



MTEOR Standing Request Training Mailers



This meeting begins at 2:00 p.m. EST

Participant Event Plus Dial-In Number: 1 (844) 366-8108

Conference ID: 59061118

January 21, 2015

- ❑ To join the teleconference, click “Communicate” from the WebEx menu bar, then click “Join Teleconference”
- ❑ If you are using speakers you may hear an echo, for optimum results please use your headset
 - Decreasing the sound may help, but may not eliminate the issue
- ❑ For best viewing, select “Full Screen” at the bottom left corner of your screen
- ❑ To ask a question, click on the Question Mark on the WebEx controls, and submit your questions to one of the Panelists

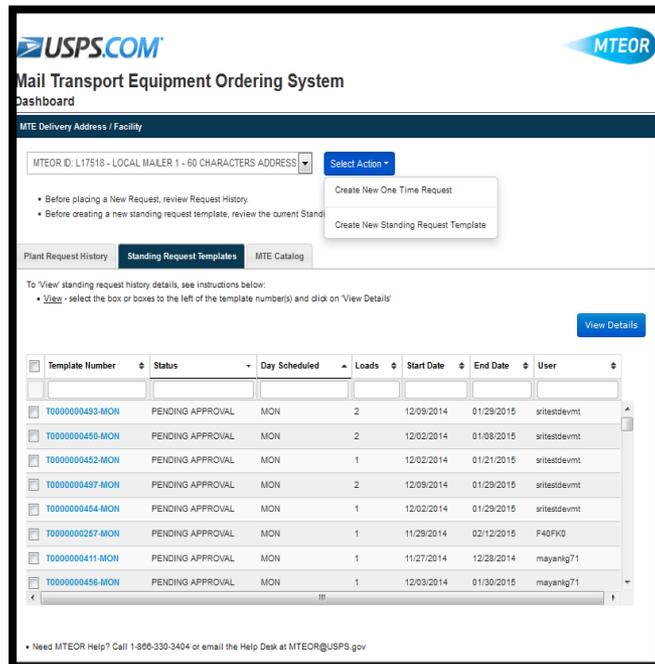
As an attendee, your phone is muted by default

- ❑ Review the basics of MTE, MTEOR and the standing request functionality
- ❑ Understand the different types of requests
- ❑ See the changes on the MTEOR Dashboard
- ❑ Learn how to create and modify standing request templates in MTEOR
- ❑ Learn how to manage and view individual standing requests
- ❑ Review tools and resources

- ❑ **Mail transport equipment (MTE)** - MTE are any trays, flat tubs, sacks, sleeves, pallets and rolling stock used to transport mail



- ❑ Mail Transport Equipment Ordering system
- ❑ A fast, reliable, and convenient place for you to request Mail Transport Equipment (MTE) online



USPS.COM MTEOR

Mail Transport Equipment Ordering System Dashboard

MTE Delivery Address / Facility

MTEOR ID: L17518 - LOCAL MAILER 1 - 80 CHARACTERS ADDRESS Select Action

- Before placing a New Request, review Request History
- Before creating a new standing request template, review the current Standing Request Templates

[Create New One Time Request](#)
[Create New Standing Request Template](#)

Plant Request History | **Standing Request Templates** | MTE Catalog

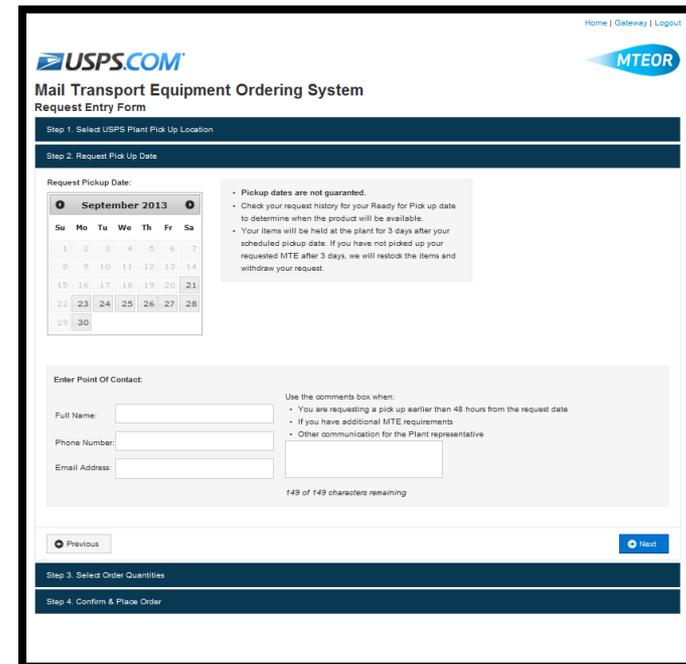
To 'View' standing request history details, see instructions below:

- View** - select the box or boxes to the left of the template number(s) and click on 'View Details'

[View Details](#)

Template Number	Status	Day Scheduled	Loads	Start Date	End Date	User
<input type="checkbox"/> T000000493-MON	PENDING APPROVAL	MON	2	12/09/2014	01/29/2015	srltestdevmt
<input type="checkbox"/> T000000450-MON	PENDING APPROVAL	MON	2	12/02/2014	01/09/2015	srltestdevmt
<input type="checkbox"/> T000000452-MON	PENDING APPROVAL	MON	1	12/02/2014	01/21/2015	srltestdevmt
<input type="checkbox"/> T000000497-MON	PENDING APPROVAL	MON	2	12/09/2014	01/29/2015	srltestdevmt
<input type="checkbox"/> T000000454-MON	PENDING APPROVAL	MON	1	12/02/2014	01/29/2015	srltestdevmt
<input type="checkbox"/> T000000257-MON	PENDING APPROVAL	MON	1	11/29/2014	02/12/2015	F40FKG
<input type="checkbox"/> T000000411-MON	PENDING APPROVAL	MON	1	11/27/2014	12/28/2014	mayanlg71
<input type="checkbox"/> T000000456-MON	PENDING APPROVAL	MON	1	12/03/2014	01/30/2015	mayanlg71

Need MTEOR Help? Call 1-866-330-3404 or email the Help Desk at MTEOR@USPS.gov



USPS.COM Home | Gateway | Logout MTEOR

Mail Transport Equipment Ordering System Request Entry Form

Step 1. Select USPS Plant Pick Up Location

Step 2. Request Pick Up Date

Request Pickup Date:

September 2013

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.
- Your items will be held at the plant for 3 days after your scheduled pickup date. If you have not picked up your requested MTE after 3 days, we will restock the items and withdraw your request.

Enter Point Of Contact:

Full Name:

Phone Number:

Email Address:

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

149 of 149 characters remaining

[Previous](#) [Next](#)

Step 3. Select Order Quantities

Step 4. Confirm & Place Order

- ❑ This new functionality allows you to create multiple reoccurring requests with one template in MTEOR as well as:



Streamline communications between you and your Plant



Save you time from repeatedly placing the same request for MTE



Ensure you receive your MTE consistently

The Standing Request functionality is now live!



Users Impacted by Standing Requests

- ❑ **The standing request functionality is available to Mailers who only receive MTE from their local Postal Plant**

- ***Local Mailers*** – Mailers who request MTE from a Postal Plant
 - Must receive MTE on a weekly basis to use the new standing request functionality

- ***MTESC Mailers*** – Mailers who receive direct delivery of MTE from an MTESC
 - MTESC Mailers can still create one-time requests from Postal Plants
 - MTESC Mailers will continue to receive their standing **orders** from MTESC

- ❑ Understanding the differences between requests will help you tremendously!
 - **Existing Functionality: A one-time request** is a single request that is created by you for an individual need
 - One-time requests have request numbers starting with “R”

- **New Functionality: A standing request template** allows user to create recurring MTE requests on a weekly basis
 - Standing request templates have template numbers starting “T” with different day codes
- **New Functionality: A standing request** is displayed on your dashboard as a single request generated by a standing request template
 - Standing requests have request numbers starting with “S”

Home | G



Mail Transport Equipment Ordering System Dashboard

MTE Delivery Address / Facility

MTEOR ID: L17518 - LOCAL MAILER 1 - 60 CHARACTERS A Select Action ▾

- Before placing a New Request, review Request History.
- Before creating a new standing request template, review the current Standing Request Templates.

Plant Request History Standing Request Templates 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 30 days after the Requested Pick-Up Date

[View Details](#)

<input type="checkbox"/>	Request Number	Status	Date Placed	Date Requested	Ready for Pick Up Date	Actual Pick Up Date	Date Withdrawn	User
<input type="checkbox"/>								
<input type="checkbox"/>	R0000006350	PLACED	12/18/2014	12/24/2014				F40FK0
<input type="checkbox"/>	R0000006351	PLACED	12/18/2014	12/20/2014				F40FK0
<input type="checkbox"/>	R0000006352	PLACED	12/19/2014	12/25/2014				F40FK0
<input type="checkbox"/>	S0000004705	PLACED	11/05/2014	11/06/2014				SYSTEM
<input type="checkbox"/>	S0000004706	PLACED	11/05/2014	11/06/2014				SYSTEM
<input type="checkbox"/>	S0000004707	PLACED	11/05/2014	11/07/2014				SYSTEM
<input type="checkbox"/>	S0000004708	PLACED	11/05/2014	11/07/2014				SYSTEM

