



MTE Inventory Reporting Manual for MTE SC Mailers

Overview

The MTEOR application is designed to help you easily place and change MTE orders. The online application also features an easy-to-use template to quickly submit MTE inventory reports directly to USPS as required by the MTEOR User Agreement.

In fiscal years 2012 and 2013, USPS spent approximately \$225 million dollars on new MTE. When MTE is lost or not circulated properly, USPS must replace these missing items. Replacing these items may cause delays for some customers to receive MTE necessary for their mail production. USPS designed the MTEOR application to increase visibility into the location of USPS-owned MTE to ensure that it is consistently able to meet customer demand. The MTEOR MTE Inventory Reporting capability provides increased transparency for USPS and allows us to better understand and manage our customer's MTE needs.

This Manual provides an overview of:

- User Agreement Changes
- Understanding Your Role
- How to Count MTE
- Components of the MTEOR Dashboard
- How to Create an Inventory Report
- How to Save and Print Inventory Reports
- How to Review Past Reports
- Noncompliance with Weekly Submission
- How to Save Order Details to Excel
- Tools and Resources

Understanding Your Role

Effective April 15, 2013 the User Agreement requires MTEOR Mailers to submit an inventory report (at minimum of once per week) detailing the empty MTE at their facility through the MTEOR Dashboard. Mailers are expected to submit the report each Wednesday with the first on April 17, 2013. To maintain consistency, USPS recommends that one person report inventory on a regular basis. Continuous non-reporting will result in an inquiry by your facility's USPS Business Service Network (BSN) Representative, and may result in the suspension of MTEOR privileges.

[Logout](#)




Mail Transport Equipment Ordering System Inventory Report

Reporting Guidelines

- Inventory must be reported each Thursday by 11:59 PM
- Report all trays, tubs, sleeves, sacks, and pallets that are awaiting use in production
- Report all USPS rolling stock

MTE Type	Pallets	Pieces	Piece Value	Total Pieces	Total Value
EMM TRAY	<input type="text"/>	<input type="text"/>	\$2.98		
EMM SLEEVE	<input type="text"/>	<input type="text"/>	\$0.71		
FLAT TUB	<input type="text"/>	<input type="text"/>	\$5.09		
FLAT TUB	<input type="text"/>	<input type="text"/>	\$1.26		
FLAT TUB LD	<input type="text"/>	<input type="text"/>	\$1.44		
HALF TRAY	<input type="text"/>	<input type="text"/>	\$0.45		
MM TRAY	<input type="text"/>	<input type="text"/>	\$2.24		
MM SLEEVE	<input type="text"/>	<input type="text"/>	\$0.71		
PRIORITY MAIL SACK	<input type="text"/>	<input type="text"/>	\$19.84		
SEMI-CLEAR SACK	<input type="text"/>	<input type="text"/>	\$8.25		
PALLET - PLASTIC	<input type="text"/>	<input type="text"/>	\$6.99		
PALLET - PRESSWOOD	<input type="text"/>	<input type="text"/>	\$6.99		
PALLET - WOOD SLAT	<input type="text"/>	<input type="text"/>	\$0.84		
APC/GPMC	<input type="text"/>	<input type="text"/>	\$369.79		
WIRE CONTAINER	<input type="text"/>	<input type="text"/>	\$520.00		
HAMPER	<input type="text"/>	<input type="text"/>	\$250.00		
OTR	<input type="text"/>	<input type="text"/>	\$1,415.00		

Cancel
Submit Inventory Report

How to Count MTE

Inventory reports should include all USPS-owned **empty MTE and all APCs/GPMCs, wire containers, hampers, and OTR**. The following guidelines are to help you better understand which equipment to include in your weekly reports.

Count only empty equipment. Do not count equipment containing mail or count pallets of trays, tubs, sleeves, or sacks that are currently being used in your processing line.

Inventory reports should include the following:

- Full pallets of shrink-wrapped trays, tubs, sleeves, sacks, and pallets,
- Equipment being offloaded from USPS Plant and MTEESC trailers,
- Empty USPS-owned equipment received in full pallet quantities from other mailing facilities,
- Defective equipment (to be sent to MTEESC for repair),
- Outbound loaded trailers of empty MTE going to sister Plants, trading partners, Postal facilities, and MTESCs,
- MTE received in error being returned to the MTEESC, and
- All APCs/GPMCs, wire containers, hampers, and OTR—both empty and in use.



Count all MTE within the facility itself as well as the yard, outside the building, on the dock, in trailers, sitting in the parking lot, or other external areas. **Remember: MTE is not authorized to be stored outside of your building.** Include all items that are acquired through the MTEOR application, other USPS facilities, and/or other non USPS mailing facilities. For example, if you have acquired a pallet of EMM trays from another mailing facility include it in your report. Also, if your facility currently serves as a receiving facility and is ordering MTE for both your facility and another facility, include all facilities in your total MTE count.

