



MTE Order and Request Manual for MTESC Mailers





Introduction

The Mail Transport Equipment Ordering System (MTEOR) is a fast, reliable, and convenient place to order mail transport equipment (MTE) online. It is accessed through the Business Customer Gateway, or BCG (<u>http://gateway.usps.com</u>).

ΈD	Delivery Address / Facil	lity									
NA	ASS: 300PC - BIG MAIL	LER 2 - 50	SW 12TH ST, I	KANSAS, KS 331:	Select Actio	on 👻 📝	Report Inventory				
	Before placing a New O)rder review	Order History b	selecting specific or	ders. Orders may be	changed by	withdrawing an existin	order and	placing a new	order	
	Inventory must be repor	rted each W	ednesday by 11	:59 PM	uora. Oracra may be	enangea by	manarawing an existin	ig order and	placing a new	order	
	Before placing a New R	Request, revi	ew Request Hist	огу.							
rder	rs from the MTESC	Plant Requ	lest History	Inventory History	MTE Catalog	Tray Lab	el Holder Order Histo	гу			
o 'V	/iew' or 'Export/Print' orde	er details, se	e instructions be	low:							
°'∨	/iew' or 'Export/Print' orde View - select the box or	er details, se boxes to the	e instructions be left of the order	low: number(s) and click (on 'View Details'						
°o "∨	/iew' or 'Export/Print' orde	er details, se boxes to the	e instructions be left of the order	low: number(s) and click	on 'View Details'						
°o "∨ •	view' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o	er details, se boxes to the order details	e instructions be e left of the order screen, select th	low: number(s) and click e 'Print' or 'Excel She	on "View Details' et' button						
io 'V •	View' or 'Export/Print' order <u>View</u> - select the box or <u>Export/Print</u> - from the o MTEOR 'History for	er details, se boxes to the order details r MTESC ord	e instructions be e left of the order screen, select th ders' details are	low: number(s) and click e 'Print' or 'Excel She stored for up to 30 da	on "View Details' et' button ys after 'dispatch' da	te					
°o "∨ •	/iew' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o MTEOR 'History for	er details, se boxes to the order details r MTESC ord	e instructions be e left of the order screen, select th ders' details are a	low: number(s) and click e 'Print' or 'Excel She stored for up to 30 da	on "View Details' et' button ys after 'dispatch' dai	te				View De	tails
• •	fiew' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o <i>MTEOR 'History for</i> Order Number	er details, se boxes to the order details r MTESC ord	e instructions be e left of the order screen, select th ders' details are Sta	low: number(s) and click (a 'Print' or 'Excel She stored for up to 30 da	on "view Details' et' button ys after 'dispatch' da Dispatch Date	te	Date Placed	\$	User	View De	tails
•	fiew' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o <i>MTEOR 'History for</i> Order Number	er details, se boxes to the order details r MTESC ord	e instructions be a left of the order screen, select th ders' details are Stat	low: number(s) and click i e 'Print' or 'Excel She stored for up to 30 da	on "View Details" et' button ys after 'dispatch' da Dispatch Date	le 	Date Placed		User	View De	tails
• •	/iew' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o <i>MTEOR 'History for</i> Order Number 0002414559	er details, se boxes to the order details r MTESC ord	e instructions be e left of the order screen, select th ders' details are Stat	low: number(s) and click of a 'Print' or 'Excel She stored for up to 30 da	on "View Details' et' button ys after 'dispatch' da Dispatch Date	te	Date Placed	¢ USPS	User	View De	tails
	fiew' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o <i>MTEOR 'History for</i> Order Number 0002414559 0002414560	er details, se boxes to the order details r MTESC ord r	e instructions be left of the order screen, select th ders' details are Stat IN PROGRESS	low: number(s) and click (a 'Print' or 'Excel She stored for up to 30 da	on 'View Details' et' button ys after 'dispatch' da Dispatch Date 03/24/2015 03/24/2015	le 	Date Placed 03/24/2015	¢ USPS USPS	User	View De	tails
	/iew' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o <i>MTEOR 'History for</i> Order Number 0002414559 0002414560 0002414564	er details, se boxes to the order details r MTESC ord r	e instructions be a left of the order screen, select th ders' details are Stat IN PROGRESS IN PROGRESS	low: number(s) and click i e 'Print' or 'Excel She stored for up to 30 da	on 'View Details' et' button ys after 'dispatch' da Dispatch Date 03/24/2015 03/24/2015 03/25/2015	le 	Date Placed	¢ USPS USPS USPS	User	View De	tails
	/iew' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o <i>MTEOR 'History for</i> Order Number 0002414559 0002414560 0002414564 0002414567	er details, se boxes to the order details r MTESC ord r ¢	e instructions be seleft of the order screen, select th ders' details are Stat IN PROGRESS IN PROGRESS IN PROGRESS REPLACED	low: number(s) and click (a 'Print' or 'Excel She stored for up to 30 da	on 'View Details' et' button ys after 'dispatch' da Dispatch Date 03/24/2015 03/24/2015 03/25/2015 03/27/2015	le 	Date Placed 03/24/2015 03/24/2015 03/25/2015 03/25/2015	♦ USPS USPS USPS SYSTI	User	View De	tails
	fiew' or 'Export/Print' orde <u>View</u> - select the box or <u>Export/Print</u> - from the o <i>MTEOR 'History for</i> Order Number 0002414559 0002414564 0002414567 0002414568	er details, se boxes to the order details r MTESC ord r ¢	e instructions be left of the order screen, select th ders' details are Stat IN PROGRESS IN PROGRESS IN PROGRESS REPLACED WITHDRAWN	low: number(s) and click a 'Print' or 'Excel She stored for up to 30 da	on 'View Details' et' button ys after 'dispatch' da Dispatch Date 03/24/2015 03/24/2015 03/25/2015 03/27/2015 03/29/2015	le	Date Placed 03/24/2015 03/24/2015 03/25/2015 03/25/2015 03/25/2015	♦ USPS USPS USPS SYSTI USPS	User	View De	tails
	Yiew' or 'Export/Print' orde View - select the box or Export/Print - from the o MTEOR 'History for Order Number 0002414559 0002414564 0002414567 0002414568	er details, se boxes to the order details r MTESC on r	e instructions be e left of the order screen, select th ders' details are Stat IN PROGRESS IN PROGRESS IN PROGRESS REPLACED WITHDRAWN REPLACED	low: number(s) and click (e 'Print' or 'Excel She stored for up to 30 da	on 'View Details' et' button ys after 'dispatch' da Dispatch Date 03/24/2015 03/24/2015 03/25/2015 03/27/2015 03/27/2015 03/29/2015		Date Placed 03/24/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015	USPS USPS USPS USPS USPS USPS USPS USP	User	View De	

This Manual instructs you on how:

MTESC Orders

- Accessing MTEOR
- Viewing MTESC Order History
- Placing, Withdrawing, and Replicating MTESC Orders
- Understanding Backorders
- Placing, Withdrawing, and Replicating Tray Label Holder Orders

Requests from a Plant

- Placing MTE Plant Request
- Preparing to Pick Up MTE
- Withdrawing a Plant Request
- Replicating a Plant Request





Accessing MTEOR

Log into the Business Customer Gateway (<u>http://gateway.usps.com</u>).



"Click on Go to Service next to "Mail Transport Equipment Ordering System (MTEOR)" under Additional Services to access MTEOR."

Ailling Services Shipping Services HCR Services Additional Services	Alerts Pending Requests	A Manage Account + USPS.com H
Additional Services		
Additional services help you do more. Additional online services available below help business customers ma on preparation to transporting of mailtings and shipments. You may access ere that you have been approved for and request access to those you do not.	nage a variety of tasks services directly from	
bur Locations:		
TOADRE (8415165), 240 ORANGE OT, HERNBON, VA 20170		Ť
Approved Shipper more info >		Go to Service
Audit Mailing Activity (PostalOnel) more info >		Get Access
Bulk Indemnity Claims more info >		Get Access
Business Service Network (BSN) eService more info >		Get Access
Commercial PO Box Redirect Service more info >		Get Access
Contract Postal Unit Commercial Postal Store more info >		Get Access
Enterprise Payment System more info >		Get Access
Enterprise PO Boxes Online more info >		Get Access
Informed Delivery [®] Mailer Campaign Portal more info >		Get Access
Informed Delivery [®] Shipper Campaign Portal more info >		Get Access
Intelligent Mail Services more info >		Go to Service

MTEOR can be quickly added to your Favorites list by following these steps:

- 1. Log in to the Business Customer Gateway with your existing username and password
- 2. Hover over "Manage Account" from the top menu bar
- 3. Click on "Manage Favorites"
- 4. In the Edit Favorites box, select the checkbox next to "Mail Transport Equipment Ordering System (MTEOR)"
- 5. Click "Save"

NOTE: You can choose up to seven services to be shown in your Favorites list.





MTEOR Dashboard

The *MTEOR Dashboard* is where orders are placed, changed, and reviewed. The dashboard is comprised of multiple tabs: *Orders from the MTESC, Plant Request History, Inventory History, MTE Catalog, and Tray Label Holder Order History.*



If you order MTE for multiple locations, you can choose between them in the MTE Delivery Address/Facility section. If you only order for one location, then facility address is shown here.

In the Orders from the MTESC tab, you see 30 days of past orders and 20 days of future orders. You also see the current status for those orders, the dispatch date, as well as the date and user that last modified the order.

MTEOR orders have six statuses: Placed, In Progress, Backorder, Replaced, Shipped, and Withdrawn.