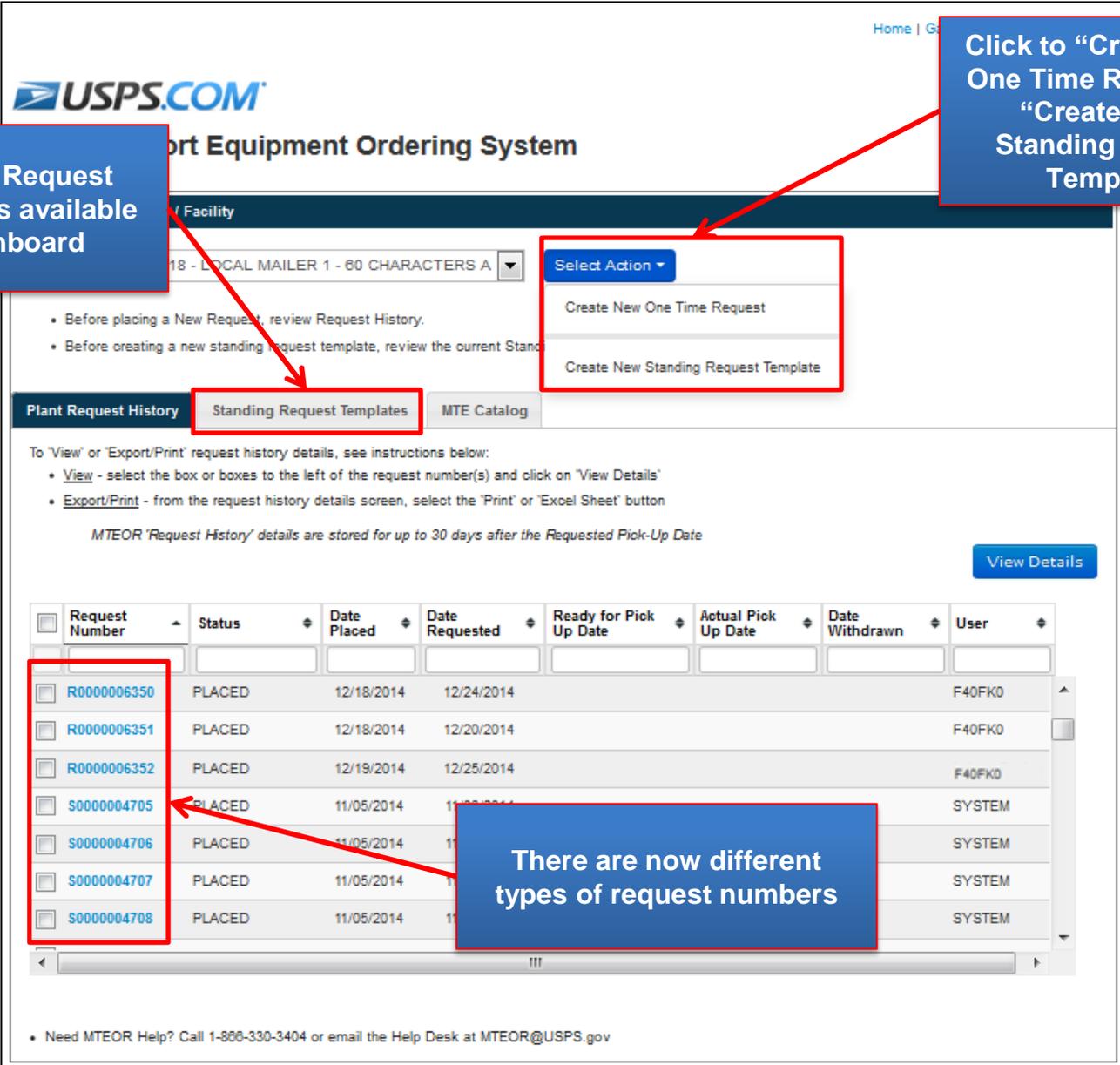
• Need MTEOR Help? Call 1-866-330-3404 or email the Help Desk at MTEOR@USPS.gov

The "Select Action" button allows you to create new requests for MTE

MTEOR Dashboard Changes

The "Standing Request Templates" tab is available on your dashboard

Click to "Create a New One Time Request" or "Create a New Standing Request Template"



USPS.COM
Plant Equipment Ordering System

Facility: [dropdown]
18 - LOCAL MAILER 1 - 80 CHARACTERS A [dropdown]

Select Action ▼
Create New One Time Request
Create New Standing Request Template

Plant Request History | **Standing Request Templates** | MTE Catalog

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

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<input type="checkbox"/>	Request Number	Status	Date Placed	Date Requested	Ready for Pick Up Date	Actual Pick Up Date	Date Withdrawn	User
<input type="checkbox"/>	R000006350	PLACED	12/18/2014	12/24/2014				F40FK0
<input type="checkbox"/>	R000006351	PLACED	12/18/2014	12/20/2014				F40FK0
<input type="checkbox"/>	R000006352	PLACED	12/19/2014	12/25/2014				F40FK0
<input type="checkbox"/>	S000004705	PLACED	11/05/2014	11/05/2014				SYSTEM
<input type="checkbox"/>	S000004706	PLACED	11/05/2014	11/05/2014				SYSTEM
<input type="checkbox"/>	S000004707	PLACED	11/05/2014	11/05/2014				SYSTEM
<input type="checkbox"/>	S000004708	PLACED	11/05/2014	11/05/2014				SYSTEM

• Need MTEOR Help? Call 1-866-330-3404 or email the Help Desk at MTEOR@USPS.gov

Creating a Standing Request Template



Creating a New Standing Request Template

USPS.COM

Mail Transport Equipment Ordering System Dashboard

MTE Delivery Address / Facility

MTEOR ID: L17518 - LOCAL MAILER 1 - 80 CHARACTERS A Select Action ▾

- Before placing a New Request, review Request History.
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Create New One Time Request
Create New Standing Request Template

Plant Request History | Standing Request Templates | MTE Catalog

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- View - select the box or boxes to the left of the request number(s) and click on 'View Details'
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<input type="checkbox"/>	Request Number	Status	Date Placed	Date Requested	Ready for Pick Up Date	Actual Pick Up Date	Date Withdrawn	User
<input type="checkbox"/>								
<input type="checkbox"/>	R0000006350	PLACED	12/18/2014	12/24/2014				F40FK0
<input type="checkbox"/>	R0000006351	PLACED	12/18/2014	12/20/2014				F40FK0
<input type="checkbox"/>	R0000006352	PLACED	12/19/2014	12/25/2014				F40FK0
<input type="checkbox"/>	S0000004705	PLACED	11/05/2014	11/06/2014				SYSTEM
<input type="checkbox"/>	S0000004706	PLACED	11/05/2014	11/06/2014				SYSTEM
<input type="checkbox"/>	S0000004707	PLACED	11/05/2014	11/07/2014				SYSTEM
<input type="checkbox"/>	S0000004708	PLACED	11/05/2014	11/07/2014				SYSTEM

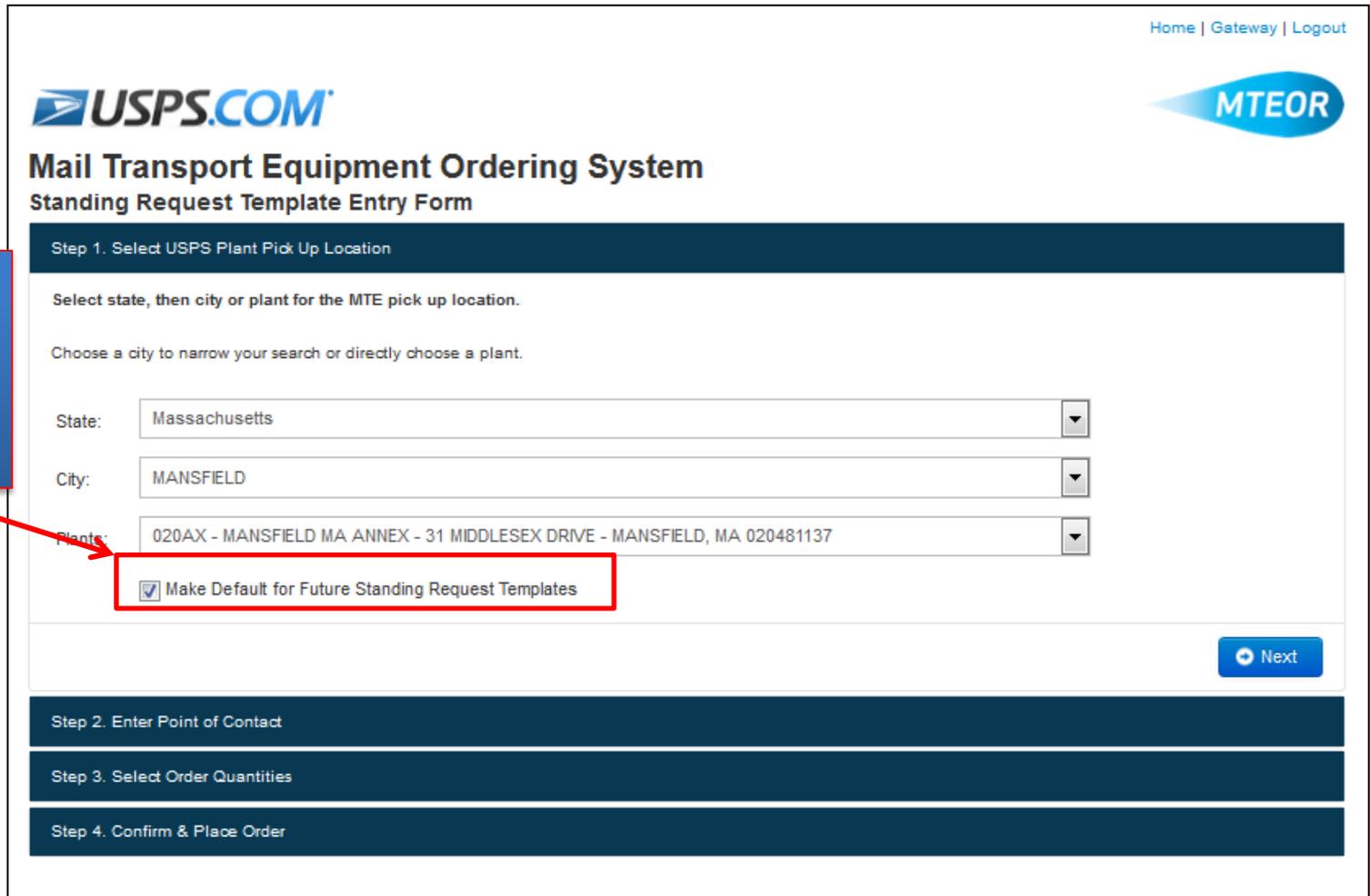
• Need MTEOR Help? Call 1-866-330-3404 or email the Help Desk at MTEOR@USPS.gov

