



MTEOR Enhancements Mailer Overview



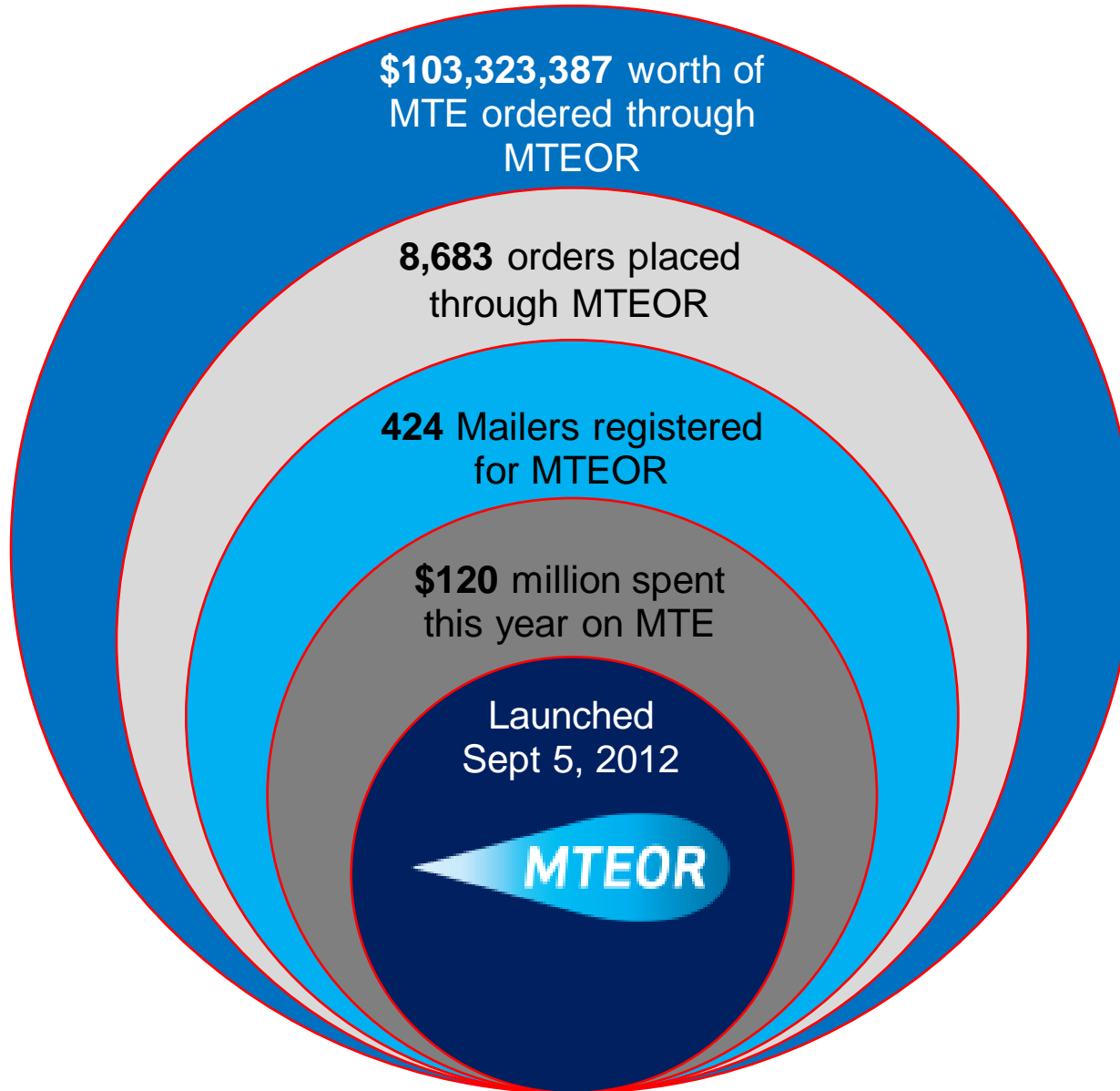
The event will begin at 11:00am

December 11, 2012

- ❑ Setup
- ❑ Today's Objectives
- ❑ MTEOR Launch Statistics – Did you know?
- ❑ Previous Release Overview
- ❑ New Functionality
 - Backorder Function
 - Holiday Order Schedule
- ❑ Issue Resolution
- ❑ Tools and Resources

