



Create Tray Label Holder Request

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

- 1. Login into MTEOR and select your facility
- 2. Click the "Select Action" button from your MTEOR Dashboard, then select "Create New Tray Label Holder Request"
- 3. Select the State, City, and Plant for the plant you would like to request your Tray Label Holder from, then click "Next"
- 4. Request the pick-up date and verify your point of contact information
- 5. Insert any special requests or additional information, then click "Next"
- 6. Select the quantity of Tray Label Holders you want to request
- 7. Click "Next" once you are done

Tray Label Holder Request cannot exceed 6 rolls - each roll contains 5000 pieces Tray Label Holder Request cannot exceed 50 boxes - each roll contains 100 pieces

8. Complete the Tray Label Request form by agreeing to the Terms and Conditions and hitting "Submit" in step 4



9. You will see a success screen if your tray label request was submitted successfully!

Once a Tray Label Holder Request has been submitted, it will show on your MTEOR Dashboard under "Tray Label Holder Request History" tab





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