Some items of note, for mail sacks, only include priority mail sacks and semi-clear mail sacks numbers 1 and 3. Do not include Express Mail sacks, in your count. If you receive rolling stock with large quantities of MTE, count the individual pieces of equipment in the containers as well as the APCs/GMPCs containing the equipment.

To help you calculate your inventory, there are several worksheets available for your use on the [MTEOR RIBBS](#) webpage. These worksheets are in Microsoft Excel formats and calculate the total number of MTE based on the number of pieces per pallet. The templates are available for your convenience. You are not required to use them. To manually calculate piece quantity or for general reference, use the table below which lists all the MTE types and corresponding number of pieces per pallet.

Equipment Type	Number of Pieces Per Pallet
EMM Trays (74E, 74EC)	96
EMM Sleeves (75E)	519
Flat Tubs (78, 78P)	84
Flat Lids (79, 79P)	1152
Half Trays (74H, 74HP)	310
Half Sleeves (75H)	1131
MM Trays (74, 74BLU, 74C, 74P, 74SF)	210
MM Sleeves (75)	666
Pallets - Plastic (65P, 65PL)	45
Pallets - Presswood/Stringer (65)	45
Pallets - Wooden (65W)	20
Priority Mail Sack (12M)	600
Semi-Clear Mail Sack (01V, 03M)	500
APCs/GMPCs (68, 66, 68U)	Each
Wire Containers	Each
Hampers	Each
OTR	Each

Components of the MTEOR Dashboard

The MTEOR Dashboard is where MTE orders are placed and inventory reports are submitted. The Dashboard is comprised of four sections:

1. MTE Delivery Address/Facility
2. Orders from the MTEOR
3. Plant Request History
4. Inventory History
5. MTE Catalog

The screenshot shows the MTEOR Dashboard interface. At the top right, there are links for Home, Gateway, Messages, and Logout. The USPS.COM logo is on the left, and the MTEOR logo is on the right. The main heading is "Mail Transport Equipment Ordering System Dashboard".

Section 1 (MTE Delivery Address / Facility) includes a dropdown menu for the address (NASS: 300PC - BIG MAILER 2 - 50 SW 12TH ST, KANSAS, KS 33130), buttons for "Create New MTEOR Order" and "Create New Plant Request", and a "Report Inventory" button. Below these are instructions: "Before placing a New Order, review Order History by selecting specific orders. Orders may be changed by withdrawing an existing order and placing a new order" and "Inventory must be reported each Wednesday by 11:59 PM".

Section 2 (Orders from the MTEOR) is the active tab, showing a list of orders. Section 3 (Plant Request History), Section 4 (Inventory History), and Section 5 (MTE Catalog) are also visible as tabs.

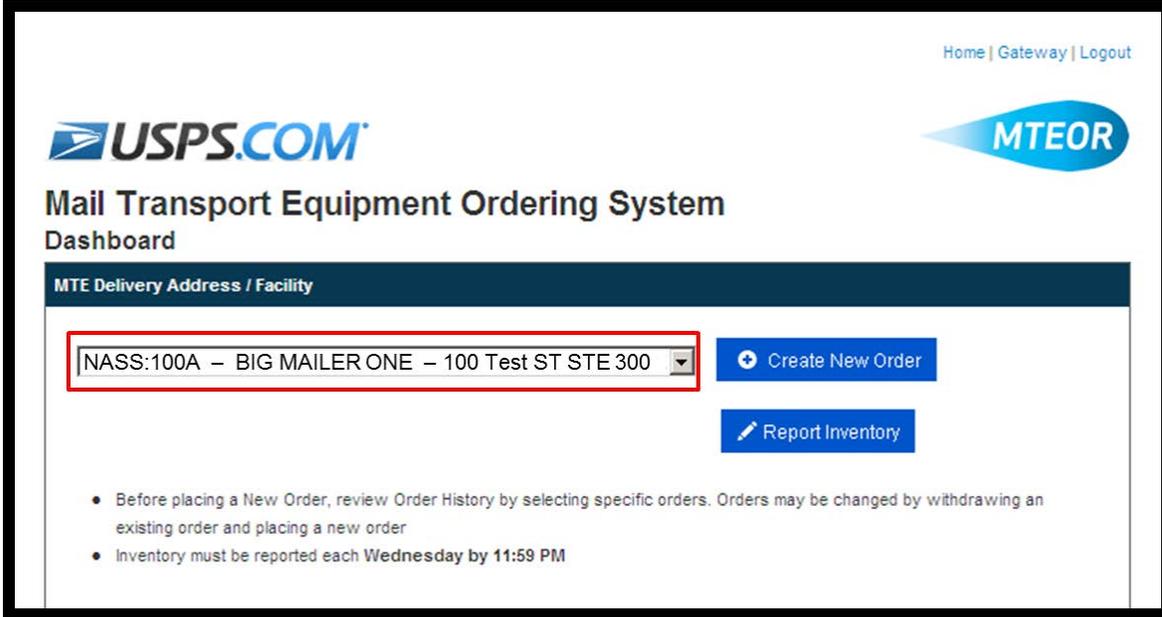
Below the tabs, there are instructions for viewing or exporting order details, a "View Details" button, and a table of orders.