- ❑ Before we begin...
- ❑ For the best audio quality have WebEx call your phone directly
 - 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 “Fit to Viewer” 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 “Send Questions Here”

- ❑ Highlight key statistics to MTEOR and MTE usage since original MTEOR launch
- ❑ Review enhancements made to MTEOR over the past few months
- ❑ Understand why MTEOR enhancements and new releases have been designed:
 - Track orders easier
 - Increase transparency
 - Improve order planning
- ❑ Review where to go for more MTEOR tools and more information



- On October 25th, we released exciting enhancements, including:

HALF TRAY

ERS 74H
 Description: 1/2 Size MM Tray, Fiberboard
 Dimensions: 13.8 X 11.5 X 5.25
 Tare Weight: 0.60 Lbs
 Value: \$0.50

ERS 74P
 Description: 1/2 Size MM Tray, Plastic
 Dimensions: 13.8 X 11.5 X 5.25
 Tare Weight: 0.60 Lbs
 Value: \$2.00

HALF SLEEVE

ERS 75H
 Description: 1/2 Size MM Sleeve, Fiberboard
 Dimensions: 13.8 X 11.5 X 5.25
 Tare Weight: 0.51 Lbs
 Value: \$0.45

MTE Order Catalog

8	MM SLEEVE	2	1,332
9	PALLET	6	120
10	PRIORITY MAIL SACK	2	1,200
11	SEMI-CLEAR SACK	4	2,000
12	ROLLING CONTAINER	6	6

Order Status History

Update Date	Status
10/18/2012 09:56	PLACED
10/18/2012 12:42	WITHDRAWN - CANCEL IN MTEOR

[Replicate Order](#)
[Back to Dashboard](#)

Withdraw Reason

USPS.COM **MTEOR**

Mail Transport Equipment Ordering System
 Order Details

Pending orders without a Withdraw Order button can be modified or withdrawn by contacting your BSN. [Print](#)
 Withdrawn Orders will immediately allow the user to select the trip for a new order.

Order - 0002496048

Last Updated:	10/29/2012 09:34	Order Status:	REPLACED
Dispatch Date:	10/30/2012 09:00	User:	USPS

Order Line Items

Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	PALLET		12	240

Order Status History

Update Date	Status
10/26/2012 19:59	PLACED
10/29/2012 09:34	REPLACED (Replaced by Order: 0002496401)

[Replicate Order](#)

Replicate Order Capability

USPS.COM **MTEOR**

Mail Transport Equipment Ordering System
 Order Entry Form

Step 1. Verify Address & POC
 Step 2. Select Transportation (Dispatch Date & Time)

Select Dispatch Date: **October 2012**
 Available Transport Options: 10/31/2012 Wednesday 09:00 TripNo - 603A3

Scheduled transportation should be chosen first.
 Extra trips with overtime should be chosen second.
 Request Extra Trip should be chosen only when all scheduled transportation is unavailable.

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

Step 3. Select Order Quantities
 Step 4. Confirm & Place Order

New Transportation Screens

An MTE Catalog has been added to the dashboard and order page for easy reference



Mail Transport Equipment Ordering System

MTE Catalog

- EMM TRAY
- EMM SLEEVE
- FLAT TUB
- FLAT TUB LID
- HALF TRAY
- HALF SLEEVE
- MM TRAY
- MM SLEEVE
- PALLET
- PRIORITY MAIL SACK
- SEMI-CLEAR SACK