E D-	aliyany Address of Free									
: De	elivery Address / Fac	iiity								
NAS	SS: 300PC - BIG MA	ILER 2 - 50 S	W 12TH ST, I	KANSAS, KS 331	Select Act	on 👻	Report Inventory			
	Refere electron e New (Orden and in the	Orden Hinton b							
- 1	Inventory must be repo	orted each We	dnesday by 11	:59 PM	rders. Orders may b	changed b	y withdrawing an exist	ing ordi	ar and placing a new	order
• •	Before placing a New F	Request revie	w Request Hist	0.DV						
	before placing a new r	toquost, romo	w request mat	ory.						
ders	s from the MTESC	Plant Reque	est History	Inventory History	MTE Catalog	Tray Lat	el Holder Order Hist	OFV		
					_			-		
o 'Vie	ew' or 'Export/Print' ord	ler details, see	instructions be	low:						
o 'Vie • ⊻	ew' or 'Export/Print' ord View - select the box or	ler details, see r boxes to the	instructions be left of the order	low: number(s) and click	on 'View Details'					
o"∨ie •⊻ • <u>⊨</u>	ew' or 'Export/Print' ord View - select the box or Export/Print - from the o	ler details, see r boxes to the order details s	e instructions be left of the order creen, select th	low: number(s) and click e 'Print' or 'Excel Sh	on 'View Details' eet' button					
o'Vie •⊻ •⊑	ew' or 'Export/Print' ord View - select the box or Export/Print - from the or MTEOR 'History for	ler details, see r boxes to the order details s or MTESC ord	e instructions be left of the order creen, select th ers' details are	low: number(s) and click e 'Print' or 'Excel Sh stored for up to 30 d	on "View Details' eet" button ays after 'dispatch' di	te				
• ∿ie • ⊻	ew' or 'Export/Print' ord <u>View</u> - select the box or <u>Export/Print</u> - from the or MTEOR 'History for	ler details, see r boxes to the order details s or MTESC ord	e instructions be left of the order creen, select th ers' details are	low: number(s) and click e 'Print' or 'Excel Sh stored for up to 30 d	on "View Details" eet" button ays after "dispatch" di	te				View Det
• Vie • <u>v</u>	ew or 'Export/Print' ord <u>View</u> - select the box or <u>Export/Print</u> - from the r <i>MTEOR 'History</i> for	ler details, see r boxes to the order details s or MTESC ord	e instructions be left of the order creen, select th ers' details are	low: number(s) and click e 'Print' or 'Excel Sh stored for up to 30 d	on 'View Details' set' button sys after 'dispatch' di	te	Data Blaced		llear	View Det
• Vie	ew' or 'Export/Print' ord <u>View</u> - select the box or <u>Export/Print</u> - from the or <i>MTEOR 'History fo</i> Order Numbe	ler details, see r boxes to the order details s or MTESC ord	e instructions be left of the order creen, select th ers' details are Stat	tow: number(s) and click e 'Print' or 'Excel Sh stored for up to 30 d us ¢	on 'View Details' eet' button ays after 'dispatch' di Dispatch Date	te	Date Placed	÷	User	View Det
• Vie • <u>v</u>	ew or 'Export/Print' ord <u>View</u> - select the box or <u>Export/Print</u> - from the i MTEOR 'History for Order Numbe	er details, see r boxes to the order details s or MTESC ord	e instructions be left of the order creen, select th ers' details are Stat	low: number(s) and click e 'Print' or 'Excel Sh stored for up to 30 d	on "view Details' eet" button ays after 'dispatch' di Dispatch Date 03/24/2015	te	Date Placed	÷	User	View Det
• Vie • <u>v</u>	ew' or 'Export/Print' ord View - select the box or Export/Print - from the u MTEOR 'History fo Order Numbe 0002414559 0002414550	ler details, see r boxes to the order details s or MTESC order er I	e instructions be left of the order creen, select th ers' details are Stat N PROGRESS N PROGRESS	low: number(s) and click fe 'Frint' or 'Excel Sh stored for up to 30 d	on "view Details" eet" button ays after 'dispatch' di Dispatch Datu 03/24/2015 03/24/2015	te	Date Placed 03/24/2015 03/24/2015	+	User USPS USPS	View Det
• Vie • <u>v</u> • E	ew' or 'Export/Print' ord View - select the box or Export/Print - from the or MITEOR 'History fo Order Numbe 0002414559 0002414559	ier details, see r boxes to the order details s or MTESC order er ¢ I	e instructions be left of the order creen, select th ers' details are Stat N PROGRESS N PROGRESS N PROGRESS	low: number(s) and click le 'Print' or 'Excel Sh stored for up to 30 d	on "view Details" eet" button ays after 'dispatch' di Dispatch Date 03/24/2015 03/24/2015	te	Date Placed 03/24/2015 03/24/2015 03/25/2015	\$	User USPS USPS USPS	View Det
	evi or 'Export/Print' ord View - select the box or Export/Print - from the or MTEOR 'History fo Order Numbe 0002414559 0002414559 0002414554	ler details, see r boxes to the or der details s or MTESC ord sr	e instructions by left of the order creen, select th <i>ers' details are</i> N PROGRESS N PROGRESS N PROGRESS N PROGRESS XEPLACED	low: number(s) and click e 'Print' or 'Excel Sh stored for up to 30 d	on "view Details" eef button ys after 'dispatch' di Dispatch Date 03/24/2015 03/24/2015 03/22/2015	te 🔺	Date Placed 03/24/2015 03/24/2015 03/25/2015 03/25/2015	\$	User USPS USPS USPS SYSTEM	View Det
	ew' or 'Export/Print' ord View - select the box or Export/Print - from the re- MTEOR 'History fc 0002414559 0002414564 0002414563	ler details, see r boxes to the order details s or MTESC ord ir ir ir i i i i i i i i i i i i i	e instructions be left of the order creen, select th ers' details are Stat N PROGRESS N PROGRESS N PROGRESS N PROGRESS SEPLACED VITHDRAWN	low: number(s) and click e 'Print' or 'Excel Sh stored for up to 30 d us us	on "view Details" eef button ys after 'dispatch' di Dispatch Date 03/24/2015 03/24/2015 03/22/2015 03/27/2015	te	Date Placed	\$	User USPS USPS USPS SYSTEM USPS	View Det
	ew' or 'Export/Pint' ord View - select the box or Export/Pint - from the it MTEOR 'History fc 0002414559 0002414561 0002414562 0002414562	Ier details, see r boxes to the order details s or MTESC ord or I I I I F F F F F	e instructions be left of the order creen, select th ers' details are Stati N PROGRESS N PROGRESS N PROGRESS REPLACED NITHDRAWN REPLACED	low: number(s) and click le 'Print' or 'Excel Sh stored for up to 30 d	on "View Details" eef button ays after 'dispatch' di Dispatch Data 03/24/2015 03/24/2015 03/25/2015 03/27/2015 03/27/2015	te 🔺	Date Placed	\$	User USPS USPS USPS SYSTEM USPS USPS USPS	View Det





To view an order's details, click on the Order Number. To view multiple orders' details at the same time, click the checkboxes to the left of the orders that you would like to review and click "View Details".

	r').(MIEU
Mail Tra	nspo	rt Equipn	nent Order	ing Sy	stem			
Order Detai	ls						_	
ending orders w Vithdrawn Order	vithout a Wi 5 will imme	thdraw Order butto diately allow the us	on can be modified or w ser to select the trip for	ithdrawn by o a new order.	ontacting you	IF BSN.	🖨 Print	
							🕒 Excel S	heet
0-1 0000	444577							
Order - 0002	414577	24/2015 12:20	Order Status	PLACED				
Last Opdated: Dispatob Date:	04/	21/2010 13:38	Urder Status:	iody walk	dow			
Route Number:	: 010	18K	Trip Number:	30PC	uev			
Order Line Ite	ms							
Line Number	MTE Type	e	Item Shipped	Quantity (Pallets)	Quantity (Pieces)			
1	FLAT TUE	3		14	1,178			
2	PRIORITY	Y MAIL SACK		10	6,000			
3	PALLET			12	540			
Order Status I	History							
Order Status I Update Date	History		Status					
Order Status I Update Date 04/21/2015 13:3	History 8		Status	D				
Order Status I Update Date 04/21/2015 13:3	History		Status	D				
Order Status I Update Date 04/21/2015 13:3	History		Status PLACE	D				
Order Status I Update Date 04/21/2015 13:3 Withdra	History 88 w Order	ta Replicate Ord	Status PLACE	D				
Order Status I Update Date 04/21/2015 13:3 Withdra	History 8 w Order	t1 Replicate Ord	Status PLACE Ier	D				
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated:	History 33 nw Order 2414568	13 Replicate Ord	Status PLACE er Order Status:	D	AWN			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date:	History 38 w Order 2414568 03 03	125/2015 18:48 (25/2015 18:48)	Status PLACE er Order Status: User:	D WITHDR/ USPS	AWN			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date: Route Number:	History 18 18 14 14 14 14 14 14 15 15 15 15 15 15 15 15 15 15	127 Replicate Ord 125/2015 18:48 129/2015 07:00 05K	Status PLACE er Order Status: User: Trip Number:	D WITHDR/ USPS 30PC	AWN			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date: Route Number: Order Line Ite	History 18 18 1414568 03 03 13 15 01 ms	127 Replicate Ord 125/2015 18:48 129/2015 07:00 05K	Status PLACE er Order Status: User: Trip Number:	D WITHDR/ USPS 30PC	AWN			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date: Route Number Order Line He Line Number	History 18 19 19 19 19 19 19 19 19 19 19	L3 Replicate Ord /25/2015 18:48 /29/2015 07:00 DBK e	Status PLACE er Order Status: User: Trip Number: Item Shipped	D WITHDR/ USPS 30PC Quantity (Pallets)	AWN Quantity (Pieces)			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date: Route Number Order Line Ite Line Number	History 38 2414568 03 03 03 03 03 03 03 03 03 03	12 Replicate Ord (25/2015 18:48 (29/2015 07:00 0BK € 8	Status PLACE Order Status: User: Trip Number: Item Shipped	D WITHDR/U USPS 30PC Quantity (Pallets) 1	AWN Quantity (Pieces) 84			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date: Route Number Order Line Ite Line Number 1 Order Status I	History 38 2414568 03 03 03 03 03 03 03 03 03 15 MTE Type FLAT TUE History	127 Replicate Ord (25/2015 18:48 (29/2015 07:00 0BK e 3	Status PLACE er Order Status: User: Trip Number: Item Shipped	D WITHDR/ USPS 30PC Quantity (Pallets) 1	AWN Quantity (Pieces) 84			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date: Route Number: Order Line Her Line Number 1 Order Status I Update Date	History 88 2414568 03 03 03 03 03 03 03 03 03 15 MTE Type History	L7 Replicate Ord (25/2015 16:48 (29/2015 07:00 0BK e 3 Status	Status PLACE order Status: User: Trip Number: Item Shipped	D WITHDR/ USPS 30PC Quantity (Pallets) 1	AWN Quantity (Pieces) 84			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date: Route Number 1 Corder Line He Line Number 1 Order Status I Update Date 03/25/2015 18:4	History Norder 2414568 03 03 03 03 03 01 ms MTE Type History History 18	L3 Replicate Ord (25/2015 18:48 (29/2015 07:00 0BK e 3 Status WITHDRAWN - (Status PLACE Order Status: User: Trip Number: Item Shipped	D WITHDR/ USPS 30PC Quantity (Pallets) 1	AVVN Quantity (Pieces) 84			
Order Status I Update Date 04/21/2015 13:3 Withdra Order - 0002 Last Updated: Dispatch Date: Dispatch Date: Order Line Ite Line Number 1 Order Status I Update Date 03/25/2015 18:4	History W Order 2414568 03. 03. 03. 03. 01. ms MTE Type FLAT TUE History History	C7 Replicate Ord //25/2015 18:48 //29/2015 07:00 //25/202015 07:00 //25 e 3 Status WITHDRAWN - (PLACED	Status PLACE er Order Status: User: Trip Number: Item Shipped	D WITHDR/ USPS 30PC Quantity (Pallets) 1	AWN Quantity (Pieces) 84			

Order Details include the order number, order status, date of last update, delivery date, and the items being shipped. Shipping dates and times for orders that depart the MTESCs after scheduled operating hours do not show up in MTEOR until the next business day.

From the Order Details page, you can also "Withdraw Order" and "Replicate Order". If the "Withdraw" button is not available, contact your BSN for assistance. The "Replicate Order" button is not available for orders that are currently in "Backorder" status.





Create a New MTESC Order

To create a new order for direct delivery of MTE from an MTESC, from the *MTEOR Dashboard* click the "Select Action" drop-down button and select "Create New MTESC Order".

	USPS.CO	N.							MTEO
ail	Transport Ec	quip	ment Orderi	ing Syst	em				
TE D	elivery Address / Facility								
NA	SS: 300PC - BIG MAILER	2 - 50 8	W 12TH ST, KANSAS,	KS 331: 🗸	Select Action -		Report Inventory		
	Before placing a New Order	review	Order History by selecting	specific orders	Create New MT	ESC O	rder	order and placing a new or	ler
•	Inventory must be reported e	each We est, revie	dnesday by 11:59 PM w Request History.	, - ,	Create New One	e Time	Request		
order	s from the MTESC Plan	nt Requ	est History Inventor	ry History	Create New Tray	y Label	Holder Order		
•	<u>export/Print</u> - from the order MTEOR 'History for MTI	details s	creen, select the 'Print' or ers' details are stored for Status	•Excel Sheet bu	tton er 'dispatch' date Dispatch Date	•	Date Placed	¢ Ilser	iew Details
									·
	0002414559	1	N PROGRESS		03/24/2015		03/24/2015	USPS	•
	0002414560	1	N PROGRESS		03/24/2015		03/24/2015	USPS	
	0002414564	1	N PROGRESS		03/25/2015		03/25/2015	USPS	
	0002414567	F	REPLACED		03/27/2015		03/25/2015	SYSTEM	
	0002414568	١	WITHDRAWN		03/29/2015		03/25/2015	USPS	
	0002414562	F	REPLACED		03/31/2015		03/25/2015	USPS	
	0002414573	1	N PROGRESS		04/08/2015		04/08/2015	USPS	~

You are taken to the Order Entry Form to complete your order. Verify your delivery address, verify the point of contact name and phone number, and then click "Next".