Click here to create a new standing request template



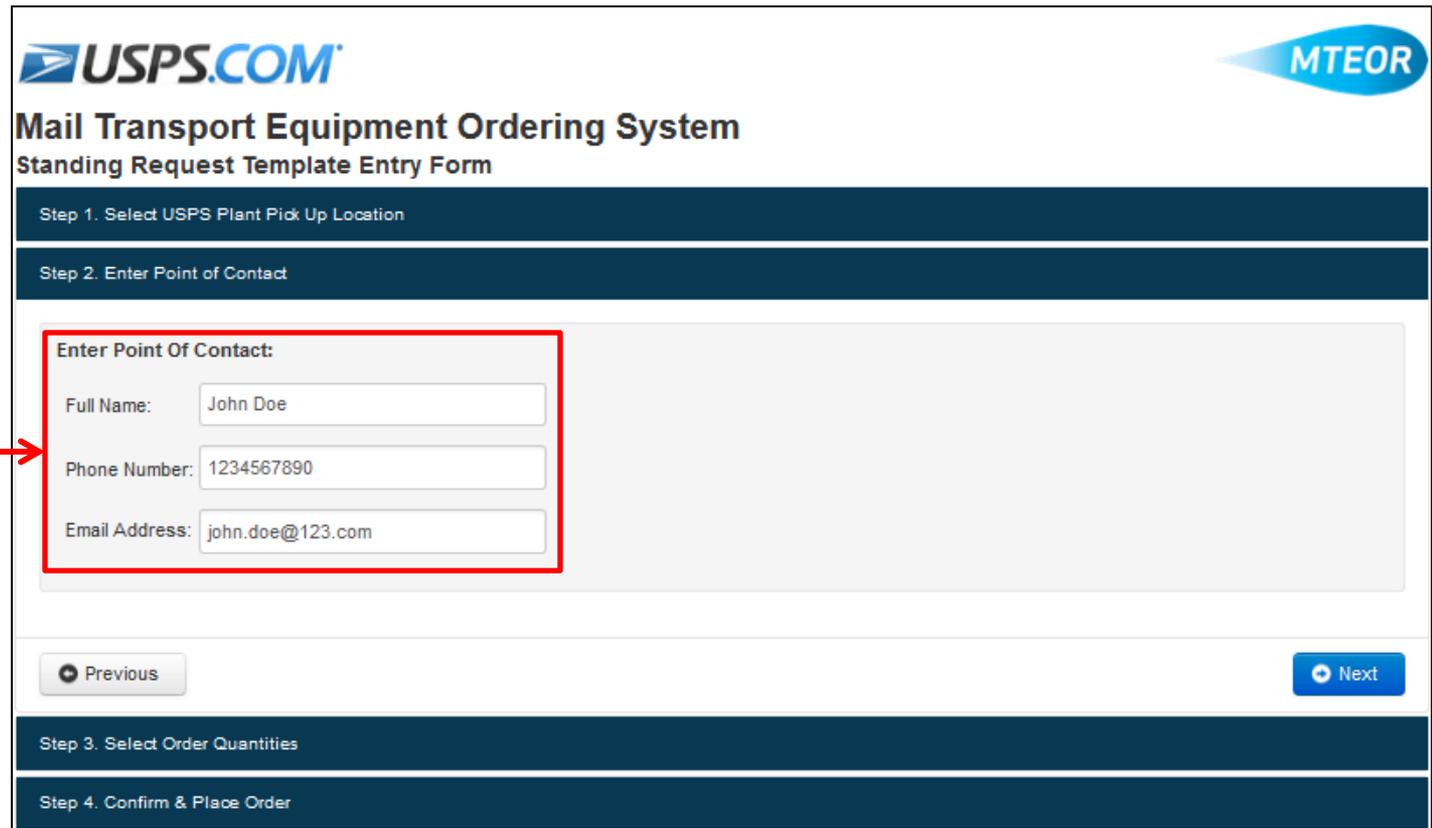
- ❑ Select a Plant for your MTE standing requests

You can save your selections by checking *Make Default for Future Requests*



The screenshot shows the USPS MTEOR (Mail Transport Equipment Ordering System) interface. At the top right, there are links for "Home | Gateway | Logout" and the MTEOR logo. The main heading is "USPS.COM Mail Transport Equipment Ordering System Standing Request Template Entry Form". The form is divided into four steps: Step 1 (selected), Step 2, Step 3, and Step 4. Step 1 is titled "Step 1. Select USPS Plant Pick Up Location" and contains instructions: "Select state, then city or plant for the MTE pick up location." and "Choose a city to narrow your search or directly choose a plant." There are three dropdown menus: "State:" with "Massachusetts" selected, "City:" with "MANSFIELD" selected, and "Plants:" with "020AX - MANSFIELD MA ANNEX - 31 MIDDLESEX DRIVE - MANSFIELD, MA 020481137" selected. Below these is a checkbox labeled "Make Default for Future Standing Request Templates" which is checked. A red box highlights this checkbox, and a red arrow points from the text box on the left to it. A "Next" button is located at the bottom right of the form area.

- Confirm your Point of Contact information



USPS.COM **MTEOR**

Mail Transport Equipment Ordering System

Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location

Step 2. Enter Point of Contact

Enter Point Of Contact:

Full Name:

Phone Number:

Email Address:

Step 3. Select Order Quantities

Step 4. Confirm & Place Order

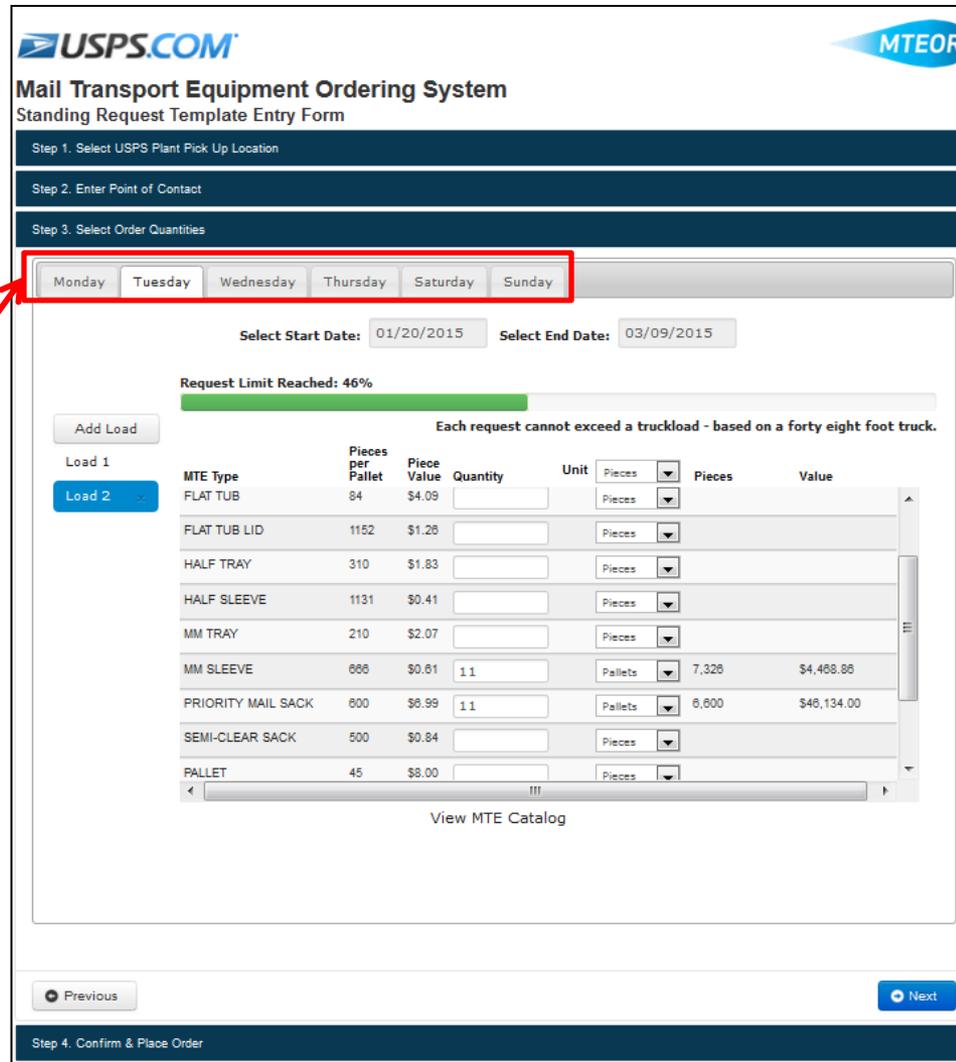
This information is pre-populated with your information, but can be edited if needed

Selecting the Day to Receive MTE

- Select the MTE type and quantity you want to request for the first day of the week

You only see days that the selected Postal Plant is open.

For example, Friday is not showing on this dashboard because the selected Postal Plant is closed on Fridays



USPS.COM **MTEOR**

Mail Transport Equipment Ordering System
Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location
Step 2. Enter Point of Contact
Step 3. Select Order Quantities

Monday Tuesday Wednesday Thursday Saturday Sunday

Select Start Date: 01/20/2015 Select End Date: 03/09/2015

Request Limit Reached: 46%

Add Load

Each request cannot exceed a truckload - based on a forty eight foot truck.

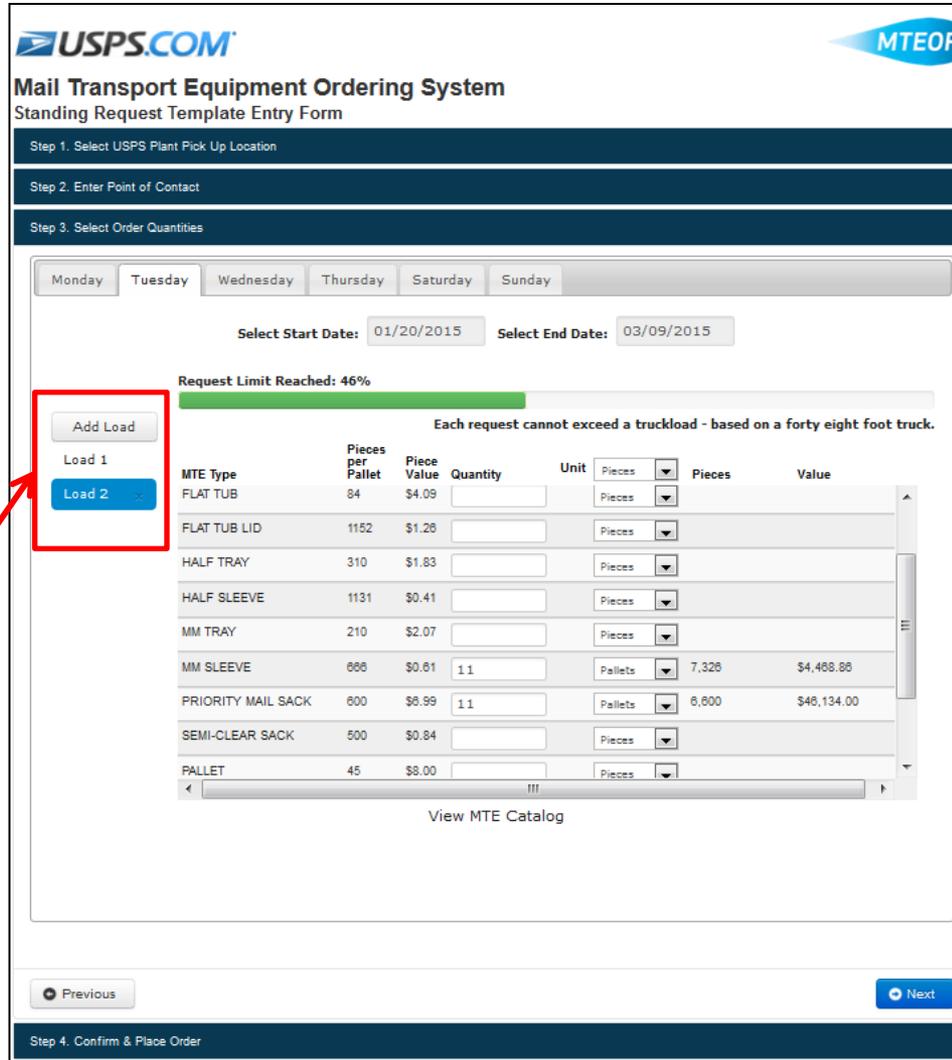
Load	MTE Type	Pieces per Pallet	Piece Value	Quantity	Unit	Pieces	Value
Load 1	FLAT TUB	84	\$4.09		Pieces		
Load 2	FLAT TUB LID	1152	\$1.26		Pieces		
	HALF TRAY	310	\$1.83		Pieces		
	HALF SLEEVE	1131	\$0.41		Pieces		
	MM TRAY	210	\$2.07		Pieces		
	MM SLEEVE	666	\$0.61	11	Pallets	7,326	\$4,468.86
	PRIORITY MAIL SACK	800	\$6.99	11	Pallets	6,800	\$46,134.00
	SEMI-CLEAR SACK	500	\$0.84		Pieces		
	PALLET	45	\$8.00		Pieces		

View MTE Catalog

Previous Next

Step 4. Confirm & Place Order

- Choose the MTE type and quantity you want to request for the first day of the week selected



USPS.COM MTEOR

Mail Transport Equipment Ordering System
Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location
Step 2. Enter Point of Contact
Step 3. Select Order Quantities

Monday Tuesday **Wednesday** Thursday Saturday Sunday

Select Start Date: 01/20/2015 Select End Date: 03/09/2015

Request Limit Reached: 46%

Each request cannot exceed a truckload - based on a forty eight foot truck.

