

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 – Veteran’s Day

Monday, November 12, 2012 is Veteran’s Day and most MTEORs will not provide transportation due to the observation of the holiday. If you have orders that dispatch on Monday, November 12, you may see your order as **withdrawn** in MTEOR.

You can place a new order in MTEOR for transportation available (scheduled trips first) before or after the holiday. You should consult the [order schedule cut-off](#) when placing your new order. The remaining holidays for this year are:

- Veterans Day – Monday, November 12
- Thanksgiving Day – Thursday, November 22
- Christmas Day – Tuesday, December 25

Managing Your MTE

At the beginning of the fall season, we reassured you that our inventory is stable as we purchased additional equipment to meet your demand. Although our inventory supply is strong, it is important to note that **you** play a vital role in keeping MTE in circulation.

Here are some tips to help you plan for your MTE needs:

- ✓ 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

Following these activities you can help us keep MTE circulating without delay.

“Live Unload” – Reminder

It is your responsibility to live unload MTE within 45 minutes of arrival. Trailers cannot be stored on-site because it prevents them from returning to the MTEOR to make additional deliveries.

Let Us Know What You Think

We’ve recently released new functionality to MTEOR. Please let us know your thoughts on the system enhancements by emailing 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