EMM TRAY



EIRS 74E

Description EXT MM Tray, Plastic

Dimensions 25 X 11.75 X 6

Tare Weight 1.0 Lbs

Value \$3.00



EIRS 74EC

Description EXT MM Tray, Fiberboard

Dimensions 24 X 12 X 6

Tare Weight 1.07 Lbs

Value \$0.85

Order Details User Designation

Order - 0002387973			
Last Updated:	10/18/2012 12:42	Order Status:	WITHDRAWN
Dispatch Date:	10/24/2012 01:00	User:	USPS
Order Line Items			
Line Number	MTE Type	Item Shipped	Quantity (Pallets) / Quantity (Pieces)
1	EMM TRAY		2 / 192
2	EMM SLEEVE		1 / 519
3	FLAT TUB		6 / 504
4	FLAT TUB LID		1 / 1,152
5	HALF TRAY		3 / 930
6	HALF SLEEVE		1 / 1,131
7	MM TRAY		5 / 1,050
8	MM SLEEVE		2 / 1,332
9	PALLET		6 / 120
10	PRIORITY MAIL SACK		2 / 1,200
11	SEMI-CLEAR SACK		4 / 2,000
12	ROLLING CONTAINER		6 / 6
Order Status History			
Update Date	Status		
10/18/2012 09:56	PLACED		
10/18/2012 12:42	WITHDRAWN - CANCEL IN MTEOR		
<input type="button" value="Replicate Order"/>			
Back to Dashboard			

Order details shows the person who last modified an order:

- **MTEOR Username** – user name of the person who placed or withdrew the order
- **“SYSTEM”** – designation when an order is automatically placed or withdrawn from MTEOR
- **“USPS”** – User designation for changes made by an Order Manager

Order - 0002387973

Last Updated:	10/18/2012 12:42	Order Status:	WITHDRAWN
Dispatch Date:	10/24/2012 01:00	User:	USPS

Order Line Items

Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	EMM TRAY		2	192
2	EMM SLEEVE		1	519
3	FLAT TUB		6	504
4	FLAT TUB LID		1	1,152
5	HALF TRAY		3	930
6	HALF SLEEVE		1	1,131
7	MM TRAY		5	1,050
8	MM SLEEVE		2	1,332
9	PALLET		6	120
10	PRIORITY MAIL SACK		2	1,200
11	SEMI-CLEAR SACK		4	2,000
12	ROLLING CONTAINER		6	6



Order Status History

Update Date	Status
10/18/2012 09:56	PLACED
10/18/2012 12:42	WITHDRAWN - CANCEL IN MTEOR

[Replicate Order](#)

[Back to Dashboard](#)


The date and reason the order was withdrawn is shown in the Order Status History

Mail Transport Equipment Ordering System

Order Details

Pending orders without a Withdraw Order button can be modified or withdrawn by contacting your BSN.
Withdrawn Orders will immediately allow the user to select the trip for a new order.



Order - 0002387979


Last Updated:	10/18/2012 12:21	Order Status:	PLACED
Dispatch Date:	10/23/2012	User:	sricatmt


Order Line Items

Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	EMM TRAY		40	3,840
2	EMM SLEEVE		8	4,152

Order Status History



Update Date	Status
10/18/2012 12:21	PLACED





To reorder the same equipment as a previous order click "Replicate Order"

Home | Gateway | Logout



Mail Transport Equipment Ordering System Order Entry Form

Step 1. Verify Address & POC

Step 2. Select Transportation Dispatch Date & Time

Select Dispatch Date:

November 2012						
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	

Available Transport Options:

Request Extra Trip - 11/23/2012

- Scheduled transportation should be chosen first.
- Extra trips with date/time should be chosen second.
- Request Extra Trip should be chosen only when all scheduled transportation is unavailable.

