

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!

MTEOR Enhancements Training Session Materials

Thank you again for joining us **December 11th** for the MTEOR Enhancements Overview session. The overview materials and Frequently Asked Questions (FAQs) are posted on the MTEOR web page. You can access these documents via the following hyperlinks:

- [MTEOR Enhancement Overview Session](#)
- [MTEOR Enhancement Overview Session FAQs](#)

Enjoy these overview materials and have safe and Happy Holidays!



Reminder – Holiday Ordering

Based on last week's new system release, you will see "No Transportation Available" if you select a holiday when your MTEOR is not providing transportation. For example, most MTEORs are not providing transportation on Christmas, so Tuesday December 25th will not be an available date to place an order in MTEOR.

Remember, if you need MTE around a holiday please work with your BSN and plan accordingly. For more details, please visit the above training session links.

Ordering Plastic Pallets

During the MTEOR Enhancements Overview session, we received several questions about the availability of plastic pallets. This year, we pro-actively planned to meet your MTE needs and ordered enough equipment to meet your demand, which includes wooden and plastic pallets. Right now, we have a surplus of wooden pallets that need to be used first (given their short shelf life), before plastic pallets will be shipped. As the inventory of plastic pallets builds, you may receive plastic pallets more frequently.

In the meantime here's what you can do to help us continue to plan for your mail production needs:

- ✓ Return your defective wood pallets to your local Mail Transport Equipment Service Center (MTEOR)
- ✓ Review your production schedule for at least two weeks into the future
- ✓ Compare your existing inventory to your production needs
- ✓ Check MTEOR for scheduled orders and make adjustments if necessary



- ✓ Contact your BSN if you need to make adjustments to your standing orders

Our long-term goal is to be able to provide you only plastic pallets in the future.

We Want to Hear from You!

As you know, we've released the Backorder Functionality and updated your Holiday Ordering capabilities this week. Please continue to let us know your thoughts on these MTEOR enhancements by e-mailing us at MTEOR@usps.gov.

Check out the MTEOR webpage at [http://ribbs.usps.gov/mteor!](http://ribbs.usps.gov/mteor)

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