MTE Type	Pieces per Pallet	Piece Value	Quantity	Unit	Pieces	Value
FLAT TUB	84	\$4.09		Pieces		
FLAT TUB LID	1152	\$1.26		Pieces		
HALF TRAY	310	\$1.83		Pieces		
HALF SLEEVE	1131	\$0.41		Pieces		
MM TRAY	210	\$2.07		Pieces		
MM SLEEVE	666	\$0.61	11	Pallets	7,326	\$4,468.86
PRIORITY MAIL SACK	800	\$6.99	11	Pallets	6,800	\$46,134.00
SEMI-CLEAR SACK	500	\$0.84		Pieces		
PALLET	45	\$8.00		Pieces		

View MTE Catalog

Previous Next

Step 4. Confirm & Place Order

Each request cannot exceed a 48-foot truck load capacity

You may add multiple loads for this particular day's requests



Selecting the Multiple Day(s) to Receive MTE

- Select the MTE type and quantity you want to request for the another day(s) of the week if needed

Click other days of the week to request MTE for multiple days

USPS.COM MTEOR

Mail Transport Equipment Ordering System

Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location

Step 2. Enter Point of Contact

Step 3. Select Order Quantities

Monday Tuesday **Wednesday** Thursday Friday Sunday

Select Start Date: 01/20/2015 Select End Date: 03/09/2015

Request Limit Reached: 4%

Add Load

Each request cannot exceed a truckload - based on a forty eight foot truck.

Load	MTE Type	Pieces per Pallet	Piece Value	Quantity	Unit	Pieces	Value
Load 1	HALF TRAY	400	\$1.83		Pieces		
Load 2	HALF SLEEVE	1131	\$0.41		Pieces		
Load 3	MM TRAY	210	\$2.07		Pieces		
	MM SLEEVE	666	\$0.61	24	Pieces	24	\$14.64
	PRIORITY MAIL SACK	600	\$6.99	24	Pieces	24	\$167.76
	SEMI-CLEAR SACK	500	\$0.84	24	Pieces	24	\$20.16
	PALLET	45	\$8.00	24	Pieces	24	\$192.00
	OTHER MTE	1	\$1.00		Pieces		
							\$424.80

View MTE Catalog



- Use “Other MTE” to request MTE that is not on the list

Mail Transport Equipment Ordering System
Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location
Step 2. Enter Point of Contact
Step 3. Select Order Quantities

Monday Tuesday **Wednesday** Thursday Friday Sunday

Select Start Date: 01/20/2015 Select End Date: 03/09/2015

Request Limit Reached: 59%

Add Load
Load 1

Each request cannot exceed a truckload - based on a forty eight foot truck.

MTE Type	Pieces per Pallet	Piece Value	Quantity	Unit	Pieces	Value
HALF SLEEVE	1131	\$0.41	1	Pallets	1,131	\$463.71
MM TRAY	210	\$2.07		Pieces		
MM SLEEVE	666	\$0.61		Pieces		
PRIORITY MAIL SACK	600	\$8.99		Pieces		
SEMI-CLEAR SACK	500	\$0.84		Pieces		
PALLET	45	\$8.00		Pieces		
OTHER MTE	1	\$1.00	5	Pieces	5	\$5.00
						\$8,902.46

View MTE Catalog

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

Previous Next

Step 4. Confirm & Place Order

Click “Other MTE”, for MTE requests that are not on the list

You must describe your MTE needs in the comment box

- Complete the standing request template by agreeing to the Terms and Conditions and hitting “Submit”

Home | Gateway | Logout



Mail Transport Equipment Ordering System

Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location

Step 2. Enter Point of Contact

Step 3. Select Order Quantities

Step 4. Confirm & Place Order

Additional Comments:

Please deliver to dock door D

120 of 149 characters remaining

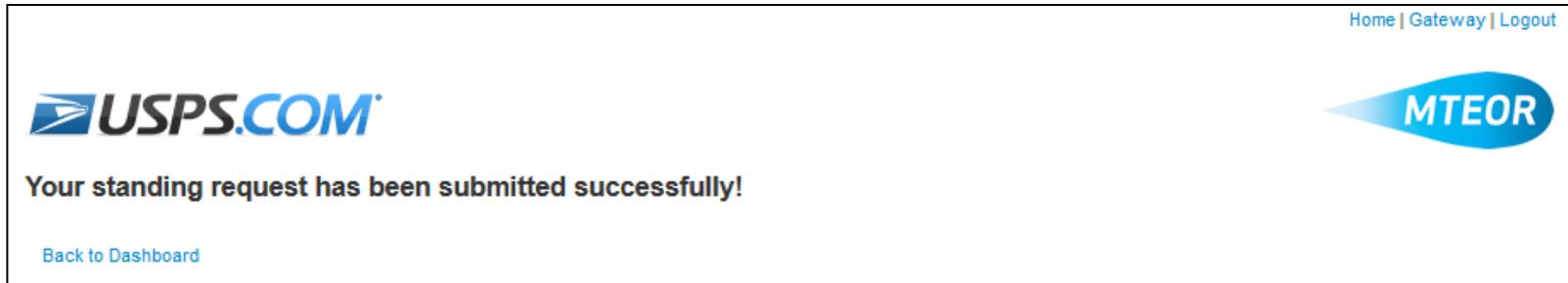
I understand that Mail Transport Equipment is the property of the United States Postal Service and it is provided solely for transporting and handling mail. Misuse may be a violation of federal law.

[Read Complete Terms And Conditions](#)

I Agree.

Previous Submit

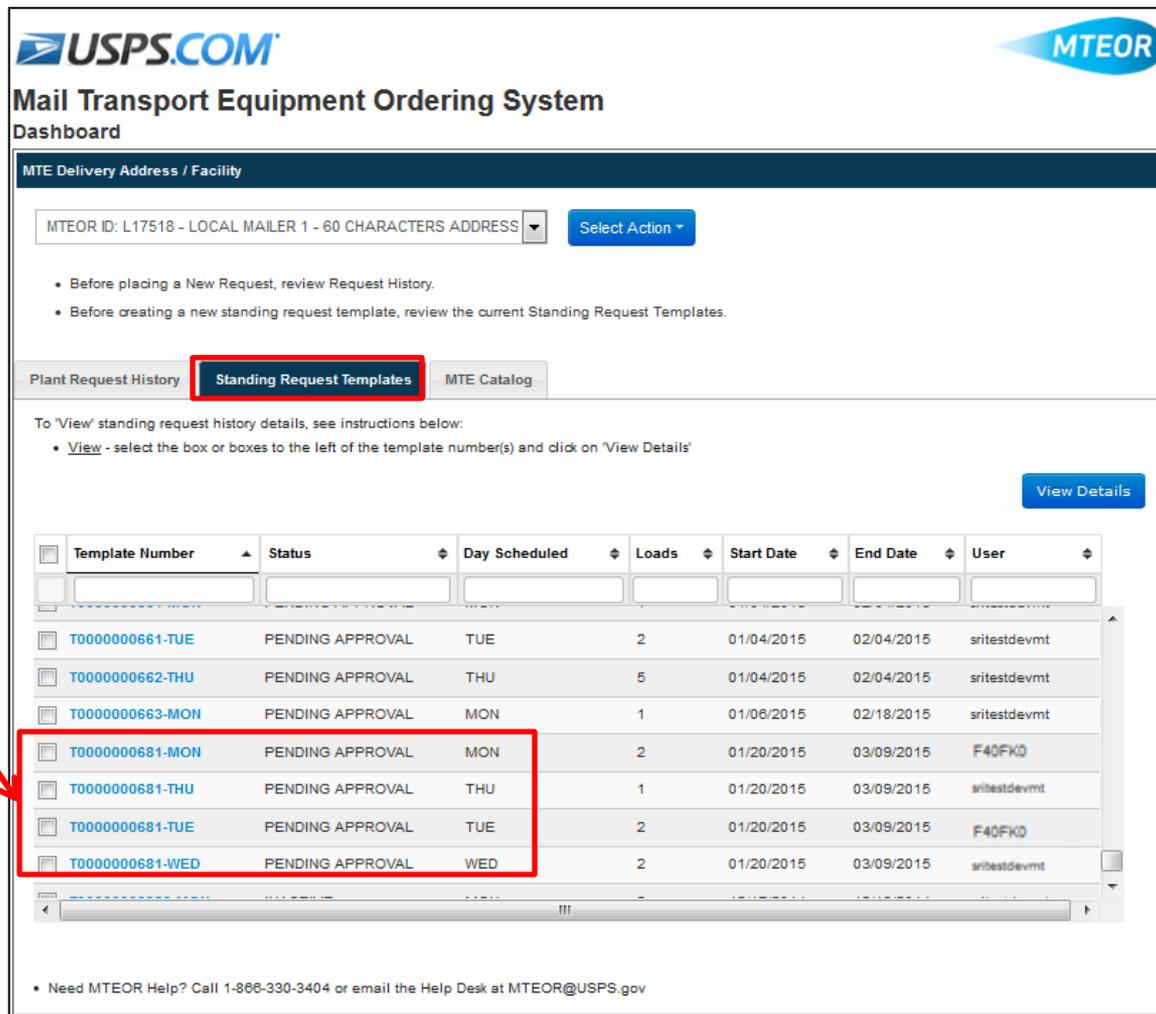
Include any
additional
comments here



- ❑ Once a standing request template has been submitted, it shows on your MTEOR Dashboard in a “Pending Approval” status
- ❑ Postal Plants review each standing request template and either **approve** or **deny** the template
 - Approved templates appear as “Active” on your MTEOR Dashboard
 - Denied templates appear as “Denied” on your MTEOR Dashboard

Viewing Standing Request Templates

- View your standing request templates on the “Standing Requests Template” tab



USPS.COM **MTEOR**

Mail Transport Equipment Ordering System Dashboard

MTE Delivery Address / Facility

MTEOR ID: L17518 - LOCAL MAILER 1 - 60 CHARACTERS ADDRESS [Select Action](#)

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Plant Request History **Standing Request Templates** MTE Catalog

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[View Details](#)

