

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!*

### **Attention – MTEOR Enhancements!**

Great news! Effective **next week**, we will release new functionality to MTEOR. These changes will enhance your user experience when placing your MTE orders. Get acquainted with these new features below:

#### **New! Backorder Functionality**

- Limits how often you need to resubmit orders – it's done for you! Increases transparency so you know the latest status of your order

#### **New! Holiday Ordering Schedule**

- Only shows available transportation
- Enables all of us better anticipate your MTE needs



### **Reminder – MTEOR Enhancements Training Session**

Last week we sent out an invitation to join us on **Tuesday, December 11, 2012 at 11:00 AM ET** to review these exciting system upgrades. It is important that you attend, so you can receive firsthand knowledge of how these new features help make ordering and managing your MTE easier. For your convenience, we have listed the training information below. We look forward to your attendance and participation.

#### ***The calendar appointment is attached to this email!***

To add to your Outlook calendar, open the attached file and click "Save and Close."

#### **MTEOR Training: Tuesday December 11<sup>th</sup> 11:00 AM ET/10:00 AM CT**

To access: <https://usps.webex.com/usps/onstage/g.php?d=995894927&t=a>

The event will be recorded and available after the session on the MTEOR webpage (<http://ribbs.usps.gov/mteor>).

### **Updated Reference Materials**

Based on the feedback from the MTEOR survey, the current MTEOR training materials have been helpful in quickly informing you on how MTEOR works. Along with posting a recording of next week's training session, we will post the following updated reference materials that align to the training on the MTEOR webpage(<http://ribbs.usps.gov/mteor>):

- **Ordering Manual**
- **Frequently Asked Questions (FAQs)**
- **Quick Reference Guides – Order Aid & Schedule and Photo List**

Your feedback is very important to us and helps us continue to create training materials tailored for you. Share your thoughts on the revised reference materials at [MTEOR@usps.gov](mailto:MTEOR@usps.gov).

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

***Questions? E-mail us at [MTEOR@usps.gov](mailto:MTEOR@usps.gov) or Call at 866-330-3404***