

This series of bulletins is to keep you up-to-date with the latest MTEOR news including key facts, tips and tricks, and answers to your questions. Please continue to read these bulletins to receive all the exciting news about MTEOR!

You Can Create Standing Requests Soon!

Exciting new functionality is coming soon to MTEOR! You will be able to **create standing requests** in MTEOR beginning **January 19, 2015**.

This functionality rolls out to Mailers who only receive mail transport equipment (MTE) from the Postal Plant. 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.

The standing request functionality will:

- Streamline communications between you and USPS
- Save you time from repeatedly placing the same request for MTE
- Ensure you will receive MTE consistently



There will be two webinars available for you to get familiar with this new functionality. Meeting invites for both webinars are attached in this email. You can save them on your calendars by open the attachments and click "Save & Close". ***You only need to attend one*** of these sessions and they will be recorded and posted to the MTEOR RIBBS page following the event.

- **Option 1: January 15th at 11 am EST**
 - *Participant Event Plus Dial-In Number:* (844) 366-8108
 - *Conference ID:* 59060594
 - *Event Password:* MTEOR
 - *Event address for attendees:* <https://usps.webex.com/usps/onstage/g.php?MTID=e7d2f76e76bfb362c61706478b4ece80>
- **Option 2: January 21st at 2 pm EST**
 - *Participant Event Plus Dial-In Number:* (844) 366-8108
 - *Conference ID:* 59061118
 - *Event Password:* MTEOR
 - *Event address for attendees:* <https://usps.webex.com/usps/onstage/g.php?MTID=e2eeae50a0c7061fa104c4f39cfa68249>

Stay tuned for more information about this great enhancement

in the weeks to come!

We Want to Hear from You!

Please continue to let us know your thoughts by emailing us at MTEOR@usps.gov.

Check out the MTEOR webpage at <http://ribbs.usps.gov/mteor/>!

Questions? E-mail us at MTEOR@usps.gov or Call at 866-330-3404