<input type="checkbox"/>	Template Number	Status	Day Scheduled	Loads	Start Date	End Date	User
<input type="checkbox"/>							
<input type="checkbox"/>	T000000661-TUE	PENDING APPROVAL	TUE	2	01/04/2015	02/04/2015	sritestdevmt
<input type="checkbox"/>	T000000662-THU	PENDING APPROVAL	THU	5	01/04/2015	02/04/2015	sritestdevmt
<input type="checkbox"/>	T000000663-MON	PENDING APPROVAL	MON	1	01/08/2015	02/18/2015	sritestdevmt
<input type="checkbox"/>	T000000681-MON	PENDING APPROVAL	MON	2	01/20/2015	03/09/2015	F40FKD
<input type="checkbox"/>	T000000681-THU	PENDING APPROVAL	THU	1	01/20/2015	03/09/2015	sritestdevmt
<input type="checkbox"/>	T000000681-TUE	PENDING APPROVAL	TUE	2	01/20/2015	03/09/2015	F40FKD
<input type="checkbox"/>	T000000681-WED	PENDING APPROVAL	WED	2	01/20/2015	03/09/2015	sritestdevmt

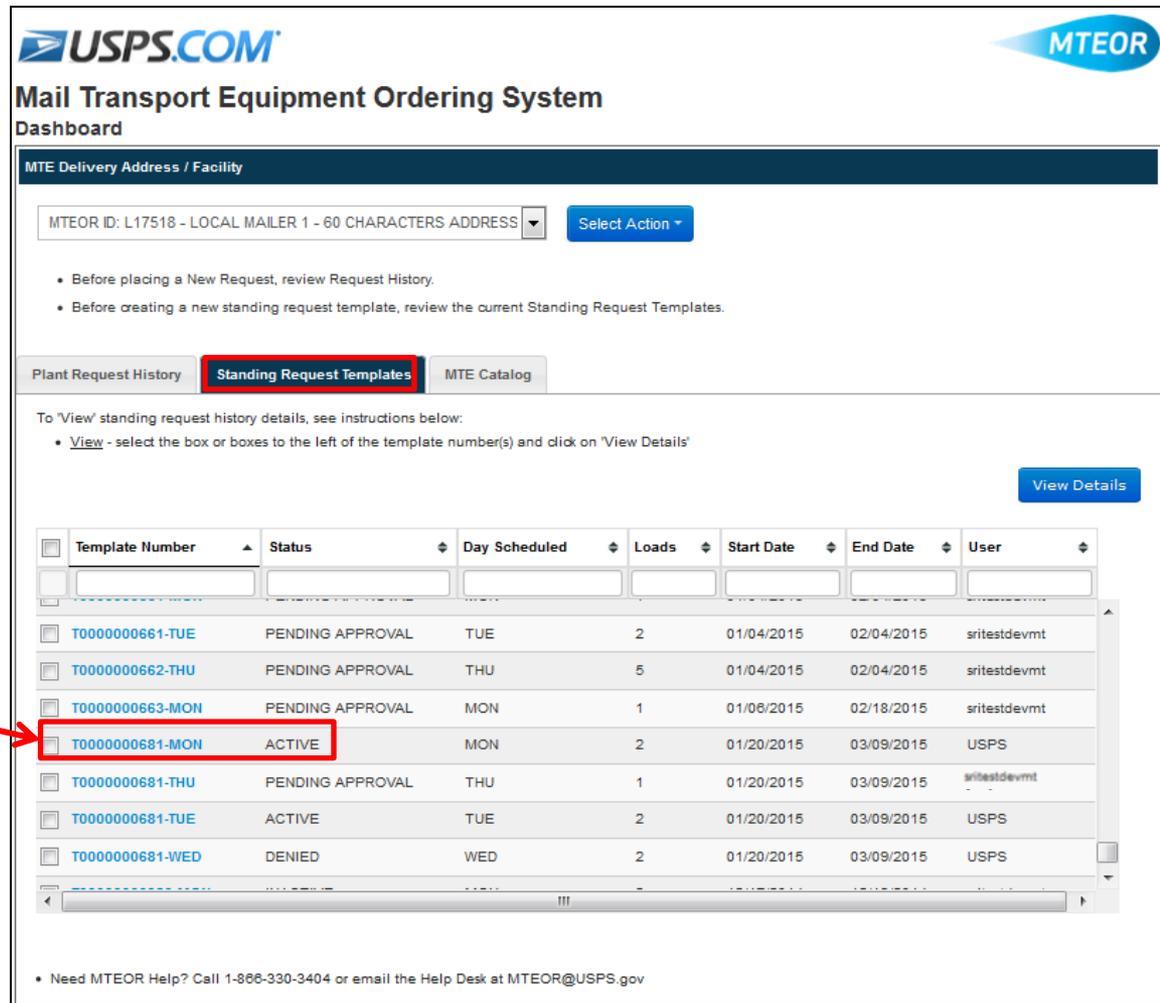
• Need MTEOR Help? Call 1-866-330-3404 or email the Help Desk at MTEOR@USPS.gov

Standing request templates created for multiple days have the same template number with different day codes

Modifying a Standing Request Template

Modifying a Standing Request Template

- You can modify a standing request template in “Active” status at any time during the 90-day period



USPS.COM MTEOR

Mail Transport Equipment Ordering System
Dashboard

MTE Delivery Address / Facility

MTEOR ID: L17518 - LOCAL MAILER 1 - 60 CHARACTERS ADDRESS Select Action

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Plant Request History **Standing Request Templates** MTE Catalog

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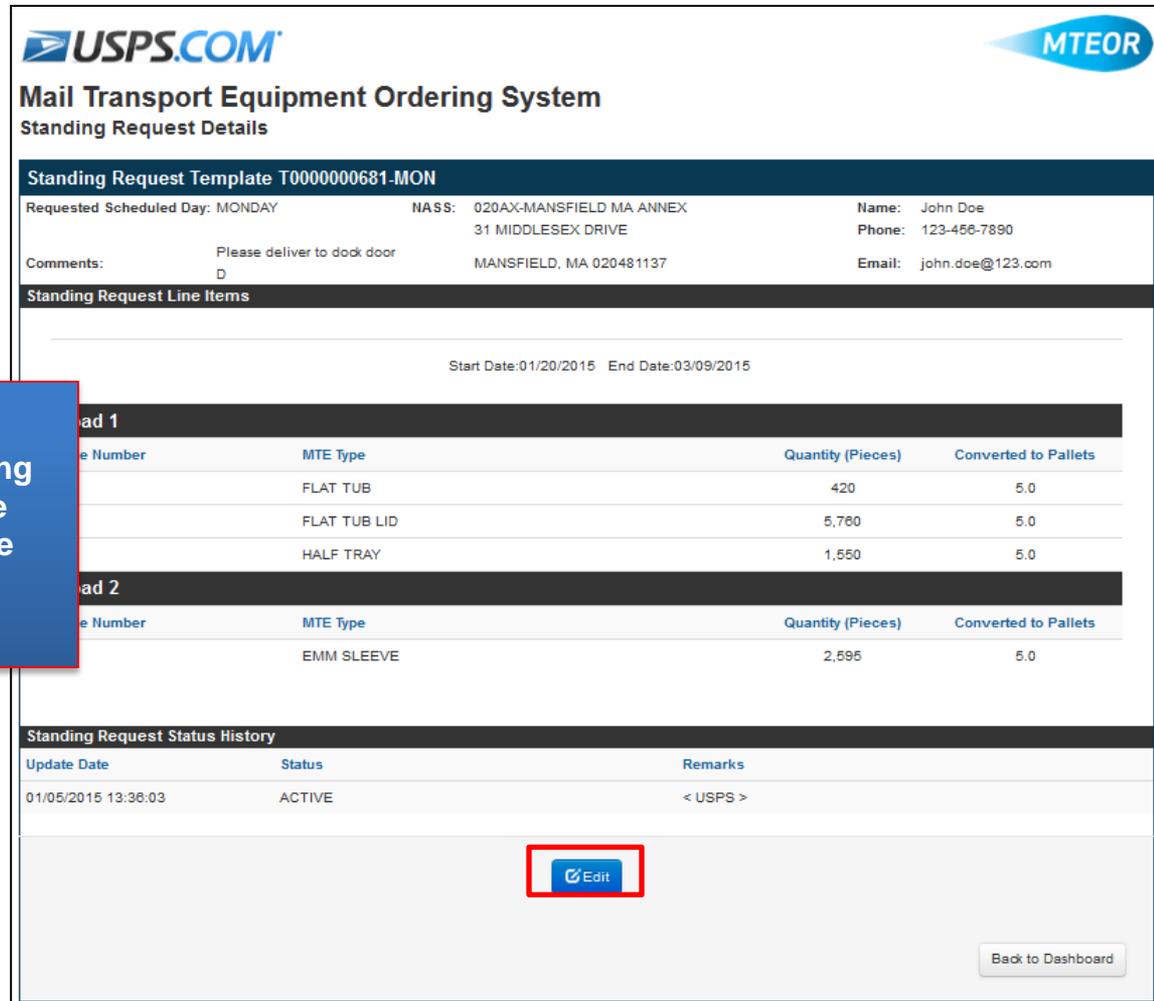
View Details

<input type="checkbox"/>	Template Number	Status	Day Scheduled	Loads	Start Date	End Date	User
<input type="checkbox"/>							
<input type="checkbox"/>	T000000661-TUE	PENDING APPROVAL	TUE	2	01/04/2015	02/04/2015	sritestdevmt
<input type="checkbox"/>	T000000662-THU	PENDING APPROVAL	THU	5	01/04/2015	02/04/2015	sritestdevmt
<input type="checkbox"/>	T000000663-MON	PENDING APPROVAL	MON	1	01/08/2015	02/18/2015	sritestdevmt
<input type="checkbox"/>	T000000681-MON	ACTIVE	MON	2	01/20/2015	03/09/2015	USPS
<input type="checkbox"/>	T000000681-THU	PENDING APPROVAL	THU	1	01/20/2015	03/09/2015	sritestdevmt
<input type="checkbox"/>	T000000681-TUE	ACTIVE	TUE	2	01/20/2015	03/09/2015	USPS
<input type="checkbox"/>	T000000681-WED	DENIED	WED	2	01/20/2015	03/09/2015	USPS

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Click the template number or select the box and click “View Details”

- Click the “Edit” button to make changes



USPS.COM **MTEOR**

Mail Transport Equipment Ordering System

Standing Request Details

Standing Request Template T000000681-MON

Requested Scheduled Day: MONDAY NASS: 020AX-MANSFIELD MA ANNEX Name: John Doe
31 MIDDLESEX DRIVE Phone: 123-456-7890

Comments: Please deliver to dock door MANSFIELD, MA 020481137 Email: john.doe@123.com
D

Standing Request Line Items

Start Date:01/20/2015 End Date:03/09/2015

Head 1			
Item Number	MTE Type	Quantity (Pieces)	Converted to Pallets
	FLAT TUB	420	5.0
	FLAT TUB LID	5,760	5.0
	HALF TRAY	1,560	5.0