Select your desired dispatch date and time. Select the dispatch date from the calendar and then select available transportation options. You **must** select a delivery date and time. MTEOR does

not allow you to place an order in the system without it. Available transportation options appear in MTEOR as follows:

- Scheduled trips appear as the first available transportation option
- Once all the scheduled trips have been used, non-scheduled trips appear
- After all the non-scheduled orders have been used, Mailers may request **extra trips**

ee 1	Vete	440	err 8	NC				
HQ 2	1984	200	eporte	ion Di	per	Dillo II 1	**	Select the day for
elec	1 Dhip	sich	Date				Available Transport Options	dispatch then
0		icta	der S	2012		0	10062000 Photosoft RV001 Sp2m=101 Page 21 100520013 Thursday 54:00 Tiphis - 40004	select the
Ян.	760	Te -	w.	16	Fr .	84		transportation from the menu
							¥	
							· Scheskel transportation should be chosen first.	
		23	26	28	26	37	 Edits tops with definition should be chosen second. Request Extra Trip should be chosen only when all scheduled inst 	reportation is anevalable.
28	59	30	34					
0	7010	8						01

After choosing your transportation, click "Next".

Now, select your MTE type and quantity using the form. You can place orders by the number of pieces or the number of pallets needed. When completing the order using the number of pieces, MTEOR automatically rounds the order to the closest number of pallets.

MTEOR calculates the truck volume using the bar under "Step 3: Select Order Quantities". The bar turns from red to green as you place your order. An order must reach 100% in order to complete the order in MTEOR.

Click "Next" to continue.

NOTE: For a list of available MTE types, view the MTE Catalog. A link to the MTE Catalog is located at the bottom of the Order Entry Form.

il Transpo	rt Equipme	nt Orde	ring Sys	tem					
er Entry Form	1.000								
so 2. Select Transport	erron Miller Dissetch Data II	Time .							
	A1844								
							_		
rack tolanse filled	100		Orders mar	rt be For a R	il truckle	ood. If is	ess than a true	kload is required, re	ntert the local USPS plast
fil type	Pieces per Pallet	Piece Value	Quality	Unit	Nexe	*	Pieces	Pathola	Yalue
MR TRAT	90	10:00		Piere					
MM SLEEVE	519	90.05		Pier					
LATTIO	64	\$5.00		Fire					
LATTIBLE	1102	91.00		Fair					
4.7 1967	340	\$2:00							
ALF SLIEVE	101	\$0.45		Field					
BI 1947	200	\$2.00	6120	Pier			4,620	22	\$0,248.00
eralative -	000	30.85	9590	Piere			5,320		10,483.20
NUET	20	30.00		Piere					
RORTY MALSACK	000	\$7.00		Pier					
NAME AND ADDRESS OF AD	900	90.05		Piece					





To confirm and place your order, select the checkbox next to "I Agree" and then click "Submit".



You are taken to the Postal Store website to checkout and complete the order. Click "Checkout" to go to the next screen.

≥ USPS.COM [™]			Search USPS.com o	r Trock Paskages 🔍
Shopping Cart				
Rail Transport Equipment Datalia: Delivery cannet: INSTERNOO - BIO ANREM 8 - SHOE LADITO CT. LOUISINELE, KY 492-MM444 POD Rena: VIECON Bankay POD Rena: VIECON Bankay	C	ost to y	Orde	r Summary
FEM	Value	to USF	Sublation	\$8.00
FLAT TV Persons Rev Patent: M Value: \$8:00 x 336 + \$1,680.00	336	\$0.00	Total MTE V	ilue \$23,063.20
	Click "Che	ckout"	Totak	\$0.00
HALF TIDAY Preces Rev Patiet, 310 Valies: \$2,00 × 8540 = \$3,880.00	4340	\$0.00	Rack II	e Dashboard
MM TRAY Percen Per Fallet. 210 Vallet: E2.00 x 4620 = 29,240.00	4620	\$0.00		
MM SLEEVE Parose An Valuet del Valuer 38 45 x 5333 = 33,463.29	5330	\$0.00		





Click "Place My Order" to finalize your order.

≥USPS.COM		1	Search USPS.com o	rTrackPackages Q
Checkout				
Customer & Shipping Information Billing		Raview	Canfr	mation
Mail Transport Epulgment Details: Mail Transport Epulgment Details: Defines Lowers. NASS: W000- 80 MINLER 8- 3410 LASTO CT, LOUISIELE, KY 412184544 POC Mare, MINCE Thuring			Order	Summary
POC Phone: 2023211/234 ICEM	QTV	1034	Subtotal	\$8.00
FLAT TUB			Total MTE Va	luo \$23,063.20
Pieces Per Palmet da Velen: \$3.00 x 336 = \$1,680.00	Clic	k "Place		
	My	Order"	Total:	\$0.00
HALF TRAY Proces For Palet 310 Value \$2.00 × 630 + \$3,600.00	4340	\$0.00	0 Backto	Hy Order Dashboard
MM TEAY Pieces & Police 210 Value \$2.00 x 4020 = \$3,240.00	4620	\$0.00		
MM SLEEVE Aners Av Alate 666 Value \$165 x 503 x \$1,463.20	6320	\$0.00		
Privace public Relationed: Visual Information will be used to NMM your other for Poster Family a solution 10.05, C 401, NDS, C 4004, Privacing the intermediate is underlated, built your other and posterior of the NMM and the NMM pather without public underlated by the Collidate the Management Inderlates the NMM pather without public underlates and a compensional office on system build, the formation 0.05, Poster Tamara and the NMM and the and the NMM the service percent percent and the NMM and the NMM and the and the NMM the service percent percent of the NMM and the NMM and the service service percent percent percent of the NMM and the NMM and the and the NMM the service percent percent of the NMM and the NMM and the service service percent percent of the NMM and the NMM and the service service percent percent percent of the NMM and the service service percent percent percent of the NMM and the service service percent percent percent percent of the NMM and the service service percent p	I and pervices. Collect de la process processy behalf or request, er as nettices regarding finan recentings, and to see a visit seps com/privat	Son is authorized by 29 yeak. We do not disclose your a legally negative. This notal to reaction invest to a disclose and other entities applies.		

Your order is not complete until you see the "Success!" message. To go back to your *MTEOR Dashboard*, click "Back to Dashboard".

≥ USPS.COM			Search (JSPS.com or Track Packa	ipis Q
Your Order has been Pla	aced		An orde complete see this	er is not e until you message	
Customer & Shipping Information	Billing	Review		Confirmation	0
	Succe Back to Deshifteend	essi			







Withdraw an MTESC Order

You may withdraw an order before it has shipped from the *MTEOR Dashboard*, select your MTE Delivery Address/Facility from the dropdown menu. Scroll down to *Orders from the MTESC* and choose orders to view by selecting the checkbox next to each order on the right. Then click, "View Details". To withdraw an order, select the "Withdraw Order" button. If the "Withdraw" button is not available, contact your BSN for assistance.

Viail Tra	nsport Equipr	ment Order	ing Sy	stem	
ending orders v Vithdrawn Orde	without a Withdraw Order but is will immediately allow the u	on can be modified or i ser to select the trip for	withdrawn by o r a new order.	ontacting your BS	SN A Print
Order - 000	2414577				
Last Updated: Dispatch Date Route Number	04/21/2015 13:38 04/29/2015 03:00 0108K	Order Status: User: Trip Number:	PLACED jody.walls 30PC	dev	
Order Line Its	ms				
Line Number	МТЕ Туре	Item Shipped	Quantity (Pallets)	Quantity (Pieces)	
15 C	FLAT TUB		14	1,170	
2	PRIORITY MAIL SACK		10	6,000	
3	PALLET		12	540	
Order Status	History				
Update Date		Statu	• P		
04/21/2016 13	18	PLAC	ED		

Once the order is withdrawn a popup window appears asking if you are certain you want to withdraw the order. Click "Ok" to withdraw the order. Once you do this the order appears as "Withdrawn" in the *Orders from the MTESC* tab.





In addition, once the order is withdrawn you can see the date the order was withdrawn and reason why the order was withdrawn.

Mail Tra Order Detai Pending orders w Withdrawn Order	PS.CC nsport ils vithout a Withd rs will immediat	Equipn raw Order butto tely allow the us	n can be modified or w er to select the trip for	ing Sy ithdrawn by o a new order.	stem	ır BSN.	Print	MTEOR
Order - 0002	2414577							
Last Updated: Dispatch Date: Route Number: Order Line Ite	04/21/ 04/29/ : 010BK	2015 13:57 2015 03:00	Order Status: User: Trip Number:	WITHDRA jody.walls. 30PC	WN dev			
Line Number	MTE Type		Item Shipped	Quantity (Pallets)	Quantity (Pieces)			
1	FLAT TUB			14	1,176			
2	PRIORITY M	AIL SACK		10	6,000			
3	PALLET			12	540			
Order Status	History							
Update Date		Status						
04/21/2015 13:5	57	WITHDRAWN	- CANCEL IN MTEOF	٤				
04/21/2015 13:3	38	PLACED						
t그 Replica Back to Dashboa	te Order							

The following are the reasons an order may be withdrawn from MTEOR:

Cancel Empty Trailer	Does Not Meet Customer Order 75% Fill
Holiday Adjustment	Replaced with Emergency Order
Incorrect Input	Customer Request
Insufficient Stock	Standing Transfer Order Template from on IMOS
Not Authorized for Item Classification on OPCM	Transportation Issue on TRMC
Local Order Fulfillment	Transportation Issue
Cancel in MTEOR	Trailer Redirect
Not Enough Inventory	Weather
Inactive NASS Code	





Replicate a MTESC Order

To replicate an order, proceed as you would with creating a new order. Once you select transportation, click "Submit". The order then needs to be reviewed in the USPS Shopping Cart and Checkout. The order is finalized only when a "Success!" screen appears.

