MTEOR Bulletin

January 10, 2013

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 for 2013

We hope you had a Happy New Year! This April, MTEOR is bringing exciting new changes to the application.

We are adding an **inventory reporting** tool to help USPS better assist you with your MTE needs. As we prepare for these enhancements, we will keep you updated with trainings and communications to make these transitions as smooth as possible.

For more details about MTEOR, please visit the **MTEOR RIBBS Page**.

Don't Hit Refresh!

We have heard that some Mailers are experiencing long processing times when placing orders in MTEOR. If you experience a long processing time, **do not hit the "Refresh" button**. This may cause the system to double the order or cause an error with a duplicate order number. While the system processes it will show this warning, "Please do not refresh page while system is processing. Your order is being submitted for fulfillment." Wait a few minutes to let the system process fully to avoid any issues.

We are working to reduce processing time, and will continue to send updates as these modifications are made.

MLK Holiday – January 21, 2013

As the holiday approaches, we have canceled orders scheduled from MTESCs that are not providing transportation on the holiday. Check your MTEOR Dashboard to see if any of your MTE orders were canceled due to the holiday transportation schedule. If you need a replacement order, you will need to place a new order. For questions, contact your BSN.

We Want to Hear from You!

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!

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