Head 2			
Item Number	MTE Type	Quantity (Pieces)	Converted to Pallets
	EMM SLEEVE	2,595	5.0

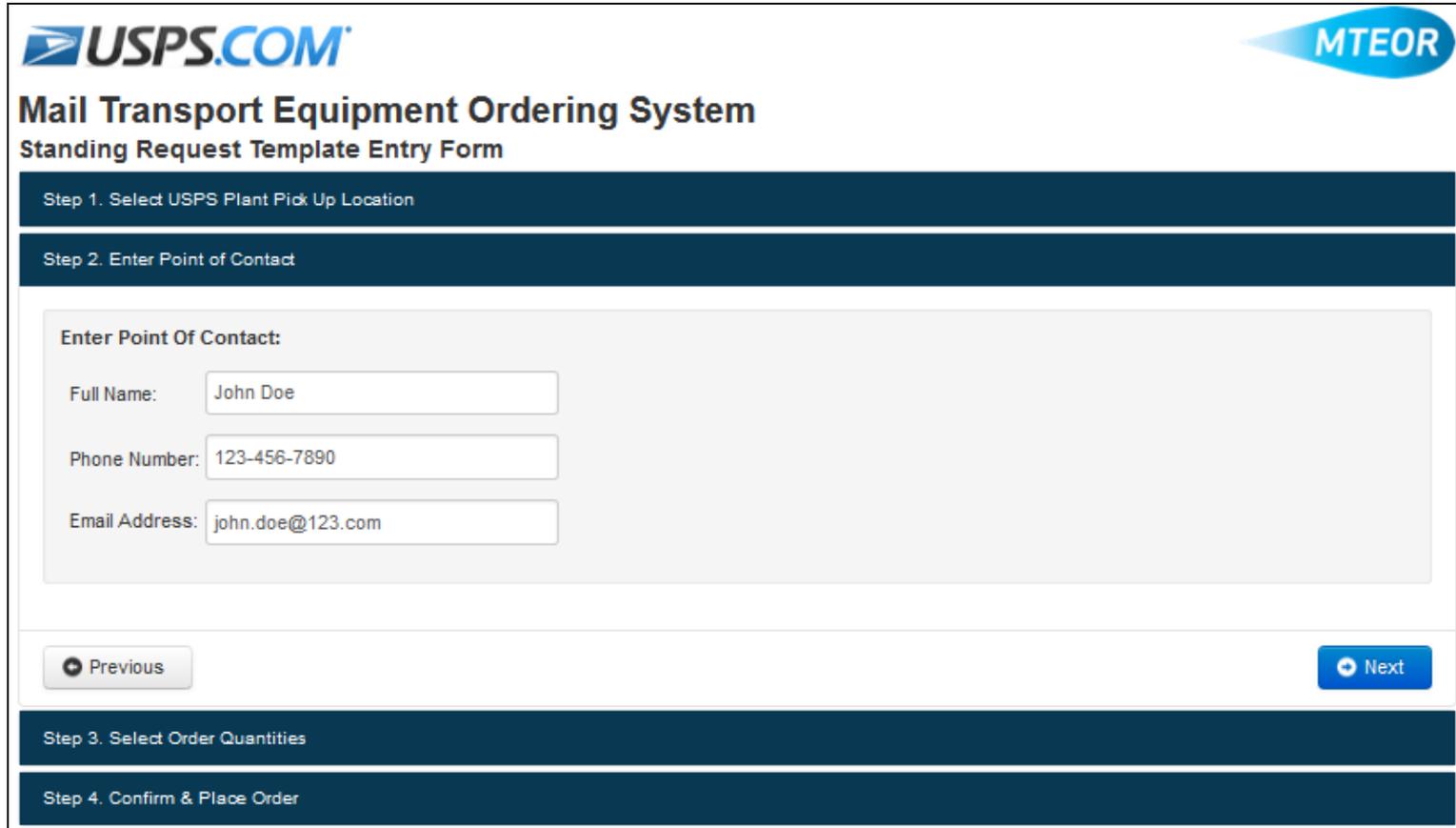
Standing Request Status History

Update Date	Status	Remarks
01/05/2015 13:38:03	ACTIVE	< USPS >

[Edit](#) [Back to Dashboard](#)

Any changes to the standing request template must be approved or denied by the Postal Plant

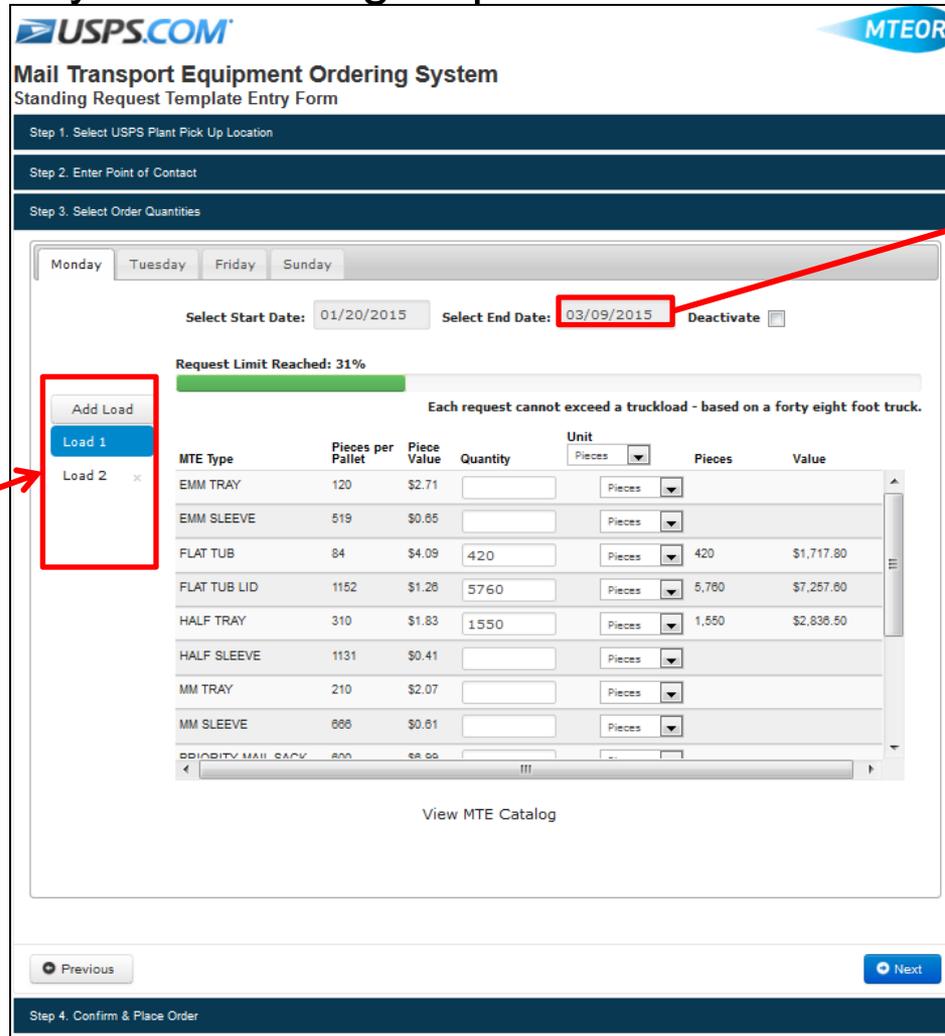
- Review the point of contact information and modify as necessary



The screenshot displays the USPS MTEOR (Mail Transport Equipment Ordering System) interface. At the top left is the USPS.COM logo, and at the top right is the MTEOR logo. The main heading is "Mail Transport Equipment Ordering System Standing Request Template Entry Form". Below this, a progress bar shows four steps: "Step 1. Select USPS Plant Pick Up Location", "Step 2. Enter Point of Contact", "Step 3. Select Order Quantities", and "Step 4. Confirm & Place Order". Step 2 is currently active. The "Enter Point Of Contact:" section contains three input fields: "Full Name:" with the value "John Doe", "Phone Number:" with the value "123-456-7890", and "Email Address:" with the value "john.doe@123.com". At the bottom of the form, there are "Previous" and "Next" navigation buttons.

Modifying a Standing Request Template

- Make any changes to the request dates, days, loads and MTE type and quantity for your standing requests



The screenshot shows the USPS MTEOR (Mail Transport Equipment Ordering System) interface. At the top, it says "USPS.COM" and "MTEOR". Below that is the title "Mail Transport Equipment Ordering System Standing Request Template Entry Form". The form is divided into four steps: Step 1. Select USPS Plant Pick Up Location, Step 2. Enter Point of Contact, Step 3. Select Order Quantities, and Step 4. Confirm & Place Order. The current step is Step 3. There are tabs for days of the week: Monday, Tuesday, Friday, and Sunday. Below the tabs, there are fields for "Select Start Date: 01/20/2015" and "Select End Date: 03/09/2015", with a "Deactivate" checkbox. A green progress bar indicates "Request Limit Reached: 31%". Below this, a note states "Each request cannot exceed a truckload - based on a forty eight foot truck." There is a table with columns for MTE Type, Pieces per Pallet, Piece Value, Quantity, Unit, Pieces, and Value. The table lists various equipment types like EMM TRAY, EMM SLEEVE, FLAT TUB, etc. At the bottom, there are "Previous" and "Next" buttons.

MTE Type	Pieces per Pallet	Piece Value	Quantity	Unit	Pieces	Value
EMM TRAY	120	\$2.71		Pieces		
EMM SLEEVE	519	\$0.85		Pieces		
FLAT TUB	84	\$4.09	420	Pieces	420	\$1,717.80
FLAT TUB LID	1152	\$1.28	5760	Pieces	5,760	\$7,257.80
HALF TRAY	310	\$1.83	1550	Pieces	1,550	\$2,838.50
HALF SLEEVE	1131	\$0.41		Pieces		
MM TRAY	210	\$2.07		Pieces		
MM SLEEVE	888	\$0.81		Pieces		
PRIORITY MAIL SACK	800	\$0.80		Pieces		

You can only modify the end date of the standing request template

You can add a load by click "Add Load" or delete a load by click the "x" next to the load number

- Update the comments as needed and then click “Submit”

Home | Gateway | Logout



Mail Transport Equipment Ordering System

Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location

Step 2. Enter Point of Contact

Step 3. Select Order Quantities

Step 4. Confirm & Place Order

Additional Comments:

Please deliver to dock door D

120 of 149 characters remaining

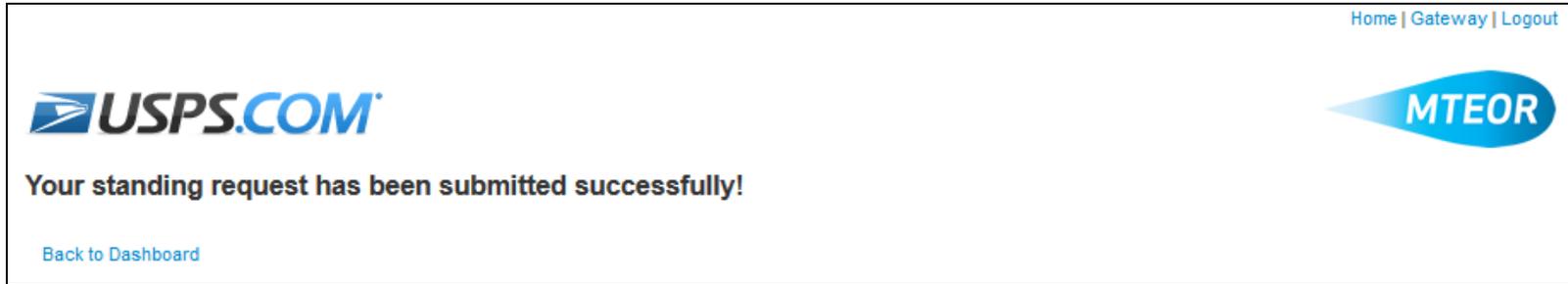
I understand that Mail Transport Equipment is the property of the United States Postal Service and it is provided solely for transporting and handling mail. Misuse may be a violation of federal law.