										Home Oxforway Li
USPS.COM						ľ				МТЕО
lail eplic	Tr	ans Ore	spo _{der}	rt E	Equ	lipm	ent Ordering S	system		
este a	w Ord	ker Der	taile							
eliven	y Ark	tress	:				Order Items:			-
NASS: 43260				MTE Type	Pallet Quantity	Piece Quantity				
913 M/ 3400 L	LAGIT	: 8 10 CT					EMM TRAY	40	3,040	
						EWV SLEEVE	8	4,162		
Louis	MLLS	, ку	402184	544						_
, LOUIS elect	MUS Tran	e, ikv isport	402184 officen	544						
, LOUIS elect elect	MLLS Trans Disps	s ji KV s isplanta atich D	402184 atikan Date:	544			Available Transport Opl	lions:		
elect elect	MLLS Trans Disps (e , ich i isperti atch I Detal	etton otton Date: ber 2	012		0	Available Transport Opi 10/20/2012 Endsy/01/0 10/20/2012 Endsy/01/0	liana: 11 Tophio - 4304 11 Tophio - 43264	2	
dect dect 0 5u	MLLS Trans Disps (Mo	sport atch I Dotal Tu	402184 ation Date: ber 2 We	:544 1012 ТЪ	Fr	0 5a	Available Transport Opt 10/20/2012 Endey 01:0 10/20/2012 Endey 01:0 10/20/2012 Endey 01:0	kons: 19 Topko - 4364 19 Topko - 43264 13 Topko - 43264	2	•
elect elect Su	Trans Disps (Mo	atch I Detai Tu	402184 ation Date: ber 2 We	:544 :012 Th -4	Fr 8	0 5a	Available Transport Opt 10/23/2012 Endyr010 10/23/2012 Endyr010 10/23/2012 Endyr010	kuna: 19 TropNo - 1961 19 TropNo - 40264 19 TropNo - 40264	-	•
elect elect Bu Su	MLLE Disps 0 Mo 1 0	eports atch I Detai Tu 2 9	ation Date: Date: We 3 10	012 Th	Fr 8	0 5a 6 13	Available Transport Opt DOSADATE PErstyrol 57 10/23/2012 Findsyr04:0 10/23/2012 Findsyr04:0	Numa: 17 mpNo - 6 2001 20 TripNo - 6 2204 20 TripNo - 6 2204	-	
elect elect Su 7 14	MLLE Disps 0 Mo 1 15	atch I Detai Tu 16	ation Jute: ber 2 We 3 10 17	012 Th 4	Fr 8	0 5a 6 12 20	Available Transport Opt December 2 and 2	None: <u>19 TopNo - 0364</u> 19 TopNo - 03204 19 TopNo - 03204 Informational the chosen first.	-	
elect elect Su 7 14 21	MELLS Disps 1 Mo 15 22	e, KY o aporto atch I Detai Tu 2 16 23	462184 ation Nate: her 2 We 3 10 17 24	012 Th 4 16 25	Fr 8 12 19 26	0 5a 6 10 20 27	Available Transport Opt Document Content of the 10/03/2012 Endey 0.4/0 Scheduled Immisport Editation with the point Editation with the filth	Nons: <u>17 TopNo - 4354</u> 13 TopNo - 43264 13 TopNo - 43264 Informatiouid ba chosen final, ofme should be chosen final.	-	





Backorder Process

If an order cannot be filled on the original sourcing date, it goes to a "Backorder" status. The order remains in the "Backorder" status for a maximum of four days, as we attempt to fill your order. If the order cannot be filled within the four day period, it is withdrawn from MTEOR.

						Home
≥US	PS.COM					
lail Trar	nsport Equipr	nent Orderii	ng Sys	tem		
der Detail	S		The days of the second		0.041	_
ing orders w Irawn Orders	thout a Withdraw Order but will immediately allow the	ton can be modified or user to select the trip fo	withdrawn by r a new order.	contacting y	JUP BSN.	🖨 Print
Order - 00	02496001					
Last Updated:	10/30/2012 08:47	Order Status:	BACKOR	ER		
Dispatch Date: Order Line Iten	10/31/2012 01:00	User:	USPS			
Line Number	MTE Type	flem Shipped	Quantity (Pallots)	Quantity (Pieces)		
	PALLET		0	0		
Judan Phatras II	-t					
Jodate Date	istory	Status				
	7	BACKORDER				
0/30/2012 08:4						

Once the order can be filled, MTEOR replaces the original order and the order status changes from "Backorder" to "Replaced". The "Replaced" order contains the MTE requested from the original order. If the original dispatch date and time have not passed, the original transportation is assigned to the "Replaced" order. If the original dispatch date and time have passed, new transportation is assigned to the "Replaced" order and is displayed in the order details.

In the example shown below, pallets were requested for Order 0002496001, but were unavailable at the time of the original sourcing date. The order was then placed in "Backorder" status. Once the pallets became available the order was replaced with Order 0002496002, an identical order.

Orders Lines House	10/30/2012 03:00	User:	USPS	_	
Line Number	s ИТЕ Туре	Item Shipped	Quantity (Pallots)	Quantity (Pieces)	
1 6	PALLET		12	240	
Ordor Status Hi Update Date	story Status				Order 0002496002 is created as the
10/29/2012 09:34	REPLACED (Re	aplaced by Order: 00024	196002)		0002496001
10/27/2012 19:59	PLACED				





The dispatch date did not pass and is used in the new order as displayed below. Both the original order and replacement order appear on the *MTEOR Dashboard*.

Order Line items					
Line Number MT	ЕТуре	Nem Shipped	Quantity (Pallots)	Quantity (Pieces)	
1 PA	LLET		12	240	
Order Status Histo	ary				Original order 0002496001 is replaced
Update Date	Status				by new Order
10/29/2012 19:59	IN PROGRESS				0002496002
10/29/2012 09:34	PLACED (Replan	sement for Order: 0002/	496001)		0002400002

Orders ship if they fill at least 75% or more of the trailer. If the MTESC is unable to fill the order and you still require the item that was unable to be sourced, contact your BSN for assistance.

NOTE: Orders cannot be replicated if they are in "Backorder" status.





Order and Holiday Schedule

When selecting transportation for an order or withdrawing an order, refer to the Order Entry and Withdraw Schedule below to ensure you place orders with correct time required for delivery.

Order Entry and Withdraw Schedule						
Mailer						
Orders must be Entered or Withdrawn from MTEOR on: Orders/Shipments for dispatch o						
Monday	Friday/Saturday					
Tuesday	Sunday/Monday					
Wednesday	Tuesday					
Thursday	Wednesday					
Friday	Thursday					
Emergency Orders: Send emergency hours in a	order request to Order Manager 24-48 advance.					

Federal holidays may cause minor disturbances to the order schedule if an MTESC does not provide transportation on a given holiday. Transportation is not available on days the MTESC is not providing it.

If a Standing (Recurring) Order is scheduled to deliver on a holiday, it only sources if the MTESC is providing transportation on that holiday. If there is no transportation provided on that specific holiday, Standing Orders is withdrawn from MTEOR-Plant. MTESC holiday schedules are subject to change. Monitor your incoming MTEOR-Plant orders to see if your orders have been withdrawn and with your Order Manager to plan for MTE delivery around holidays.





Order Tray Label Holders through MTEOR

You can order tray label holders through MTEOR and have them delivered directly to you. This is only available for Mailers who receive MTE directly from an MTESC. The tray label holder order is fulfilled by the Materials Distribution Center in Topeka, KS and ships within 6-10 days of the order date. You can check the *MTEOR Dashboard* to see the status of the order. Once the order is shipped, the tracking information is available in the Tray Label Holder Order Details.

To order tray label holders, click on the "Select Action" drop-down button on the *MTEOR Dashboard* and select "Create New Tray Label Holder Order."

il		Fauir							
hb	board	-quij							
E D	elivery Address / Facilit	ty							ļ
NAS	SS: 300PC - BIG MAILE	ER 2 - 50	SW 12TH ST, KA	NSAS, KS 331:	Select Action -	🖌 Report Inventor	Y		
	Refore placing a New Orr	der revie	v Order History by s	electing specific orders	Create New MTES	GC Order	sting order and pla	cing a new or	ler
	Inventory must be reporte	ed each V	/ednesday by 11:59	PM			ung oroot and pla	a new ore	
	Before placing a New Red	quest, rev	iew Request History		Create New One T	ime Request			
					Create New Travil	abel Holder Order			
der	s from the MTESC	Plant Req	uest History Ir	wentory History		Laber Holder Order di	story		
• 1	ew' or 'Export/Print' order View - select the box or b Export/Print - from the ord	r details, s loxes to th der details	ee instructions below le left of the order nu screen, select the "	v: Imber(s) and click on "\ Print" or "Excel Sheet" b	/iew Details' utton				
•	ew' or 'Export/Print' order <u>View</u> - select the box or bu <u>Export/Print</u> - from the ord <i>MTEOR 'History for I</i>	r details, s loxes to th der details MTESC o	ee instructions below le left of the order nu screen, select the 'i rders' details are sto	v: mber(s) and click on ∿ Print'or "Excel Sheet'b red for up to 30 days at	/iew Details' utton fter 'dispatch' date			Vi	ew Detai
• !	ew' or 'Export/Print' order <u>View</u> - select the box or b <u>Export/Print</u> - from the ord <i>MTEOR 'History for I</i>	r details, s ioxes to th der details MTESC o	ee instructions below le left of the order nu s screen, select the "i rders' details are sto Status	v: Imber(s) and click on ^\ Print' or 'Excel Sheet' b red for up to 30 days at	/iew Details' utton fter 'dispatch' date Dispatch Date	Date Placed	\$	Vi User	ew Detai
• •	ew' or 'Export/Print' order <u>View</u> - select the box or b <u>Export/Print</u> - from the ord <i>MTEOR 'History for N</i> Order Number	r details, s roxes to th der details MTESC o	ee instructions below e left of the order nu s screen, select the 'i rders' details are sto Status	v: Imber(s) and click on ¹ \ Print' or 'Excel Sheet' b red for up to 30 days at	/iew Details' utton fter 'dispatch' date Dispatch Date	Date Placed	¢	Vi	ew Detai
	ew' or 'Export/Print' order <u>View</u> - select the box or b <u>Export/Print</u> - from the ord <i>MTEOR 'History for N</i> Order Number 0002414559	e details, s noxes to th der details MTESC o	ee instructions below e left of the order nu screen, select the 'i rders' details are sto Status	v: mber(s) and click on ∿ Print' or "Excel Sheet' b red for up to 30 days at ¢	/iew Details' utton fter 'dispatch' date Dispatch Date 03/24/2015	Date Placed 03/24/2015	¢ USPS	Vi	ew Detai
	ew or "Export/Print" order View - select the box or b Export/Print - from the ord MTEOR 'History for A Order Number 0002414559 0002414550	t details, s ioxes to th der details MTESC o ¢	ee instructions below e left of the order nu screen, select the 'i ders' details are sto Status IN PROGRESS IN PROGRESS	x mber(s) and click on "\ Print" or "Excel Sheet" b red for up to 30 days at	/ew Details' utton Rer 'dispatch' date Dispatch Date 03/24/2015 03/24/2015	Date Placed 03/24/2015 03/24/2015	¢ USPS USPS	User	ew Detai
	ew or Export/Print order View - select the box or bu Export/Print - from the ord MTEOR 'History for M Order Number 0002414559 0002414550 0002414560	e details, s ioxes to th der details MTESC o	ee instructions below e left of the order nu screen, select the 'i ders' details are sto Status IN PROGRESS IN PROGRESS IN PROGRESS	x imber(s) and click on ^\ rhint or Excel Sheet b red for up to 30 days al	/iew Details' utton Dispatch Date 03/24/2015 03/24/2015 03/25/2015	 ▲ Date Placed ■ 03/24/2015 ■ 03/24/2015 ■ 03/25/2015 	¢ USPS USPS USPS	User	ew Detai
	ev or ExpandPinit order View - select the box r b Conder View - select the box r b MTEOR 'History for A Order Number 0002414559 0002414550 0002414564 0002414567	details, s ioxes to th der details MTESC o ¢	ee instructions below le left of the order nu screen, select the 'I raders' details are sto Status IN PROGRESS IN PROGRESS IN PROGRESS REPLACED	x imber(s) and click on ^u imber(s) and click on ^u imber(s) and click on ^u imber (s) and click on ^u imber (s) and for up to 30 days al	Arean Details' utton Bispatch' date 03/24/2015 03/24/2015 03/25/2015 03/27/2015	Date Placed 03/24/2015 03/24/2015 03/24/2015 03/25/2015 03/25/2015 03/25/2015	¢ USPS USPS USPS SYSTEM	User	ew Detai
· · · · · · · · · · · · · · · · · · ·	ev or ExpositPind order View - select the box or b Conder Pind - from the ord MTEOR History for M 0002414559 0002414560 0002414564 0002414566	details, s ioxes to th der details <i>MTESC</i> o ¢	ee instructions below ee left of the order nu screen, select the 1 raders' details are sto Status IN PROGRESS IN PROGRESS IN PROGRESS REPLACED WITHDRAWN	x. Imber(s) and click on % Print or "Excel Sheet" b reed for up to 30 days al	Arew Details' utton fler 'blapatch' date Dispatch Date 03/24/2015 03/24/2015 03/25/2015 03/27/2015 03/27/2015	Date Placed Date Placed O3/24/2015 03/24/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015 00/25/201 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25 00/25	¢ USPS USPS USPS SYSTEM USPS	User	ew Detai
	ew or ExpositPrint over year, select the box or b ExpositPrint, - from the ord MTEOR History for M 002414559 0002414554 0002414563 0002414563	details, s ioxes to th der details MTESC o	ee instructions below is left of the order n. is screen, select the "I drars" details are sto Status IN PROGRESS IN PROGRESS IN PROGRESS REPLACED WITHDRAWN REPLACED	x. Imber(s) and click on % Print or "Excel Sheet" b Print or "Excel She	Arew Details' utton ther 'alapatch' date 03242015 03242015 03252015 032272015 032292015 032292015	Date Placed 03/24/2015 03/24/2015 03/25/2015 03/25/2015 03/25/2015 03/25/2015	USPS USPS USPS USPS USPS USPS USPS	User	ew Detai

You are taken to the Tray Label Holder Order Form. In Step 1, click "Next" to confirm Topeka, KS as the processing facility. This selection should not be changed as this is the only facility that will process your tray label holder order.