← Previous

Next →

Calendar added

Once all scheduled are non-scheduled are used, you may request Extra Trips

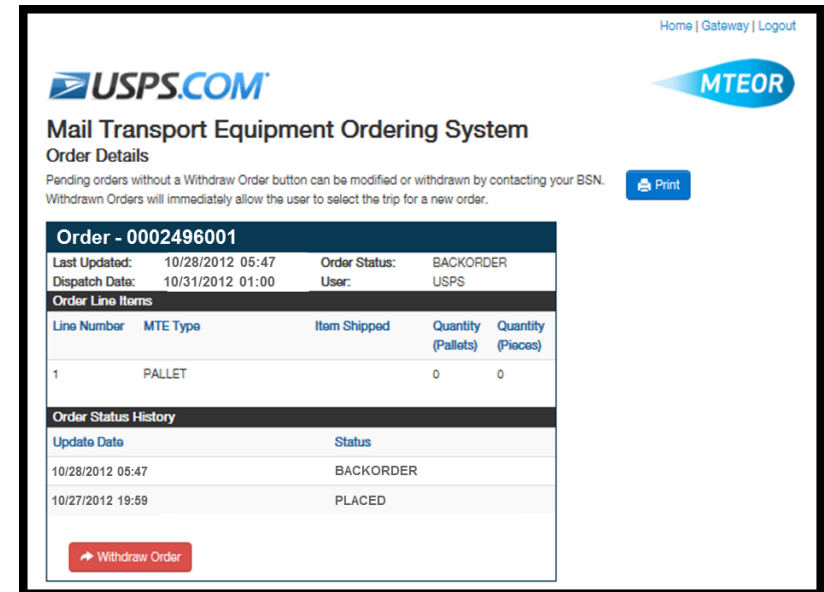


New Functionality Launched December 10th

- On December 10th, we launched new functionality, including:



Holiday Orders



USPS.COM MTEOR

Mail Transport Equipment Ordering System
Order Details

Pending orders without a Withdraw Order button can be modified or withdrawn by contacting your BSN.
Withdrawn Orders will immediately allow the user to select the trip for a new order.

Print

Order - 0002496001

Last Updated:	10/28/2012 05:47	Order Status:	BACKORDER
Dispatch Date:	10/31/2012 01:00	User:	USPS

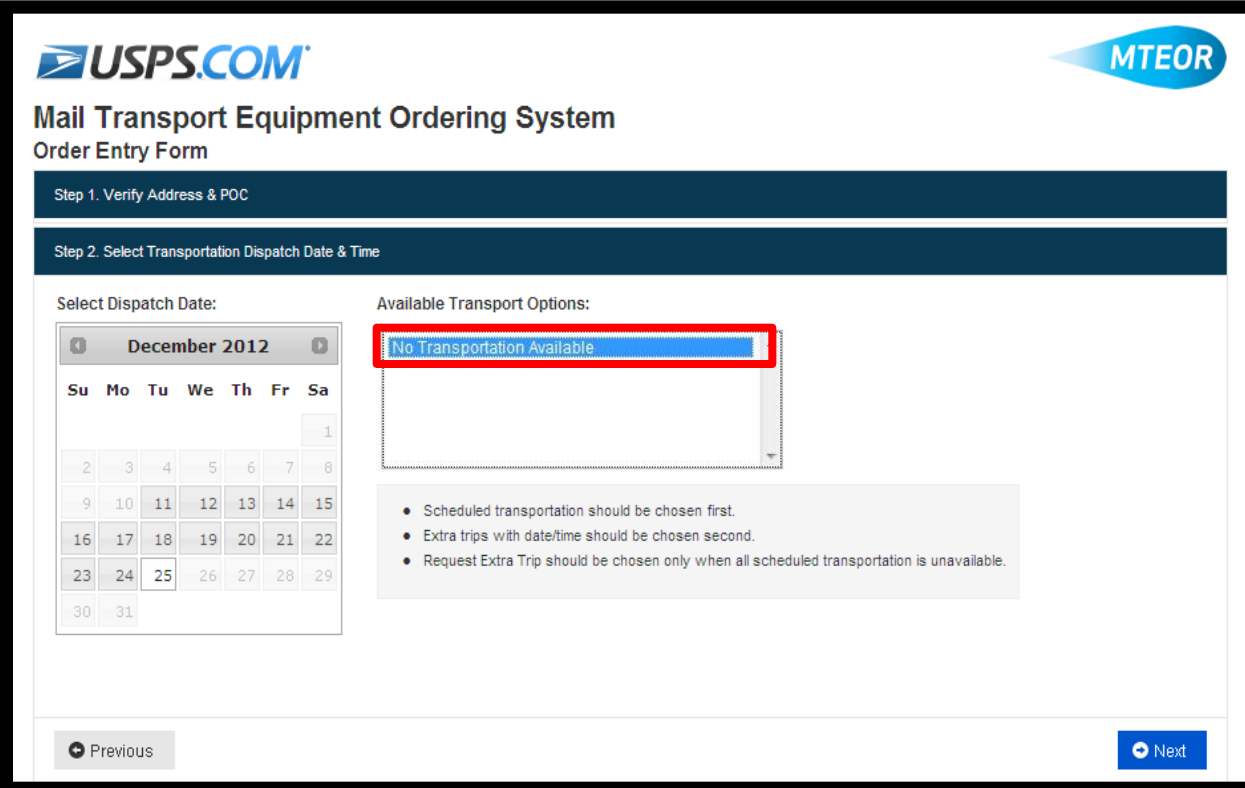
Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	PALLET		0	0

