

Need MTE?

1. Log into the MTEOR application on the Business Customer Gateway (BCG)
2. Select MTE Delivery Address/Facility from drop-down menu on the MTEOR Dashboard
3. Click "Create New Order"
4. Verify address and point of contact
5. Select transportation from the available options listed—scheduled trips first, then non-scheduled, then request for extra trips



6. Select the quantities of pieces or pallets for each requested item
7. Reference the MTE Catalog for assistance ordering if needed
8. Accept User Agreement
9. Review order in the Postal Store and click "Checkout"
10. In Checkout click "Place My Order" to submit
- 11.. Order is complete when a "Success!" message is shown



Order Schedule Timeline

Order Entry and Withdraw Schedule	
Orders must be Entered or Withdrawn in MTEOR by:	For Shipments to be Dispatched on:
Monday	Thursday
Tuesday	Friday/Saturday
Wednesday	Sunday/Monday
Thursday	Tuesday
Friday	Wednesday
<p>If a Reoccurring Order occurs on a holiday or you require an Emergency Order, please contact your BSN to help schedule your order. **Emergency Orders must be requested at least 24 hours in advance of delivery.</p>	

Access MTEOR through the BCG at:
<http://gateway.usps.com>

For more information visit:
<http://ribbs.usps.gov/mteor>