≥U ∕Iail Ti	ail Transport Equipment Ordering System								
Step 1. Se	el Holder Order Entry Form ect USPS Plant Pick Up Location								
Select sta	Select state, then city or plant for the location.								
Choose a	ity to narrow your search or directly choose a plant.								
State:	Kansas	~							
City:	ТОРЕКА	~							
Plants:	66MDC - USPS TOPEKA MDC - 500 SW GARY ORMBY DRIVE - TOPEKA, KS 666249998	~							
Make	Default for Future Requests								
			• Next						
Step 2. Tra	y Label Holder Order Date								
Step 3. Se	ect Order Quantities								
Step 4. Co	nfirm & Place Order								





In Step 2, you can select the date you want your order to be placed. The first available order date is tomorrow, but you can also place an order for a date 30 days in the future. The order is usually shipped within 6-10 days of the selected order date. Then, confirm the point-of-contact information or change what is there before clicking "Next."

ep 2. Tray Label Holder Order Date	
Tray Label Holder Order Date: Enter Point Of Contact:	
O May 2015 O	
Su Mo Tu We Th Fr Sa	
1 2 Phone Number: 7034567890	
3 4 5 6 7 8 9	
10 11 12 13 14 15 16	
17 18 19 20 21 22 23	
24 25 26 27 28 29 30 * Order will ship via Standard mail and the expected dial	delivery dates are 6-10 days from order date.

In Step 3, you can choose the quantity of tray label holders you need. A single order cannot exceed five rolls and each roll contains 5,000 pieces. Then, click "Next" to continue.

USPS	ЭМ [.]					MTEOR		
ail Transport Equipment Ordering System ay Label Holder Order Entry Form								
Step 1. Select USPS Plant Pick Up Location								
Step 2. Trey Label Holder Order Date								
Step 3. Select Order Quantiti	es							
Tray Label Holder Order Lin	nit Reached: 33%	т	a ray Label Holder Ord	er cannot exceel	d 15 rolls - eact	h roll contains 5000 pieces.		
Туре	Pieces per Roll	Roll Value	Quantity	Unit	Pieces	Value		
TRAY LABEL HOLDER	5000	\$78.46	5	Rolls	25,000	\$392.31		
						\$392.31		
Previous						Next		
Step 4. Confirm & Place Ord	er l							



In Step 4, you can complete the order by agreeing to the Terms & Conditions and clicking "Submit."



A success screen confirms the order has been submitted and in process.





Withdraw a Tray Label Holder Order

You can withdraw a tray label holder order prior to it being shipped. Click on the "Tray Label Holder Order History" tab from the *MTEOR Dashboard*. Click on the order number that you would like to withdraw, and then click the red "Withdraw Order" button.

MILENSING MALENSING AND								
Tray Label Holde	r Order - L0	00000181						
Last Updated: Tray Label Holder Ord Tray Label Holder Ord	der Date: der Status:	03/27/2015 13:15:33 05/01/2015 PLACED	Name: Phone: Email:	MANJU 785-861-00 mdimsmail@	DD ğusps.gov			
Tray Label Holder O	rder Requeste	ed Items						
Line Number	Туре		Q	uantity (Pieces)	Converted to Rolls			
1	TRAY	LABEL HOLDER		500	1			
Tray Label Holder O	rder Status H	story						
Update Date	Status	Remarks						
03/27/2015 13:15:33	PLACED	By USER <manju kulk<="" td=""><td>(ARNI> : Test for tray la</td><td>abel holder item</td><td></td></manju>	(ARNI> : Test for tray la	abel holder item				
→ Withdraw Tray	Label Holder O	rder Replicate Tray Label He	older Order					

After confirming this action, the tray label holder order is withdrawn. The status is updated on the MTEOR Dashboard.







Replicate a Tray Label Holder Order

To replicate an order, click on the "Tray Label Holder Order History" tab from the *MTEOR Dashboard*. Click on the order number that you would like to replicate, and then click the blue "Replicate Order" button. You are taken to the Replicate Tray Label Holder Order screen.

Mail Transp Tray Label Holde Pending orders without a contacting your BSN. Wi for a new order	ort Equ er Order De a Withdraw Tray La	Lipment Ordering etails Label Holder Order button can be abel Holder Orders will immediatel	g System modified or withdrawn y allow the user to select	by et the trip	Print rel Sheet
Tray Label Holde	r Order - L00	00000181			
Last Updated: Tray Label Holder Ord Tray Label Holder Ord	der Date: der Status:	03/27/2015 13:15:33 05/01/2015 PLACED	Name: Phone: Email:	MANJU 785-861-00 mdimsmail@	DD ğusps.gov
Tray Label Holder O	rder Requeste	ed Items			
Line Number	Туре		Q	uantity (Pieces)	Converted to Rolls
1	TRAY	LABEL HOLDER		500	1
Tray Label Holder O	rder Status Hi	story			
Update Date	Status	Remarks			
03/27/2015 13:15:33	PLACED	By USER <manju kulk<="" td=""><td>(ARNI> : Test for tray la</td><td>bel holder item</td><td></td></manju>	(ARNI> : Test for tray la	bel holder item	
A Withdraw Tray	Label Holder Or	der 13 Replicate Tray Label H	older Order		

You can select the order date for the new tray label holder order and confirm the point-ofcontact information. You cannot change the requested quantities on this screen. If you would like a different amount of tray label holders, then you must create a new tray label holder order.

\geqslant	US	P	S.C	0	Μ	·						MTEOR		
/lail Tray L	Tra abel	ns Hol	por der C	t E	qu r Er	ipm htry Fo	ent Orderir	ng Syste	m					
Review	Tray L	abel	Holder	Orde	r Det	ils								
Shipped	pped From:								Tray Label Holder I	tems:				
6MDC-U	IDC-USPS TOPEKA MDC							MTE Type		Roll Quantity	Piece Quantity			
OPEKA	, KS 6	66249	998	VL.					TRAY LABEL HOLD	ER	1	500		
0 Su	Мо	Ma Tu	y 201 We	L5 Th	Fr	0 Sa	Full Name:	Jon Doe						
					1	2	Phone Number:	1034507890						
	4	5	6	7	8	9	Email Address:	jondoe@email.	com	×				
	11	12	13	14	15					_				
	18	19	20	21	22									
31					29	30								
							* Order will ship vi	a Standard mail a	and the expected deliv	ery dates	are 6-10 days from orde	r date.		

Click "Submit" to complete the order and the success screen appears.





MTE Requests from Postal Plant

While MTESC Mailers are encouraged to order MTE directly from an MTESC, they can also request MTE from a Postal plant if they are willing to pick up the MTE themselves and the MTESC cannot fulfill their demand. All requests are listed on the Plant Request History tab.

≥USPS	COM [®]								M	ITEOI
lail Transp ashboard	ort Equipr	nent Or	dering Sy	stem						
ITE Delivery Addres	s / Facility									
NASS: 300PC - B	IG MAILER 2 - 50 S	W 12TH ST, KA	NSAS, KS 331:	Select Actio	on -	🖍 Report Invento	ry			
Before placing a Inventory must Before placing a	a New Order, review O be reported each Wed a New Request, reviev	irder History by s Inesday by 11:5 v Request Histor	electing specific orde 9 PM y.	ers. Orders may be	changed	by withdrawing an ex	iisting o	rder and plac	ng a new order	;
rders from the MTE	SC Plant Reque	st History	nventory History	MTE Catalog	Tray La	abel Holder Order H	istory			
To 'View' or 'Export/P • <u>View</u> - select the	rint' request history de e box or boxes to the le	tails, see instruct	tions below: number(s) and click	on 'View Details'						
To 'View' or 'Export/P • <u>View</u> - select th • <u>Export/Print</u> - fro <i>MTEOR</i> 'R	Print' request history de e box or boxes to the k om the request history equest History' details	tails, see instruc eft of the request details screen, s are stored for up	tions below: t number(s) and click elect the 'Print' or 'Ex to 30 days after the	on "View Details" «cel Sheet' button Requested Pick-Up	o Date		1		View	v Details
To 'View' or 'Export/P • <u>View</u> - select thr • <u>Export/Print</u> - fro <i>MTEOR 'R</i> Request Number	Print' request history de e box or boxes to the lipom the request history om the request history' details 'equest History' details \$ Status \$	etails, see instruc eft of the request details screen, s are stored for up Date Placed	tions below: t number(s) and click uelect the 'Print' or 'Ex to 30 days after the Date Requested \$	on "View Details" ccel Sheet' button Requested Pick-Up Ready for Pick Date	o Date Up ∳	Actual Pick Up Date	\$	Date Withdrawn	View View	v Details \$
To 'View' or 'Export/P • <u>View</u> - select th • <u>Export/Print</u> - fro <i>MTEOR 'R</i> • Request Number	Print' request history de e box or boxes to the l om the request history 'equest History' details Status \$	etails, see instruc eft of the request details screen, s are stored for up Date Placed	tions below: trumber(s) and click elect the 'Print' or 'Ex to to 30 days after the Date Requested	on "View Details" ccel Sheet' button Requested Pick-Up Ready for Pick Date	o Date Up ţ	Actual Pick Up Date	÷ .	Date Withdrawn	◆ User	v Details
To 'View' or 'Export/P • <u>View</u> - select thu • <u>Export/Print</u> - fro <i>MTEOR 'R</i> Q Request Number R0000000138	Print' request history de e box or boxes to the k om the request history 'equest History' details Status WITHDRAWN	tails, see instruc eft of the request details screen, s are stored for up Date Placed 07/11/2013	tions below: t number(s) and click velect the 'Print' or 'Ex to 30 days after the Requested 07/20/2013	on "View Details" ccel Sheet' button Requested Pick-Uj Ready for Pick Date	o Date Up ţ	Actual Pick Up Date	¢ .	Date Withdrawn 07/31/2013	 ♥ User ■ BSA4BM3 	v Details
To 'View' or 'Export/P • <u>View</u> - select the • <u>Export/Print</u> - fro <i>MTEOR 'R</i> Request Request Route Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rout Rou	Print' request history de e box or boxes to the li om the request history 'equest History' details	Date Placed 107/11/2013	tions below: trumber(s) and click select the 'Print' or 'Ex to 30 days after the Date Requested 07/20/2013 07/20/2013	con "View Details" ccel Sheet' button Requested Pick-Up Ready for Pick Date	o Date Up ţ	Actual Pick Up Date	◆	Date Withdrawn 07/31/2013 07/31/2013	Viev User BSA4BM3 BSA4BM3	v Details
To 'View' or 'Export/P • <u>View</u> - select thu • <u>Export/Print</u> - fro <i>MTEOR</i> 'R Request Number R0000000138 R0000000164 R0000000804	Print' request history de e box or boxes to the k om the request history Pequest History' details Call of the second	tails, see instruc eft of the request details screen, s are stored for up Date Placed 07/11/2013 07/18/2013 06/20/2014	tions below: trumber(s) and click select the 'Print' or 'Ex to 30 days after the Pate Requested 07/20/2013 07/20/2013 07/07/2014	on "View Details" ccel Sheet' button Requested Pick-Up Ready for Pick Date	o Date Up ∳	Actual Pick Up Date	◆	Date Withdrawn 07/31/2013 07/31/2013	View User BSA4BM3 BSA4BM3 sritestdevr	v Details
To 'View' or 'Export/P • <u>View</u> - select thu • <u>Export/Print</u> - fro <i>MTEOR</i> 'R Request Request Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool Roundool	Print' request history de e box or boxes to the k om the request history Request History' details Status Image: Comparison of the co	Date Placed 07/11/2013 06/20/2014	tions below: t number(s) and click velect the 'Print' or 'Ex t o 30 days after the Date Requested 07/20/2013 07/20/2013 07/07/2014 07/07/2014	con "View Details" ccel Sheet' button Requested Pick-Up Ready for Pick Date	up 🔶	Actual Pick Up Date		Date Withdrawn 07/31/2013 07/31/2013	View User BSA4BM3 BSA4BM3 sritestdevr sritestdevr	v Details
To 'View' or 'Export/P • <u>View</u> - select thu • <u>Export/Print</u> - fro <i>MTEOR 'R</i> Request Number Rooo0000138 Roo00000164 Roo00000808 Roo00000808 Roo00000808	Print' request history de e box or boxes to the I om the request history lequest History' details Status Status WITHDRAWN WITHDRAWN PLACED PLACED PLACED	tails, see instructeft of the request details screen, s are stored for up Date Placed 07/11/2013 07/18/2013 06/20/2014 06/23/2014 06/23/2014	tions below: t number(s) and click select the 'Print' or 'Ex to 30 days after the Date Requested ¢ 07/20/2013 07/20/2013 07/20/2014 07/07/2014 07/09/2014	: on "View Details" ccel Sheet' button Requested Pick-Up Ready for Pick Date	up ♦	Actual Pick Up Date	¢ ,	Date Withdrawn 07/31/2013 07/31/2013	Viev User BSA4BM3 BSA4BM3 sritestdevr sritestdevr	v Details