Update Date	Status
10/28/2012 05:47	BACKORDER
10/27/2012 19:59	PLACED

Withdraw Order

Backorder Function

- ❑ If you select a holiday when ordering, you will see “No Transportation Available” if your MTESC is not providing transportation that day





The screenshot shows the USPS.COM MTEOR (Mail Transport Equipment Ordering System) Order Entry Form. It is currently on Step 2: Select Transportation Dispatch Date & Time. On the left, there is a calendar for December 2012. On the right, under 'Available Transport Options:', a dropdown menu is open, showing 'No Transportation Available' as the selected option. Below the dropdown, there are three bullet points providing instructions: 'Scheduled transportation should be chosen first.', 'Extra trips with date/time should be chosen second.', and 'Request Extra Trip should be chosen only when all scheduled transportation is unavailable.' Navigation buttons for 'Previous' and 'Next' are visible at the bottom of the form.

- ❑ Work with your BSN to plan for your MTE needs around the holidays

- ❑ Data analysis shows that 60% of orders that were withdrawn could have been filled within 24 hours if a backorder process was in place
- ❑ Backorder limits how often you need to resubmit orders by attempting to fill the order for up to four business days
- ❑ Real-time updates let you know when orders are in “Backorder” Status in MTEOR
- ❑ When MTE is available, the order is automatically replaced by a new order

- You now see “Backorder” as a new status on your MTEOR Dashboard and Order Details


Home | Gateway | Logout

Mail Transport Equipment Ordering System

Order Details

Pending orders without a Withdraw Order button can be modified or withdrawn by contacting your BSN.
Withdrawn Orders will immediately allow the user to select the trip for a new order.

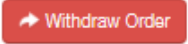


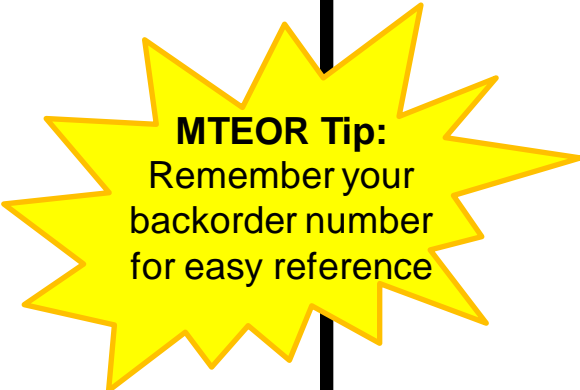
Order - 0002496001

Last Updated:	10/28/2012 05:47	Order Status:	BACKORDER
Dispatch Date:	10/30/2012 03:00	User:	USPS

Order Line Items				
Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	PALLET		0	0

