

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!*

### ***MTE Inventory: Strong and Stable***

The fall mailing season is upon us, and we want to reassure you that our inventory is strong and able to satisfy your MTE needs. Based on last year's MTE demand, we purchased additional equipment to prevent potential shortages this year.

We encourage you to use MTEOR as a tool to help you plan your inventory orders. Effective planning and preparation will help us make sure you get the equipment you need without interruption.

### ***Tips for Managing Your MTE - Transportation***

To help you plan for your MTE needs, it is important to understand how transportation impacts your MTE orders. The Postal Service provides transportation for delivering MTE for regular orders, extra trips, and emergency orders. A **scheduled trip** is already set to dispatch at a certain date and time, while **extra trips** and **emergency orders** require additional transportation to fulfill your request.

You can prevent interruption or delay when requesting an extra trip or emergency order by **proactively planning and managing** your MTE needs. Here are a couple of things to remember when placing orders in MTEOR:

- **Scheduled Trip (Must Select First)**
  - Trips set for dispatch. Has a trip number next to the date and time. *Example: Monday 6:00 TripNo – 30PC*
- **Non-Scheduled Trip**
  - Trips not set for dispatch, but have a potential dispatch time. *Example: Friday 2:00 TripNo – Extra*
- **Extra Trips**
  - Trips not set for dispatch nor have a trip number or dispatch time. *Example: Request Extra Trip*

Remember to **always** select a scheduled trip first, if available. You can also use the [Order Schedule Timeline](#) to help determine when you want your equipment delivered.

If you need to make changes to your scheduled trips, please contact your BSN. For additional tips and guidance on managing transportation, review the [Ordering Frequently Asked Questions](#) document.

### ***We're Listening***

We appreciate you taking the time to complete the MTEOR survey. Your feedback is important to us as we continue to enhance the system and reference materials. We gathered your responses and will consider your suggestions as we progress.

Continue to let us know your thoughts by emailing the MTEOR inbox 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***