MTEOR requests from the plants can be placed in the following statuses:

- "Placed": Request has been submitted by you and no action has been taken by the plant
- "Pending": Request is currently being processed, but is not ready for pick up
- "Ready for Pick Up": Request has been fulfilled and is ready for pick up at the Postal plant
- "Complete": Request has been fulfilled and picked up from the Postal plant
- "Withdrawn": Request has been withdrawn by either you or the plant (indicated in the User column)





Place MTE Request from Local Plant

On the *MTEOR Dashboard,* choose your facility from the drop-down if you have access to more than one location. Click the "Select Action" drop-down button, and select "Create New One Time Request."

	~ ~ ~ ·	LEUUI		DELIND SV	STREET					
shboard	sho			aoning ey	Stem					
E Delivery Ad	dress / F	acility				_				
NASS: 300PC	- BIG N	IAILER 2 - 5) SW 12TH ST, K	ANSAS, KS 331: 🗸	Select Action -	1	Report Inventory			
Before play	ing a Ne	w Order revie	w Order History by	selecting specific orde	Create New MTE	SC Ord	er	ting order and place	ing a new order	
 Inventory r 	nust be re	ported each	Vednesday by 11:8	59 PM				ang order and place	any a new order	
 Before play 	ing a Ne	w Request re	view Request Histor	v.	Create New One	Time R	equest			
ders from the	MTESC	Plant Re	quest History	Inventory History	Create New Tray	Label H	lolder Order	tory		
 B. Gaussian PT 	and the second		, dataila ana in t	fines helen						
 View' or 'Exp View - sele 	ort/Print'	request histor	/ details, see instruc	tions below:	on 'View Details'					
 View' or 'Exp <u>View</u> - sele Export/Prin 	ort/Print' ct the box t - from th	request histor t or boxes to t te request his	y details, see instruc he left of the reques ory details screen, s	tions below: t number(s) and click select the 'Print' or 'Exi	on "View Details' cel Sheet' button					
 View' or 'Exp <u>View</u> - sele <u>Export/Prin</u> 	ort/Print' ct the box t - from th R 'Reque	request histor t or boxes to t le request his st History' dei	y details, see instruc he left of the reques ony details screen, s ails are stored for u	tions below: t number(s) and click select the 'Print' or 'Ex	on "View Details' cel Sheet' button Requested Pick-Un Date					
 View' or 'Exp <u>View</u> - sele <u>Export/Prin</u> MTEC 	ort/Print' ct the box <u>t</u> - from th <i>R 'Requ</i> e	request histor or boxes to t re request his st History' des	y details, see instruc he left of the reques vory details screen, s ails are stored for up	tions below: t number(s) and click select the 'Print' or 'Ex o to 30 days after the a	on 'View Details' cel Sheet' button Requested Pick-Up Date				View D	etail
 View' or 'Exp <u>View</u> - sele <u>Export/Prin</u> MTEC 	ort/Print' ct the box <u>t</u> - from th <i>R 'Reque</i>	request histor or boxes to t le request his st History' del	y details, see instruct he left of the reques ory details screen, s ails are stored for u	tions below: t number(s) and click select the 'Print' or 'Ex o to 30 days after the	on "View Details' cel Sheet' button Requested Pick-Up Date				View D	etail
 View' or 'Exp <u>View</u> - sele <u>Export/Prin</u> MTEC Reque Numb 	ort/Print' t the box t - from th <i>R 'Reque</i> st er ◆	request histor : or boxes to t le request his st History' dei Status	y details, see instruct he left of the reques tory details screen, s ails are stored for u alls are stored for u blaced ▲	tions below: t number(s) and click i select the 'Print' or 'Ex to to 30 days after the to Jobse Requested	on 'View Details' cel Sheet' button Requested Pick-Up Date Ready for Pick Up Date	¢ A	ctual Pick Up Date ⊄	, Date Withdrawn	View D ♦ User ♦	etail
 View' or 'Exp View - sele Export/Prin MTEC Reque Numb 	ort/Print' ct the box t - from th <i>R 'Reque</i> st er \$	request histor c or boxes to t le request his st History' dec Status	y details, see instruct he left of the request ory details screen, t ails are stored for up Date Placed	tions below: t number(s) and click 4 select the 'Print' or 'Ex to to 30 days after the Date Requested	on 'View Details' cel Sheet' button Requested Pick-Up Date Ready for Pick Up Date	¢ A	ctual Pick Up Date	, Date Withdrawn	View D	etail
 View' or 'Exp View - sele Export/Prin MTEC Reque Numb R00000001 	st R 'Reque	equest histor c or boxes to t le request his st History' dei Status WITHDRAW	y details, see instruct he left of the request ory details screen, t ails are stored for u Date Placed ^ N 07/11/2013	tions below: tions below: tions below: select the 'Print' or 'Ex to to 30 days after the Date Requested 07/20/2013	on "View Details" cel Sheet" button Requested Pick-Up Date Ready for Pick Up Date	¢ A	ctual Pick Up Date	Date Withdrawn	View D View D SA4BM3	etail
 View' or 'Exp View - sele Export/Prin MTEC Reque R00000001 R00000001 	ort/Print' ct the box t - from th <i>R 'Reque</i> st er \$	equest histor c or boxes to t le request his st History' dei Status WITHDRAW WITHDRAW	y details, see instruct he left of the request ony details screen, st ails are stored for up	tions below: t number(s) and click (select the 'Print' or 'Ex to to 30 days after the Date Requested 07/20/2013 07/20/2013	on 'View Details' cel Sheet' button Requested Pick-Up Date Ready for Pick Up Date	♠ A	ctual Pick Up Date	Date Withdrawn 07/31/2013 07/31/2013	View D View D BSA4BM3 BSA4BM3	etail
View' or 'Exp View - sele Export/Prin MTEC Reque R00000001 R00000001	ort/Print' ct the box t - from th R 'Reque st er \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	equest histor : or boxes to t e request his st History' dei Status WITHDRAW WITHDRAW PLACED	y details, see instruct he left of the request ony details screen, stored for up	tions below: ti number(s) and click (select the 'Print' or 'Ex to to 30 days after the Date Requested 07/20/2013 07/20/2013 07/07/2014	on 'View Details' cel Sheet' button Requested Pick-Up Date Ready for Pick Up Date	♠ A	ctual Pick Up d Date	Date Withdrawn 07/31/2013 07/31/2013	View D View D BSA4BM3 BSA4BM3 sritestdevmt	etail
View' or 'Exp View' or 'Exp View - sele Export/Prin MTEC Reque Numb R00000001 R00000001 R00000001 R00000001	st the box t - from the R 'Request st c - c - c - c - c - c - c - c - c - c	equest histor cor boxes to t e request his st History' dei Status WITHDRAW WITHDRAW PLACED PLACED	y details, see instruc he left of the reques ory details screen, s ails are stored for up Placed ▲ N 07/11/2013 N 07/11/2013 06/20/2014 06/23/2014	tions below: tions below: tumber(s) and click k select the 'Print' or 'Ex o to 30 days after the or Date Requested ¢ 07/20/2013 07/20/2013 07/07/2014	on 'View Details' cel Sheet' button Requested Pick-Up Date Ready for Pick Up Date	▲	ctual Pick Up Date	Date Withdrawn 07/31/2013 07/31/2013	♦ User ♦ BSA4BM3 BSA4BM3 sritestdevmt sritestdevmt	etail
View or 'Exp View - sele Export/Prin MTEC Reque Numb R00000001 R00000001 R00000001 R00000001 R00000000 R00000000 R00000000	ort/Print' t the box t - from th R 'Request st er \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	equest histor or boxes to the request history' delivery' delivery' Status WITHDRAW WITHDRAW PLACED PLACED	y details, see instruc he left of the reques ony details screen, s alls are stored for up	Date Print' or 'Exit Requested \$ 07/20/2013 07/0/2014 07/07/2014 07/07/2014	on "View Details" cel Sheet' button Requested Pick-Up Date Ready for Pick Up Date	▲	ctual Pick Up Date	Date Withdrawn 07/31/2013 07/31/2013	View D View D BSA4BM3 BSA4BM3 sritestdevmt sritestdevmt sritestdevmt	etail





You are taken to the Request Entry Form. In Step 1, select the State, City, and Plant you would like to request your MTE from. While you will not be required to select a City, this will allow you to further filter down the options. Click "Next".

		Home Gateway Logo
≥U	ISPS.COM	MTEOR
Aail T	ransport Equipment Ordering System	
Step 1. S	letes USPS Plant Pisk Up Location	
Select st	late, then oily or plant for the MITE pick up location.	
Choose a	a dity to narrow your search or directly choose a plant.	
State:	Massachusetta	
City	MANSHELD	
Plants:	020AX - MANSFIELD MA ANNEX - 31 MIDDLESEX DRIVE - MANSFIELD, MA 020401137	
	2) Make Default for Fulure Recyclib	© Next
Step 2. F	lequest Pick Up Date Tip!	
5%p 3.5	Default to this plant next time you create a	
Step 4. 0	Cartern & Place Crister request by checking "Make Default for Future Requests"	

In Step 2, select your desired pick up date. The plant has the opportunity to either accept the

requested date or select a different date. Once you update the POC contact information and add additional comments (if necessary), select "Next".