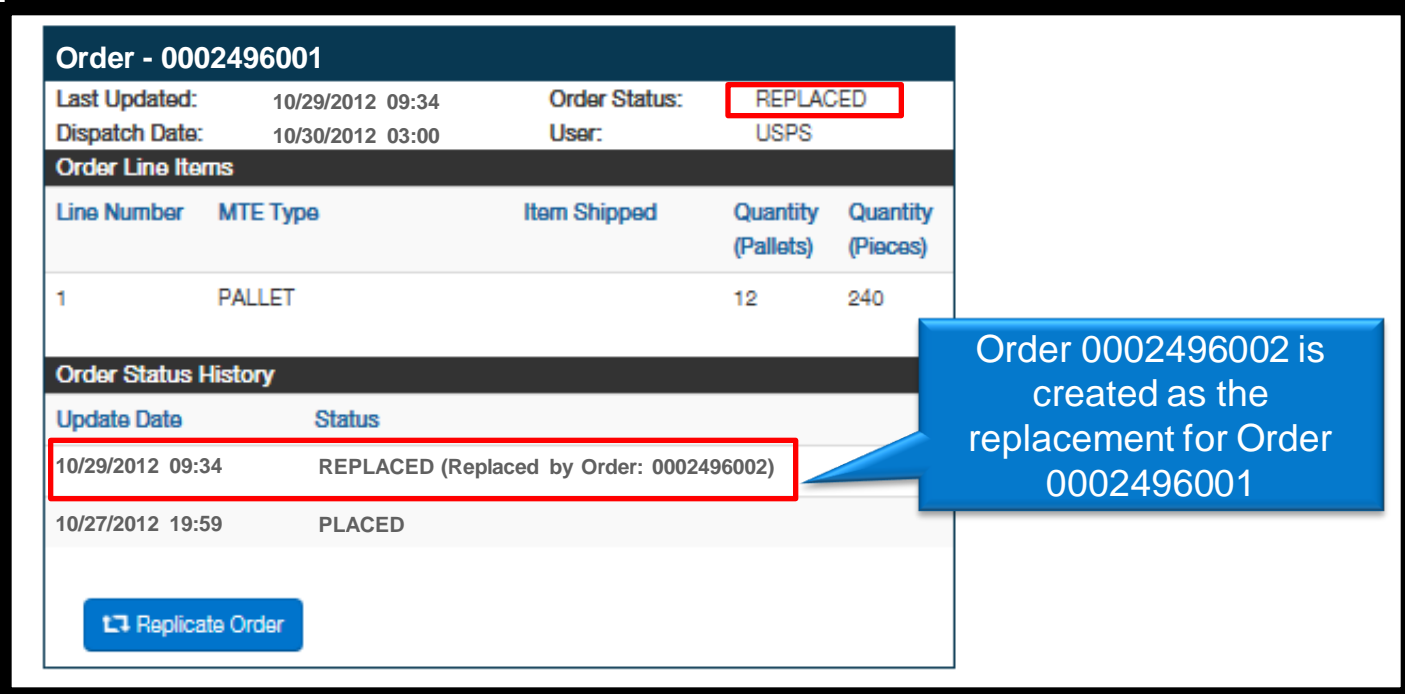
Order Status History	
Update Date	Status
10/28/2012 05:47	BACKORDER
10/27/2012 19:59	PLACED





MTEOR Tip:
Remember your backorder number for easy reference

- Orders stay in “Backorder” for up to four business days:
 - If MTE does not become available, the order is withdrawn
 - If MTE becomes available, the order can be replaced



Order - 0002496001

Last Updated: 10/29/2012 09:34 Order Status: **REPLACED**
Dispatch Date: 10/30/2012 03:00 User: USPS

