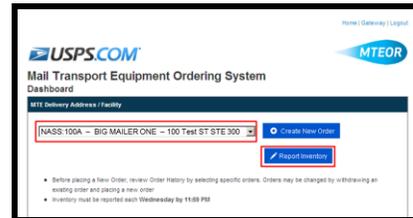


Report Inventory

Reporting inventory allows USPS to understand needs of our customers and the location of MTE. Major Mailers who receive MTE from the MTECs are required to submit an inventory report weekly, no later than Wednesday of each week. Click [here](#) to visit the MTEOR webpage for additional information.

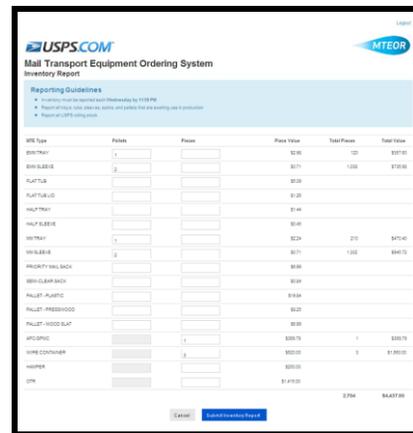
1. Log in to MTEOR and select your delivery address/facility
2. Then, select the “Report Inventory” button



3. Fill in Inventory Report template with the amount of empty MTE at your facility in piece or pallet quantity

Note: If the item can only be entered in piece quantity (i.e. APCs/GPMCs) the pallet information field will be unavailable

4. When complete, select “Submit Inventory Report”



5. A popup window appears, review your inventory report and check for any errors or missing information
6. To make a change, click “Back”
7. If the report is correct, click “Submit”



8. The MTEOR Dashboard houses past inventory reports for up to 30 days after submission
9. To review a past report, go to the Inventory History section of the MTEOR Dashboard then select the report date on the left