ILISPS COM	MTE
all Transport Equipme	ent Ordening System
NOT COMPTENDED FOR THE OWNER	
NO 2 Property Free Op Dates	
equest Proto Date	· Policy dates are not guaranted
O Seutenber 3013 O	 Sheat your reason mattery for your Ready for Risk up date
Se mo fe vie fe er se	as unanotates of the tree product with the invalidation. • Note rearists of the basis of the place, for 3 days after prov-
10.21.21.21.21.21.21	softwarder of primer states. However, we plated up prior recommendation? If where 5 stores, we will report the begins and
10. 10. 11. 11. 10. 10. 10.	within your request
11 +++++ 1d 11 -= 21	
13 34 23 28 17 28	The contact information for the
1.1.1.1	person managing the request
2	should be included here.
Erder Pool Of Direland	
	The first contraction data where
full darmer	 Too are recipiently a D-B to server than an route both the recipient time.
	 # joo teve adottors/ MPC acceleration
From Santar	4 July Teles Addition (MTL Additional) 50% commission for the main advantatione
Prove San Carlos	4 you have address of the second rates the communication for the main accession
Prove So-day Read Address	di può losse apporto si del la socialmente tottes commissione for the tradit apprendictione Applie d'all'argentes appendicts
Prod Anton	
Profession	
Province	P (Sol New Address of UT of Solutionary) Tobe Confirmations for the Hart Released to the Viel of fail or page on the Solution for the Hart Released to the
Provide Locidies	4 you have address of the fraction and the fraction of th
Arcon London Kondo London Kondo London Ortenido London Social Data Data Section 2010	A point has appropriate a second and the second appropriate and the second appropriate appropropriote appropriate appropriote appropristing appropriate appro
Anone Survive Read Antine Anone Anoone Anone Anone Anoone Anoone Anoone Ano	Same day and next day pick-up requests can be included here. Anything included in this box





In Step 3, select your MTE type and quantity. You can request in pieces, pallets, or a mixture of the two by selecting the drop down.

MTEOR will calculate the truck volume using the bar under "Step 3: Select Order Quantities". There is a minimum of one piece and maximum of 48 pallets per request.

Click "Next" to continue.

o 1. Select USPS Plant I	hai Vo Loastien				M	TE ar	nd desig	jnate the type
y 3. Report Pick Up Dat					ar	nd qu	uantity d	lesired in the
o 3. Select Crow Quarter	**				Au	aiuo	the nex	t page.
persit Limit Reached. 19					-			
ti type	Pieces per Patho	Piece Volue	Quartity	Dug Co	1908		Parat	
UNIT TRAIT	120	\$2.98			Real			
IN SLEEVE	019	30.71			From			
AT THE	14	33.09	6		inies.		420	82,137.80
AT TUBLIO	1992	\$1.28			mon			
ALF TRAY	400	\$1.44			Prom			
N 9482/5	1121	30.45			Prom			
M TRAY	210	32.24			Perm			
N REPORT	000	85.71			Recen			
KORITY MAIL SACK	080	30.99	2		Paren		1,280	36,389,00
IN CLEAR BACK	000	30.84			Prom	×		
LLFT	48	\$19.54			Pears			
THERMITE		\$1.00			Capes.			

In Step 4, you should include any additional comments, notes, or requests for the plant in the Additional Requests box on the next page. You can read the Terms and Conditions and select the checkbox next to "I Agree". Once all of this information is entered, hit "Submit".

	 previous page here as well as any
149 of 149 characters remaining	additional comments for the plant.
understand that Mail Transport Equipment is the pro-	certy of the United States Postal Service and it is provided solely for banaporting and handling mail. Misuse
ray be a violation of federal law.	
Read Complete Terms And Conditions	
2 I Agree.	
I Agree.	
I Agree.	





You will be taken to the Postal Store website to checkout and complete the request. **These steps are required to complete the order**. Click "Checkout" to go to the next screen.

often n O create Risconte		▲ *.20	M readout
USPS.COM		Sea	nch USPS.com or Track Packages
Shopping Cart			
Bit Tamper Bugeneti Danit. Angune Program Basteri A Ali Sane Bai Ali Sane Bai Ali Sane Bai Bai Bai Bai Sano - awatetegi ku Ando - y ketagatete Kok	Cost to Mailer		Order Summary
173	87	757.4	Subatul \$1.00
FLATTING hour hydrae (A Wee 10 0 / 40 = 10 10 10	Value to USPS	- 110	Tana MTE BROJER BRO
DOODTY MAA SASK			Tree: \$0.00
Week (818) + 101 - 81,303 M	000	\$8.90	deck to dealtboard

Click "Place My Order" to finalize your request.

tryter 🤟 🕢 Customer Service 🛛 💭 G	SP1 Moole	🛓 Hi jai	· 9	Designed Cart (2)
Checkout:			Search USPS.com or	Tratk Patkages Q
Customer & Shipping Information	Billing	Bassianw	Conf	malion
Ref Tansport Spupmen: Dratin Angunes Anag Det (#1930) 200 Alex The Doc Mare It & Middat Republic Angu Latanin And Store Tools (* Anago 1938)	- 27 ANDOLETER CHARGE MANAGEMED, ANY SOLETTER STY	TOTAL	Orde	50.00
FLAT TUB Pences Ter Patiet IM Vete: 15.09 x 420 + 52, 517.50	420	\$0.00	Total MTE Value	\$48,525.00
PRORTY MAL, SACK Peces Per Pele: 50 Vale: 55.09 x 120 - 55,001.00	1250	\$0.00	Total	\$U.00 My Order to Deshiboard

The request is not complete until the "Success!" message appears.

USPS.COM			Search USPS com or Track Packagee	Q
Your Order has been Pla	ced!			
Customer & Shipping Information	Gilling	Review	Confermation	•
	Succe Back to Destributed	ssi		





Prepare to Pick Up MTE

To determine when the requested MTE is available for pick up, you must continuously check the *MTEOR Dashboard*. The request is not ready until the status says "Ready for Pickup".

(NOTE: Mailers who currently have MTE delivered by the Postal plant will continue as normal.)

															-
υ	JSPS.CC	DM'											-	M	TE
T	ransport	Equip	nent	Ord	dering S	y	stem								
bo	ard			_				_		_		_		_	
		<u>.</u>				-									
εò	R ID 117518 - LOC	AL MALER	1.107.8	WARE	T ST, SAN FRA	0ý	· O Court	a ne	v Plant Requi	e.					
Del	Ive riscing a New Re	mat are	Excust 7	interes.											
the	and Halary H	TP Cataton		199											
	and an Excernible of the	quest Nation	detain, se	e instru	ctione below:										
0.76	an in antiquipulation		a second second			1 - m	official design and and and and and and and and and an								
• • •	Vew - select the box o <u>Deposition</u> - from the	or boxes to f	e left of th ry details	e reque somen.	at number(s) and select the Print		Excel Sheet builton								
• 3	Very - select the box's Expost Print - from the MTEO/F Wepsets	or boxes to f a request his? r Matory' del	e left of th ny details Its are stor	e reque somen. ed for e	ot number(s) and select the Print o to 14 days after	1.00	Excel Sheet button Excel Sheet button ctual pickup' date								
• 1	View - select the box <u>EngodiPrint</u> - from the MTEO/F Wegneti	or boxes to f a request his i relatory' deli	e left of th ny debels Is are stor	e reque screen. ed for a	ot number(s) and select the Print p to 14 days effe		or of view Greats Excel Sheet builton ctual pickup' date						V	Terra De	cuil
• •	Request Number	or boxes to th a request that c relatory' deal	e left of th rry details it are stor Date Placed	e reque screen. ed for e	Date Requested		Ready for Pick Up Date	•	Actual Pick U Date	× •	Date Visithdrawn	•	User	in the second	e al
• •	Request Number	or boxes to fi a request the r Matory' dell Statue	e left of th ry details it are stor Date Placed	e reque somen ed for e	Date Requested	•	Roady for Pick Up	•	Actual Pick U Date	۰ ۲	Date Visithdrawn	•	Uter	inn Dr	r.H
• • •	Request Mumber	or boxes to fi a request har r Matory' set Status WITHDRA	e left of th rry details it are stor 9 Date Place dv 11/13	e regie somen. ed for e	Date Request the Proc Date Requested T2003/2015	•	Roady for Pick Up	•	Artual Pick U Date	× •	Date Withdrawn	•	User	e next	1
• • •	Veg- select file box <u>Expectifie</u> - from the MTEOP Yeques Request Number Reproceeding Reproceeding	or boxes to P a vocasti Nor Abstoy' sell Status WITHDRA COMPLET	e left of th ny deteils fr are stor 9 Date Places dv 11/13 (2/18	e reque somen. ed for e ed for e ed for e	Date Requested T20032013 12212013	•	Read Version Trace Development metal protopy date Ready for Pick Up Date (2000/01)	•	Actual Pick U Date	P •	Dete Vittodravn 15.19/20	•	User dechop By USP	e e nend	100
	Very - select the too I <u>Experient Prove</u> - from the IntEC/M Weyness Respect Number Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15 Resources/15	or boxes to it in request har offstory' earl Statue WITHDRAD COMPLETI COMPLETI	e left of th ny details its are stor 9 Date Places dv 11/13 (UP 12/13	e reque somen ed for e somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen somen s	Date Requested Requested T200/2013 12/21/2013	• •	State And Annual Control Contr	•	Artual Pick U Date	P •	Date VSthdrawn 15/19/27	•	User dentegi Sy USP	e e nerd %	
	Very - select the too i <u>Experient Prove</u> - from the IntEC/M Veryoon Reposition of the Reposition of t	or boxes to it a veguest her of datory' set Status with DRA DOMPLET DV FOR PIC PLACED	beford the rey details the are store Details Details Places Av 11/15 12/15 CUP 12/15 DETAILS DETAILS TO TO	e reque screen. ed for e scons scons scons scons scons scons	Date Reported for Prec Date Reported Toloscores 12/25/2015 T2/05/2015	•	Stand Parts Varian Charl Parts Varian Charl period? date Standy har Plack Up Cone (2000/2013) (2010/2013)		Actual Pick U Date	Р • 12	Dele Vitibulizion In Nycipi	•	Uner denteg dy USF dy USF	eneret e resist ris fis dan	
	Virg: - select the too: Virg: - select the too: Expositive: - from to INTECH* Mayoo Request Number Happonoviris Reconstruction Reconstruction Reconstruction Reconstruction Reconstruction Reconstruction Reconstruction Reconstruction Reconstruction	or books to it a vegacit har cristopy' cert Status WITHORIA DY FOR PIC PLACED WITHORIA	e left of th ny details in are store Date Places in 11/13 12/13 12/13 12/13 12/13 12/13	e regie soreen. ed for e kdorts kdorts kdorts kdorts kdorts kdorts	at surveys, and parent the Price p to 14 days whe Requested topos/abits topos/abits topos/abits topos/abits topos/abits topos/abits topos/abits	•	Roord Valley Valley Control Development (Seedy har Plot Up Cont (2002015) (2010;2015)	•	Actual Pick U Date	12	Dele Vittedram Its1922	•	User denkop By USP By USP Sty USP	nest 15 15 15 15	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Virg: - select the loss Virg: - select the loss Expect/First - from the loss INTEC/IV Meyors Request Number H0000000475 R000000475 R000000475 R000000475 R000000475 R000000475 R000000476 R000000478 R000000478	or books to its request have relatory' early Status COMPLETE DY FOR PIC PLACED WITHORUS PENDING	e left of de ry details there store 0 Defe Places 0 1015 10210 1017 1017 1017 1017 1017	e regie poreen. ed for e vdorts vdorts vdorts vdorts vdorts vdorts vdorts vdorts vdorts vdorts vdorts	at surveys and severe the "Area" p to 14 days after Requested 1205/2015 1205/2015 1205/2015 1205/2016	• •	Rosey har Pask Up Care Sher York Up Care (2002015 (2002015) (2002015)		Arthaal Pick U Date	P e	Date 15 Bodrawn 15 19-020 05 18-020	•	Deer dentep dy USP dy USP dy USP	e e need ris da daa ris ris	
	Virg select the loss Virg select the loss Expect/Proj from the intEC/M Maynes Respect Number H0000000475 R000000476 R000000480 R000000481 R000000482 R000000482 R000000483	or books to fit request hair relatory' earl Status WITHORU DV FOR PIC PLACED WITHORU PENDIND WITHORU	Definition Definition Definition Definition Definition Definition Table T	4 region porten ad for a adotti (2014) (2014) (2014) (2014)	E fundación de por la deponie de por la deponie de de de totologica de totologica de toto	•	Roord Values Control Development Roordy for Plot Up Date (2000015 (2010/2015)		Actual Pick U Date	H2	Date 1950xdrawn 1x 19429 0x 15-20 0x 15-20	¢ 13.	Deer derleg By USP By USP By USP By USP	reve Co e rest0 ris ris ris ris ris	

