Create Standing Request Template

MTEOR is a fast, convenient way to place MTE orders online. Click here to visit the MTEOR webpage for additional information.

1. **Login into MTEOR and select the delivery address/facility**

2. **Click "Select Action" button from your MTEOR Dashboard, then select "Create New Standing Request Template"**

3. **Select a Plant for your MTE standing requests in step 1, then click "Next"**

   You can save your selections by check Make Default for Future Requests


4. **Confirm your Point of Contact information in step 2, then click "Next"**

   This information will be pre-populated with your information, but can be edited if needed

5. **Select the start and end date for your standing request template in step 3**
6. **Select the MTE type and quantity you want to request for the days of the week**
7. **Click "Next" once you are done**

   Use "Other MTE" to request MTE that is not on the list
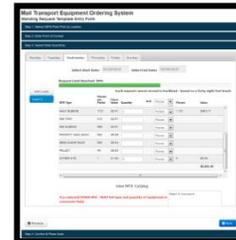
8. **Complete the standing request template by agreeing to the Terms and Conditions and hitting "Submit" in step 4**

   You may include any global comment under "Additional Comments"

9. **You will see a success screen if your standing request template is submitted successfully!**

   Once a standing request template has been submitted, it shows on you MTEOR Dashboard in a "Pending Approval" status. Postal Plants will review each standing request template