must continue to keep the data storage capabilities of MTESS in mind
 - Pricing for MTE has been updated
 - MTEOR RIBBs Page has been updated to be more user friendly
 - Inventory Reminder emails are sent out every Wednesday
 - List of facilities that are not reporting their inventory will begin to be sent out next week
 - Filter capabilities
 - Can sort on multiple columns
 - Can type in the information that you are looking for in the filter box
 - Header
 - Header is frozen so you can still see it when you are scrolling down
 - Column width is expanded to ensure you can see all of the information on the dashboard
 - MTESS database will be upgraded to the LINUX system on December 15th
 - Registration page is also being developed to make it easier for Mailers to sign up through the site
- Q&A
 - Sarah Rudy - Do you have facilities that are located in the Northern or Southern Pacific Area?
 - Mailer - Yes, in San Francisco and Los Angeles

- They are trying to get their facility in LA on MTEOR because they currently request MTE from the LA P&DC who is providing them full truckloads of MTE requested from the MTEESC
- Sarah Rudy - Most Mailers requesting to become MTEESC mailers will probably initially register as a Local Mailer and then later you may be able to be serviced directly from the MTEESC if you get at least 1 trailer load of MTE per week
- With this particular request the plant will request it from the MTEESC and then turn it right around to the Mailer.
- Would like to expand ability to order request 30 to 60 days ahead of time so the Mailer can place and cancel orders ahead of time and it will allow the Postal Service time to make sure they are requesting enough equipment
 - The Postal Service is looking to expand the ordering window 30 and 60 days ahead of time
 - Mailer that has sites in Birmingham, Phoenix, and Atlanta
 - Likes the system a lot because it helps them maintain inventory and eventually get to the point where they will be able to do “just in time” ordering
- What happens if you miss a week of inventory reporting?
 - You will always have a demerit on your record
 - It is important that you report your inventory weekly
- How many days prior do you need to order your MTE?
 - Need to place orders 4-24 days out
 - When you place the order it will provide you the open days for ordering
- Excess amount of pallets
 - If any Mailers have excess equipment, please sending it back to the MTEESC
- Mailer - We believe that we are reporting inventory on a timely basis every Wednesday. Have you identified who will be receiving the report for those people who have multiple sites?
 - We are working with Dale Kennedy and Katedra Nixon to verify the groupings
 - We will take names by contacting everyone on the MTAC User Group 007 list
 - There is a BSA for every site so we will most likely send it to them
 - Mailer - Using the BSA is the right thing to do
- Is there a 5 year plan for MTEOR?
- There are about 50 enhancements on the list
 - 3-4 enhancements are large, for example: building an application so the Associate Offices can order MTE
 - We would also like to automate the tracking of transportation systems
 - One of the issues raised by the mailers was the need for information on late dispatches. We don't really know the time that the truck is dispatched because there is no electronic scanning at that point.
 - There is a logistics clerk on site that tracks this information but a lot of the drivers will leave early in the morning when the MTEESC is closed
 - Additional suggestion
 - Using tracking system to track MTE and incorporate that into MTEOR