[Read Complete Terms And Conditions](#)

I Agree.

Previous Submit

Include any additional comments here



Home | Gateway | Logout

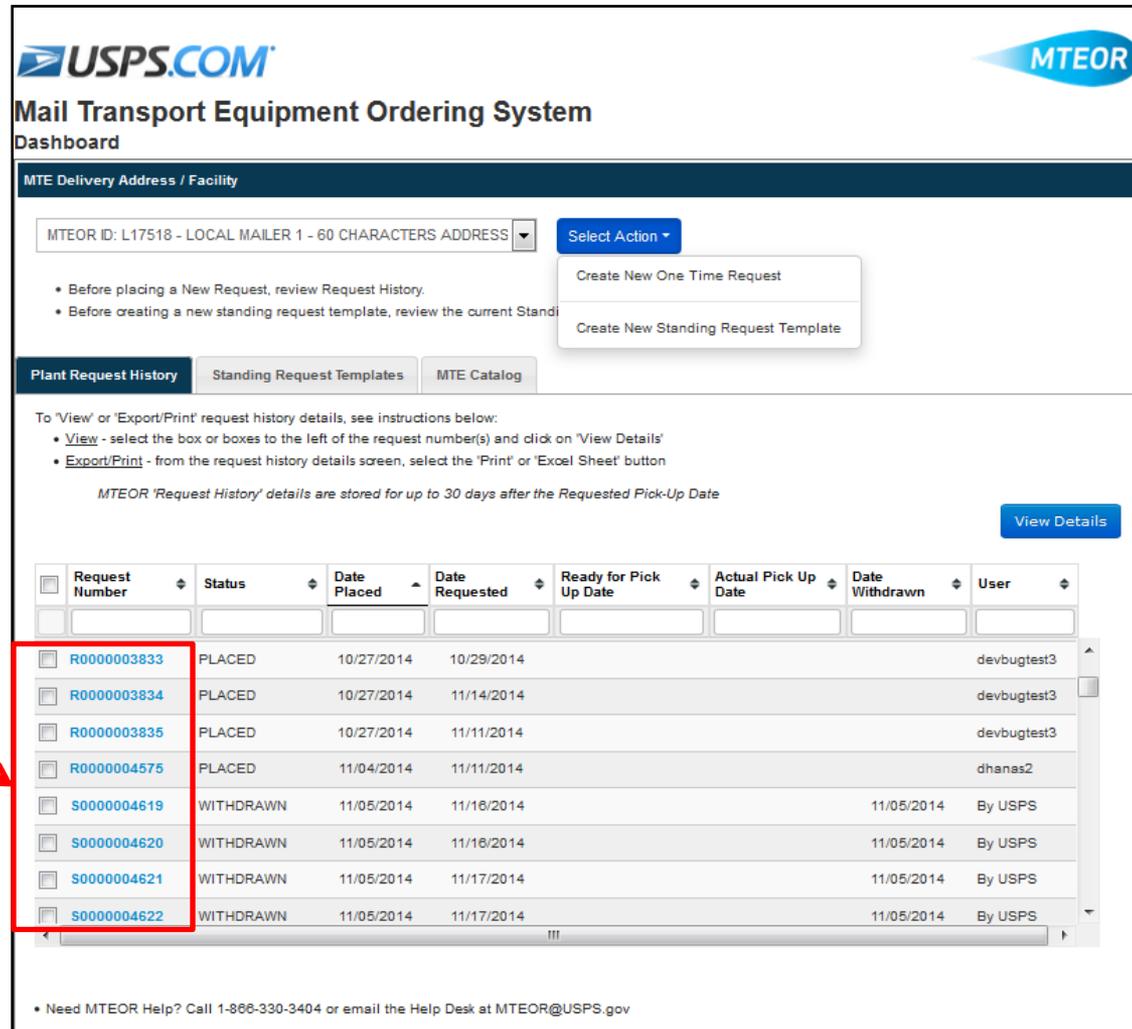
Your standing request has been submitted successfully!

[Back to Dashboard](#)

- ❑ Once a modified standing request template has been submitted, it shows on your MTEOR Dashboard in a “Pending Approval” status
- ❑ Postal Plants review each standing request template and either **approve** or **deny** the template
 - Approved templates appear as “Active” on your MTEOR Dashboard
 - Denied templates appear as “Denied” on your MTEOR Dashboard

Active Standing Requests

- An active standing request template generates individual requests on the “Plant Request History” tab for each day and load



USPS.COM **MTEOR**

Mail Transport Equipment Ordering System Dashboard

MTE Delivery Address / Facility

MTEOR ID: L17518 - LOCAL MAILER 1 - 60 CHARACTERS ADDRESS Select Action

- Before placing a New Request, review Request History.
- Before creating a new standing request template, review the current Standi

Create New One Time Request
Create New Standing Request Template

Plant Request History | Standing Request Templates | 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 30 days after the Requested Pick-Up Date

View Details

<input type="checkbox"/>	Request Number	Status	Date Placed	Date Requested	Ready for Pick Up Date	Actual Pick Up Date	Date Withdrawn	User
<input type="checkbox"/>	R0000003833	PLACED	10/27/2014	10/29/2014				devbugtest3
<input type="checkbox"/>	R0000003834	PLACED	10/27/2014	11/14/2014				devbugtest3
<input type="checkbox"/>	R0000003835	PLACED	10/27/2014	11/11/2014				devbugtest3
<input type="checkbox"/>	R0000004575	PLACED	11/04/2014	11/11/2014				dhanas2
<input type="checkbox"/>	S0000004619	WITHDRAWN	11/05/2014	11/16/2014		11/05/2014		By USPS
<input type="checkbox"/>	S0000004620	WITHDRAWN	11/05/2014	11/16/2014		11/05/2014		By USPS
<input type="checkbox"/>	S0000004621	WITHDRAWN	11/05/2014	11/17/2014		11/05/2014		By USPS
<input type="checkbox"/>	S0000004622	WITHDRAWN	11/05/2014	11/17/2014		11/05/2014		By USPS

• Need MTEOR Help? Call 1-866-330-3404 or email the Help Desk at MTEOR@USPS.gov

Standing requests have request numbers starting with “S”

One-time requests have request numbers starting with “R”

- ❑ You can view, withdraw and replicate individual standing requests
- ❑ Postal Plants process standing requests the same way as one-time requests

Home | Gateway | Logout



Mail Transport Equipment Ordering System

Request Details

Request - S0000005586

Last Updated:	11/28/2014 15:53:13	Pickup From:	350AX-BIRMINGHAM ANNEX B
Requested Pick Up Date:	12/03/2014		4500 1st Ave S
Request Status:	PLACED		BIRMINGHAM, AL 352229997
Template No:	T0000000265-SAT	Load No:	2

Requested Line Items

Line Number	MTE Type	Quantity (Pieces)	Converted to Pallets
1	EMM TRAY	2,500	20.8

Request Status History

Update Date	Status	Remarks
11/28/2014 15:53:13	PLACED	By USER <SYSTEM> : Testing - Request Comments

[Withdraw Request](#) [Replicate Request](#)

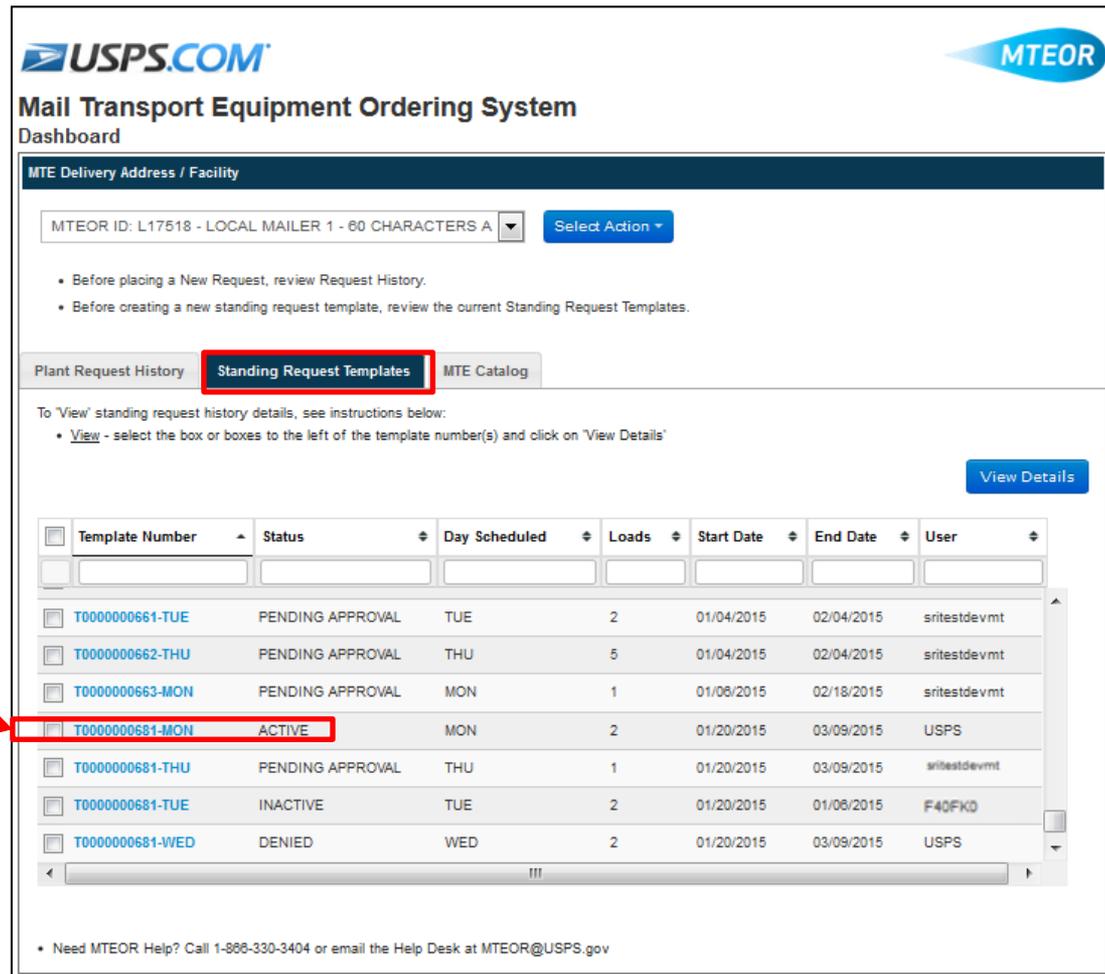
[Back to Dashboard](#)

The replicate button
creates a new one-
time request

It does not replicate
the standing
request template

Deactivate Standing Request Template

- You can deactivate a standing request template in “Active” status at anytime during the 90-day period



USPS.COM MTEOR

Mail Transport Equipment Ordering System
Dashboard

MTE Delivery Address / Facility

MTEOR ID: L17518 - LOCAL MAILER 1 - 60 CHARACTERS A Select Action

- Before placing a New Request, review Request History.
- Before creating a new standing request template, review the current Standing Request Templates.