You must bring the *Request Details* page showing the status of "Ready for Pick up" to the plant to retrieve your MTE. You can print this by opening the individual request from the *MTEOR Dashboard* and clicking the "Print" button in the internet browser window.

				Hom	e Ostevey Logov
USPS.CO	M.				MTEOR
Mail Transport E Request Details	quipment Ordering	Syste	m		
Request - R000000279					
Last Updated: Requested Pish Up Date: Request Status:	08/29/2013 08:00:31 08/04/2013 READY FOR FICK UP		Pickup From:	DIDPULSPRINGFIELD MA PMPC 100 EROCKDALE ROAD SPRINGFIELD, MA 011043208	
Requested Line Items	MIE Turne			(hearth (Fiscal)	-
1	EMILTRAY			20	
2	EMM SLEEVE			1.038	
2	FLAT TUB			212	
4	PLAT TUS LID			4,608	
<					
Request Status History Update Cute	Batus		Remarks		
08/29/2013 08:50:31	NEADY UP	FOR PICK	By USPS : Pick up on ald for 45 hours. Please	08/30/2013 from 08:30:00 AM to 64:00:00 PM, 'Y remember to bring a print out of this page.	our request will be h
08/22/2013 11:25:48	PENDIN	0	By USPS : We are our y for pickup within 48 ho equested MTE in stock. (ently processing your request. In most cases, your urs. However in some cases it may take longer if w Rease check back to see when your request is read	request will be read e don't have your r y for pick up.
06/22/2013 11:23:51	PLACED		By USER -mayarkg?t	K0	
🔶 Withdraw Request					
ack to Dashboard					







Withdraw a Plant Request

If you decide you no longer need the requested MTE, you can withdraw the request at any point. Reasons for withdrawing the request include: you no longer need the MTE –or– you will not receive the MTE by the date you requested so you would like to request MTE from another plant.

Begin at the *MTEOR Dashboard* on the *Plant Request History* tab. Select the request or requests you would like to withdraw and click "View Details".

equest Details	quipment C	rdering sys	stem		
Request - R000000804					
aet Updated:	00	20/2014 09:04:05	Pickup From:	GEEX-OMAILA	
lequested Pick Up Date:	07	07/2014			
Requested Line Berry	PA	ACCO		CHIANA, NE 6510	103250
ine Number	MTE Type			Quantity (Pieces)	Converted to Pallets
	EMM TRAY			120	10
l .	EMM SLEEVE			519	1.0
	FLAT TUB			84	10
l .	PLAT TUB UD			1,152	1.0
	PALLET			990	22.0
loquest Status History Ipdate Date		Status	Remarks		
8/20/2014 09:04:08		PLACED	By USER investoration (

Once the request details page is open, click the red "Withdraw" button.

After confirming this action, your request will be withdrawn.

USPS .CO	M.				MTEOF
Mail Transport E Request Details	quipment Or	dering System			
Request - R0000000804					
ast Updated:	06/20	12014 09:04:05	014 DP:04:05 Pickup From:		
Requested Pick Up Date: Request Status:	07/07 PLAC	72914 380		OMAHA, NE 681083259	
Line Number	MTE Type	Maxima formulation		Quantity (Pieces)	Converted to Palleta
	EMM TRAY	message non weipage		120	1.0
	EMM SLEEVE	Constanting Factor	Faculary AND DOCUMENT	519	1.0
	FLAT TUB	•		84	10
	PLAT TUB UD			1,152	1.0
	PALLET	CIK	Cancel	890	22.0
lequest Status History				1	
Update Date		Status Rema	arka		
06/20/2014 06:04:06		PLACED By US	SEM varies/downlat		
+ Withdraw Request	Replicate Request				





Replicate a Plant Request

You can also replicate any request on your *MTEOR Dashboard* if you plan to request the same type of quantity of MTE again.

Begin at the *MTEOR Dashboard* on the *Plant Request History* tab. Select the request or requests you would like to replicate and click "View Details".

	USPS.	C	. M C											M	TE
ai sh	I Transpo board	ort	Equip	ment O	ordering S	Sy	stem								
E	Delivery Address	/ Fac	ility												
NA	ASS: 300PC - BIG	9 MA	LER 2 - 50 S	W 12TH ST,	KANSAS, KS 331	: 🗸	Select Action	n -	1	Report Inventor	У				
	Before placing a l	e repo	rted each Weo	Inesday by 11 v Request Hist	ry selecting specific 1:59 PM tory.	Jide	MTE Catalog	Travel	abel (anurawing an exis	sang	order and placin	ya n	ew order	
•~•	/iew' or 'Export/Print View - select the t Export/Print - from MTEOR /Rec	nt'rec box o n the ouest	uest history de r boxes to the I request history	tails, see instr eft of the requi details screen	uctions below: est number(s) and c n, select the 'Print' or	lick r 'Ex	on "View Details' cel Sheet' button								
			History' details	are stored for	up to 30 days after	the	Requested Pick-Up	Date						View	Deta
	Request Number	\$	History' details Status \$	Date Placed	Date Requested	¢	Ready for Pick Date	Date Up ∳	. A	ictual Pick Up Date	¢	Date Withdrawn	\$	View	Deta
	Request Number	¢	Status \$	Date Placed	Date Requested	¢	Ready for Pick Ready for Pick Date	Up 🔶	A	uctual Pick Up Date	\$	Date Withdrawn	¢	View User BSA4BM3	Deta
	Request Number R0000000138 R0000000164	¢] ν	Status ¢	Date Placed 07/11/2013 07/18/2013	Up to 30 days after Date Requested 07/20/2013 07/20/2013	¢	Ready for Pick Date	Up 🔶	A	uctual Pick Up Date	\$	Date Withdrawn 07/31/2013 07/31/2013	\$	View User BSA4BM3 BSA4BM3	¢
	Request Number R0000000138 R0000000164 R0000000804		Status ¢	Date Placed	Date Requested 07/20/2013 07/20/2013 07/07/2014	¢	Ready for Pick Date	Up 🔶	A	uctual Pick Up Date	\$	Date Withdrawn 07/31/2013 07/31/2013	•	View User BSA4BM3 BSA4BM3 sritestdev	Deta ◆ 3 mt
	Request Number R0000000138 R0000000164 R0000000804 R0000000808	¢ ۷ ۷ ۴	Status ¢ Status ¢ VITHDRAWN VITHDRAWN LACED LACED	are stored for Date Placed 07/11/2013 07/18/2013 06/20/2014 06/23/2014	 Date Requested 07/20/2013 07/07/2014 	¢	Ready for Pick Date	Up 🔶	A .	Loctual Pick Up Date	¢	Date Withdrawn 07/31/2013 07/31/2013	¢	View User BSA4BM3 Sritestdev sritestdev	Deta

Once the request(s) is open, click the blue "Replicate" button.

equest Details			5.011		
Request - R0000000804					
ast Updated:	06	20/2014 09:04:05	Pickup From:	GEEK-OMAILA	
Requested Pick Up Date: Request Status:	074 PL	07/2014 ACED		OMAHA, NE 6810	83250
Requested Line Terms					
Line Number	MTE Type			Quantity (Pieces)	Converted to Palleta
1	EMM TRAY			120	1.0
2	EMM SLEEVE			519	1.0
1	FLAT TUB			84	1.0
4	PLAT TUB UD			1,152	1.0
ŝ	PALLET			890	22.0
On success distances it in the success					
Request Status History Redute Date		Status	Remarks		





This will take you to a *Request Entry Form* where you can select your new pick up or delivery date and copy over your previous comments.

(Note: "Other MTE" comments are not automatically included and will need to be copied over by selecting "Copy Previous Comments." The comments can be edited after you copy them over if necessary.)

Then, hit "Submit"

You will be taken to the Postal Store website to checkout and complete the request. **These steps are required to complete the order**. Click "Checkout" to go to the next screen.

	S _{CO}	M.		MTEOR
lail Tran equest Entr	sport E	quipr	nent Ordering System	
Review Request (etails			
ickup From:			Order Items:	
JOX-OMAHA			MTE Type	Quantity (Pieces)
MAHA, NE 68108	3259		EMM TRAY	120
revious Commer	ts:		EMM SLEEVE	519
o Previous Comm	ents		FLAT TUB	84
			FLAT TUB LID	1,152
			PALLET	990
elect Transporta	tion			
5 6 7 12 13 14 19 20 21 26 27 28	1 2 8 9 15 16 22 23 29 30	3 4 10 11 17 18 24 25	indicated in the Resty for Pickup request comments, we will restork the items and withdraw your request.	
Enter Point Of Full Name: Phone Number	Contact: on doe : 703456789	0	Use the comments has when • You are requesting a park up earlier than 48 hours • You have additional MTE requirements • Other communication for the Plant representative	from the request date

Click "Place My Order" to finalize your request.

USPSI	LLW			Tanto e Decra Trainsi Sellar 🛛 🔍
	Checkout:			
	Andread Waying Honolas Mag	_	Reter	formate.
	And Particular Control for a control of the control			tenke Summary
	Andre State and souther face, door, dorners		an 114	
	Real Table 1 Annual Annual Ian Annual Ian Marca Annual Annual Ian	-	9.00	The second second
	ngen saar va Teasar var oost op Teasar saar oo oost op	541		
	Aud I las SELAESTE Channe		8.0	
	SCORE on No. 11.1. The Land			
		+61	36.00	

The request is not complete until the "Success!" message appears.

≥USPS.C	COM			Search or Enter a Tracking Humber	۹
	Your Order has been Pla				
	Contorne & Dripping Internation	Blog.	Facility	Continuation	
		Succe	essi		





Tools and Resources

Additional MTEOR tools and resources can be found on the MTEOR webpage, <u>https://ribbs.usps.gov/mteor</u>. There you can find one-page overviews for each action to take in MTEOR and other helpful information.

MTEOR Help Desk

The MTEOR Help Desk is a vital resource to ensure incidents are quickly resolved. This group is responsible for a number of other activities as outlined below.



The MTEOR Help Desk can be contacted by emailing <u>MTEOR@usps.gov</u> or by calling 1-866-330-3404 from 7:00 a.m. to 5:00 p.m. (CST).

