



Deactivate Standing Request Template

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

1. Go to your MTEOR Dashboard, under the "Standing Request Templates" tab, click a template number or select the check box and click "View Details"

You can modify a standing request template in "Active" status at any time during the 90-day period



2. Click "Edit" to make changes to the template

Any changes to the standing request template must be approved or denied by the Postal Plant



3. Confirm or edit your Point of Contact information in step 2, then click "Next"

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



4. Check the "Deactivate" box in step 3 and confirm you want to cancel the standing request template in the "pop-up window"

Once you deactivate a standing request template, all open requests associated with the standing request template will be placed in "withdrawn" status



- 5. You will see the "Deactivated Template" message in red once you successfully deactivated your standing request template
- 6. Click "Back to Dashboard" to return to your MTEOR Dashboard