Order Line Items

Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	PALLET		12	240

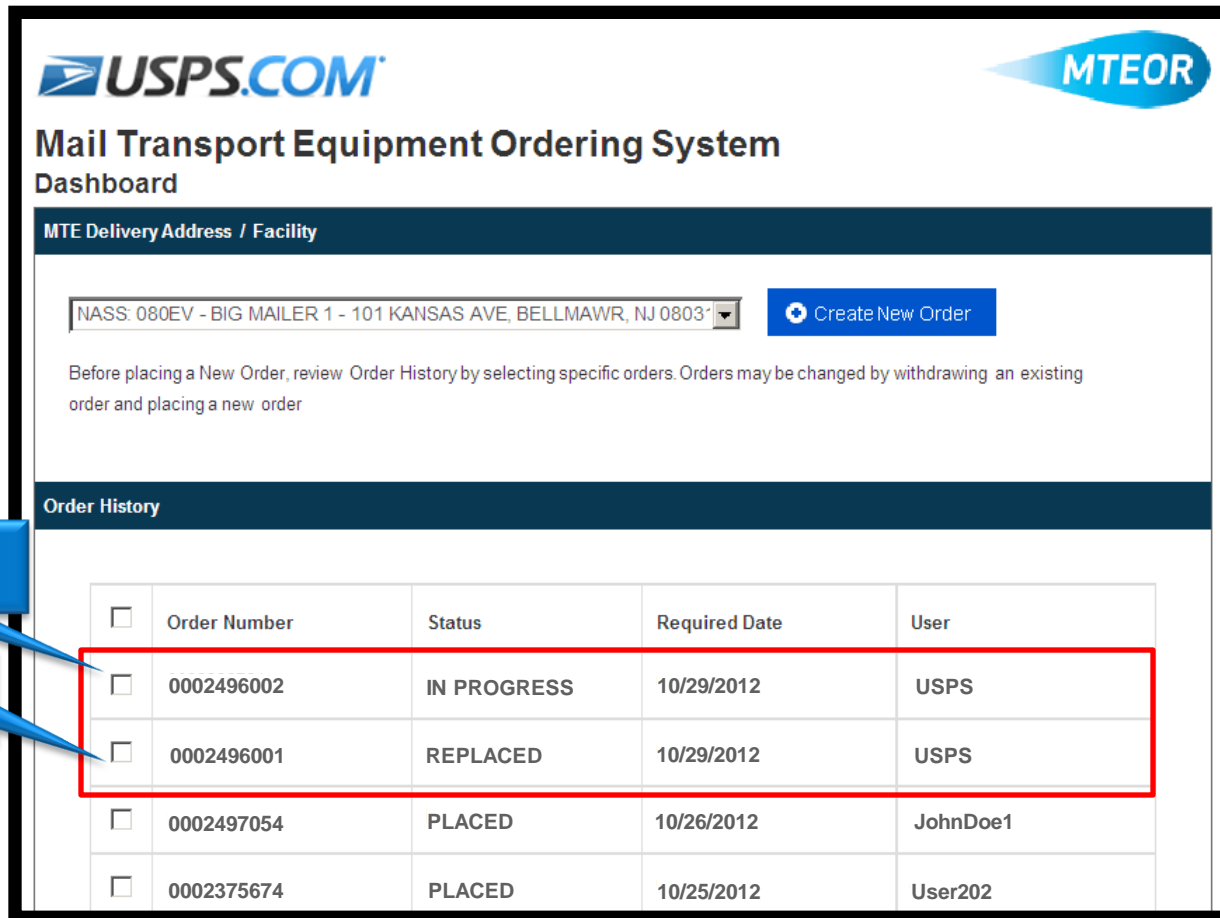
Order Status History

Update Date	Status
10/29/2012 09:34	REPLACED (Replaced by Order: 0002496002)
10/27/2012 19:59	PLACED

[Replicate Order](#)

Order 0002496002 is created as the replacement for Order 0002496001

- ❑ The original order and replacement order both appear on your MTEOR Dashboard



The screenshot shows the USPS MTEOR Dashboard. 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 Dashboard". Below this is a section for "MTE Delivery Address / Facility" with a dropdown menu showing "NASS: 080EV - BIG MAILER 1 - 101 KANSAS AVE, BELLMAWR, NJ 0803" and a "Create New Order" button. A note below the dropdown reads: "Before placing a New Order, review Order History by selecting specific orders. Orders may be changed by withdrawing an existing order and placing a new order".

The "Order History" section contains a table with the following data:

<input type="checkbox"/>	Order Number	Status	Required Date	User
<input type="checkbox"/>	0002496002	IN PROGRESS	10/29/2012	USPS
<input type="checkbox"/>	0002496001	REPLACED	10/29/2012	USPS
<input type="checkbox"/>	0002497054	PLACED	10/26/2012	JohnDoe1
<input type="checkbox"/>	0002375674	PLACED	10/25/2012	User202

Replacement order

Original order

- ❑ The replacement order gets a new order number
- ❑ Order Status History shows the original order number

Order - 0002496002

Last Updated:	10/29/2012 19:59	Order Status:	IN PROGRESS
Dispatch Date:	10/30/2012 03:00	User:	USPS

