

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. Keeping you informed and aware is important for us to ensure a smooth transition.

Please continue to read these bulletins to receive all the exciting news about MTEOR!

REMINDER: Holiday Orders – Thanksgiving Holiday

Thursday, November 22, 2012, MTEORs will not provide transportation in observation of the Thanksgiving Holiday. If you have orders that dispatch on Thursday, November 22, you may see your order as “**Withdrawn**” in MTEOR.

You may place orders based on the [order schedule](#) to ensure your MTE arrives when you need it.

Enjoy the holiday and time with your families!



MTEOR – USER Designation Guidance

MTEOR uses several “status” designations to describe the progress of an order and the user responsible for placing or making order changes. In the Order History, the last action and user who performed this action are listed. Below is a quick reference that will help you decode MTEOR status designations and information:

- **MTEOR Username** – The user identification of the last person to place or change an order in MTEOR
- **“SYSTEM”** – User designation when an order is automatically placed (e.g. standing order) or automatically withdrawn from MTEOR (e.g. an order cannot be sourced)
- **“USPS”** – User designation for changes made by an Order Manager

Note, while you may have placed the original order, the user designation could change based on the last person who modified your order. This **may not impact** you receiving your MTE. Continue to check the order status to ensure that your order is correct and on schedule.

A Call to Action – Send Your Inventory Reports!

Since MTEOR’s launch in early September, approximately 70 percent of registered Mailers have sent in their initial MTE inventory reports. In accordance to the [MTEOR User Agreement](#), all registered Mailers must inventory all MTE on-hand no later than the **last Tuesday** of the month of registration. We are collecting this data to ensure the system is effective in helping you plan your inventory needs.

If you have not submitted your inventory, send your inventory report to HQMTE@usps.gov **as soon as possible** so MTE analysis can continue. The inventory report template is found [here](#) on the MTEOR webpage. Failure to comply could result in your **removal** from the MTEOR program.

We Want to Hear from You!

Please continue to let us know your thoughts on the MTEOR enhancements by e-mailing the MTEOR inbox 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