Plant Request History **Standing Request Templates** MTE Catalog

To 'View' standing request history details, see instructions below:

- View - select the box or boxes to the left of the template number(s) and click on 'View Details'

[View Details](#)

<input type="checkbox"/>	Template Number	Status	Day Scheduled	Loads	Start Date	End Date	User
<input type="checkbox"/>	T000000661-TUE	PENDING APPROVAL	TUE	2	01/04/2015	02/04/2015	sritestdevmt
<input type="checkbox"/>	T000000662-THU	PENDING APPROVAL	THU	5	01/04/2015	02/04/2015	sritestdevmt
<input type="checkbox"/>	T000000663-MON	PENDING APPROVAL	MON	1	01/08/2015	02/18/2015	sritestdevmt
<input type="checkbox"/>	T000000681-MON	ACTIVE	MON	2	01/20/2015	03/09/2015	USPS
<input type="checkbox"/>	T000000681-THU	PENDING APPROVAL	THU	1	01/20/2015	03/09/2015	sritestdevmt
<input type="checkbox"/>	T000000681-TUE	INACTIVE	TUE	2	01/20/2015	01/06/2015	F40FKD
<input type="checkbox"/>	T000000681-WED	DENIED	WED	2	01/20/2015	03/09/2015	USPS

III

• Need MTEOR Help? Call 1-888-330-3404 or email the Help Desk at MTEOR@USPS.gov

Click the template number or select the box and click “View Details”

- Click the “Edit” button




Mail Transport Equipment Ordering System

Standing Request Details

Standing Request Template T000000681-MON

Requested Scheduled Day: MONDAY	NASS: 020AX-MANSFIELD MA ANNEX 31 MIDDLESEX DRIVE	Name: John Doe Phone: 123-456-7890
Comments: Please deliver to dock door D	MANSFIELD, MA 020481137	Email: john.doe@123.com

Standing Request Line Items

Start Date: 01/20/2015 End Date: 03/09/2015

Load 1

Line Number	MTE Type	Quantity (Pieces)	Converted to Pallets
1	FLAT TUB	420	5.0
2	FLAT TUB LID	5,760	5.0
3	HALF TRAY	1,550	5.0

Load 2

Line Number	MTE Type	Quantity (Pieces)	Converted to Pallets
1	EMM SLEEVE	2,595	5.0

Standing Request Status History

Update Date	Status	Remarks
01/05/2015 13:38:03	ACTIVE	< USPS >

 Edit

[Back to Dashboard](#)

- In step 3, check the “Deactivate” box




Mail Transport Equipment Ordering System Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location

Step 2. Enter Point of Contact

Step 3. Select Order Quantities

Monday
Saturday
Sunday

Select Start Date: Select End Date: **Deactivate**

Request Limit Reached: 31%

Each request cannot exceed a truckload - based on a forty eight foot truck.

	MTE Type	Pieces per Pallet	Piece Value	Quantity	Unit	Pieces	Value
Load 2 ×	HALF TRAY	310	\$1.83	<input type="text" value="1550"/>	Pieces	1,550	\$2,838.50
Load 3 ×	HALF SLEEVE	1131	\$0.41	<input type="text"/>	Pieces		
	MM TRAY	210	\$2.07	<input type="text"/>	Pieces		
	MM SLEEVE	666	\$0.61	<input type="text"/>	Pieces		
	PRIORITY MAIL SACK	600	\$6.99	<input type="text"/>	Pieces		
	SEMI-CLEAR SACK	500	\$0.84	<input type="text"/>	Pieces		
	PALLET	45	\$8.00	<input type="text"/>	Pieces		
	OTHER MTE	1	\$1.00	<input type="text"/>	Pieces		

[View MTE Catalog](#)

Step 4. Confirm & Place Order

Deactivate Standing Request Template

- Once you check the “Deactivate” box and confirm you want to cancel the standing request template in the pop-up window

Mail Transport Equipment Ordering System
Standing Request Template Entry Form

Step 1. Select USPS Plant Pick Up Location
Step 2. Enter Point of Contact
Step 3. Select Order Quantities

Tuesday

Select Start Date: Deactivate

Request Limit Reached: based on a forty eight foot truck.

Add Load
Load 1
Load 2 x
Load 3 x

MTE Type	Pallet	Value	Quantity	UNIT	Pieces	Pieces	Value
FLAT TUB	84	\$4.09	<input type="text"/>	Pieces	<input type="text"/>		
FLAT TUB LID	1152	\$1.26	<input type="text"/>	Pieces	<input type="text"/>		
HALF TRAY	400	\$1.83	<input type="text"/>	Pieces	<input type="text"/>		
HALF SLEEVE	1131	\$0.41	<input type="text"/>	Pieces	<input type="text"/>		
MM TRAY	210	\$2.07	<input type="text"/>	Pieces	<input type="text"/>		
MM SLEEVE	666	\$0.61	<input type="text"/>	Pieces	<input type="text"/>		
PRIORITY MAIL SACK	600	\$6.99	<input type="text"/>	Pieces	<input type="text"/>		
SEMI-CLEAR SACK	500	\$0.84	<input type="text"/>	Pieces	<input type="text"/>		
PALLET	45	\$8.00	<input type="text"/>	Pieces	<input type="text"/>		

View MTE Catalog

Previous Next

Any open requests will be withdrawn. Do you want to continue?

OK Cancel

Once you deactivate a standing request template, all open requests associated with the standing request template for this day are “withdrawn”



Deactivate Standing Request Template

- ❑ You will see the “Deactivated Template” message in red once you successfully deactivated your standing request template

Step 3. Select Order Quantities

Tuesday

Select Start Date: 01/20/2015 Select End Date: 03/09/2015 Deactivate

Request Limit Reached: 31%

Load 1 Each request cannot exceed a truckload - based on a forty eight foot truck.

Load 2

Load 3

MTE Type	Pieces per Pallet	Piece Value	Quantity	Unit	Pieces	Value
FLAT TUB LID	1152	\$1.26	<input type="text"/>	Pieces	<input type="text"/>	
HALF TRAY	400	\$1.83	<input type="text"/>	Pieces	<input type="text"/>	
HALF SLEEVE	1131	\$0.41	<input type="text"/>	Pieces	<input type="text"/>	
MM TRAY	210	\$2.07	<input type="text"/>	Pieces	<input type="text"/>	
MM SLEEVE	666	\$0.61	<input type="text"/>	Pieces	<input type="text"/>	
PRIORITY MAIL SACK	600	\$6.99	<input type="text"/>	Pieces	<input type="text"/>	
SEMI-CLEAR SACK	500	\$0.84	<input type="text"/>	Pieces	<input type="text"/>	
PALLET	45	\$8.00	<input type="text"/>	Pieces	<input type="text"/>	
OTHER MTE	1	\$1.00	<input type="text"/>	Pieces	<input type="text"/>	

View MTE Catalog

Deactivated Template - Back to Dashboard

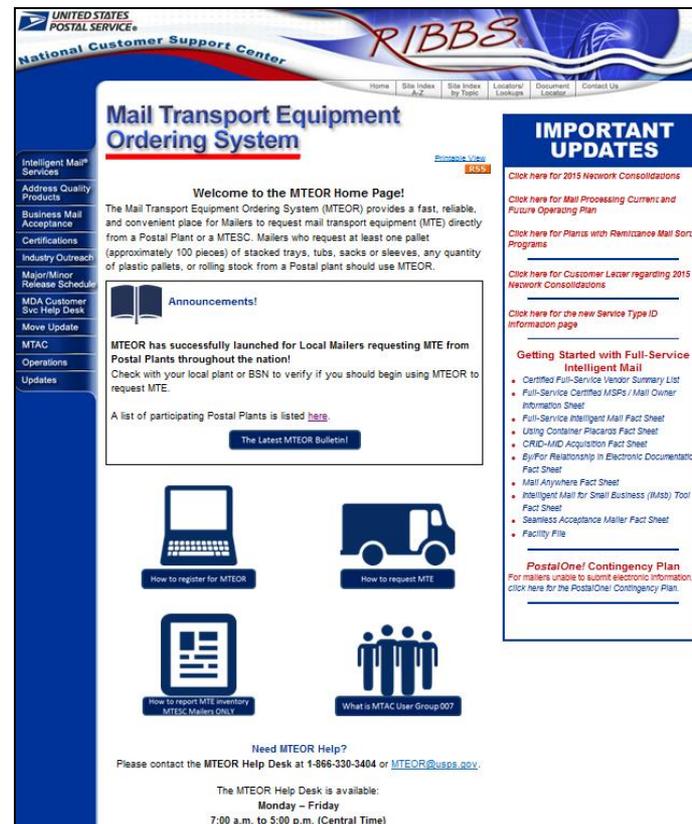
Previous Next

Once a standing request template is deactivated, it change to an “Inactive” status on the MTEOR Dashboard



Tools and Resources

- Review the webinar recordings and training materials on MTEOR RIBBS Page (<https://ribbs.usps.gov/mteor>)



The screenshot shows the 'Mail Transport Equipment Ordering System' (MTEOR) home page. The page features a navigation menu on the left with categories like 'Intelligent Mail® Services', 'Address Quality Products', and 'Business Mail Acceptance'. The main content area includes a 'Welcome to the MTEOR Home Page!' section, an 'Announcements!' section with a link to 'The Latest MTEOR Bulletin!', and four quick links: 'How to register for MTEOR', 'How to request MTE', 'How to report MTE inventory (MTEC Mailers ONLY)', and 'What is MTAC User Group 007?'. A right-hand sidebar titled 'IMPORTANT UPDATES' contains several links for 2015 Network Consolidations, Mail Processing Current and Future Operating Plan, and other relevant information. At the bottom, there is a 'Need MTEOR Help?' section with contact information for the MTEOR Help Desk.

MTEOR

MTEOR RIBBS Webpage:

<https://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