Order Line Items

Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	PALLET		12	240

Order Status History

Update Date	Status
10/29/2012 19:59	IN PROGRESS
10/29/2012 09:34	PLACED (Replacement for Order: 0002496001)

[↶ Replicate Order](#)

Original order 0002496001 is replaced by new Order 0002496002

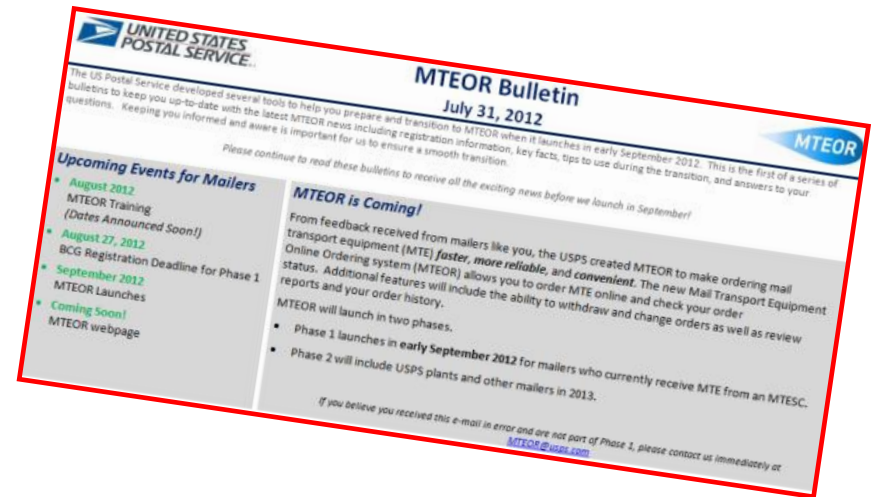
Tools and Resources

- ❑ You should call your BSN for assistance with:
 - Placing Emergency Orders
 - Permanent changes to Recurring (Standing) Orders
 - Damaged or wrong MTE shipment
 - Returning MTE

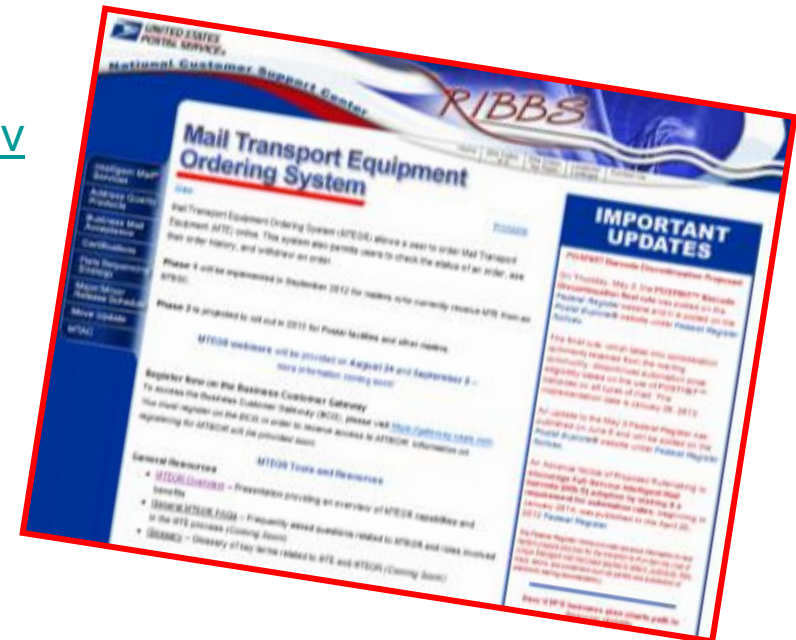
- ❑ You should call the Help Desk for assistance with:
 - BCG and MTEOR registration questions
 - MTEOR access questions



- ❑ RIBBS Webpage
 - Available at <http://ribbs.usps.gov/mteor>
 - Houses training and communications for Mailers including MTEOR Bulletins



- ❑ Mailer Assistance
 - MTEOR email – MTEOR@usps.gov
 - Help Desk – 1-866-330-3404





Questions?



MTEOR

MTEOR Webpage on RIBBS:
<http://ribbs.usps.gov/mteor>