<input type="checkbox"/>	Order Number	Status	Dispatch Date	Date Placed	User
<input type="checkbox"/>	0002413199	PLACED	03/14/2014	03/10/2014	sritestdevmt
<input type="checkbox"/>	0002413211	PLACED	03/15/2014	03/13/2014	USPS
<input type="checkbox"/>	0002413212	PLACED	03/16/2014	03/13/2014	USPS
<input type="checkbox"/>	0002413213	PLACED	03/17/2014	03/13/2014	USPS
<input type="checkbox"/>	0002413214	PLACED	03/18/2014	03/13/2014	USPS
<input type="checkbox"/>	0002413215	WITHDRAWN	03/19/2014	03/13/2014	USPS
<input type="checkbox"/>	0002413216	PLACED	03/20/2014	03/13/2014	USPS
<input type="checkbox"/>	0002413217	PLACED	03/21/2014	03/13/2014	USPS

At the bottom, there is a note: "Need MTEOR Help? Call 1-866-330-3404 or email the Help Desk at MTEOR@USPS.gov"

How to Create an Inventory Report

To create a new inventory report, first select the facility location from the dropdown menu.



Home | Gateway | Logout



Mail Transport Equipment Ordering System

Dashboard

MTE Delivery Address / Facility

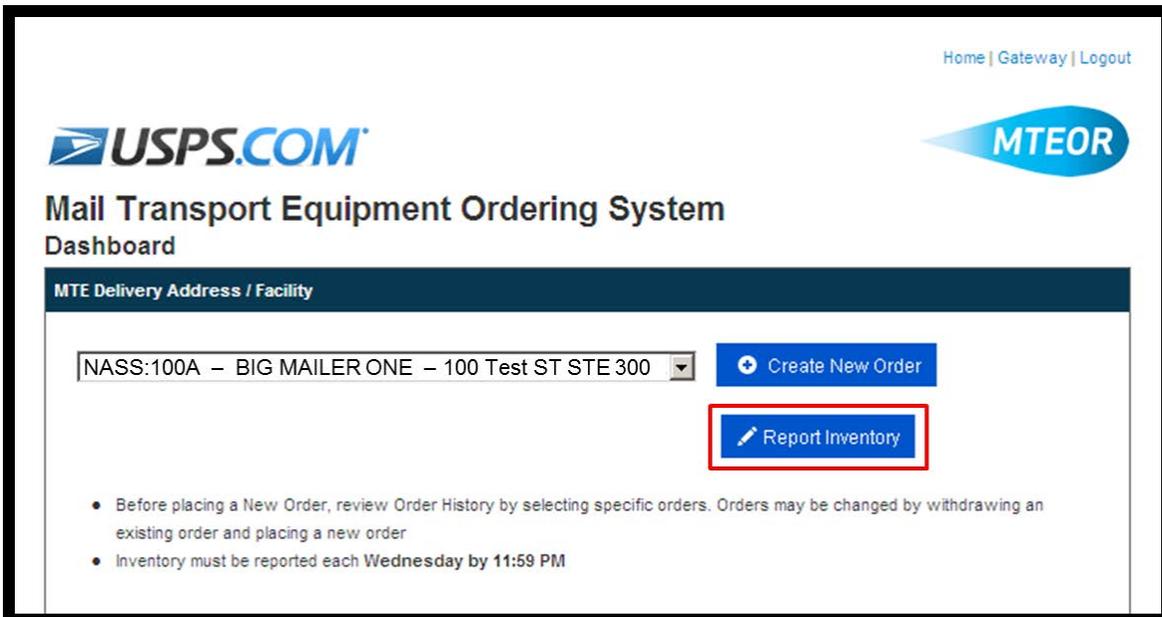
NASS:100A – BIG MAILER ONE – 100 Test ST STE 300

Create New Order

Report Inventory

- Before placing a New Order, review Order History by selecting specific orders. Orders may be changed by withdrawing an existing order and placing a new order
- Inventory must be reported each Wednesday by 11:59 PM

Once the location is selected and the “Report Inventory” button becomes active, click the “Report Inventory” button. This action takes you to a new screen which houses the inventory reporting template.



Home | Gateway | Logout



Mail Transport Equipment Ordering System

Dashboard

MTE Delivery Address / Facility

NASS:100A – BIG MAILER ONE – 100 Test ST STE 300

Create New Order

Report Inventory

- Before placing a New Order, review Order History by selecting specific orders. Orders may be changed by withdrawing an existing order and placing a new order
- Inventory must be reported each Wednesday by 11:59 PM

Using the guidance provided in the “How to Count MTE” section of this manual, enter the equipment at your facility into the template. The reporting template, shown below, has information fields for each MTE type. Each type of equipment should be counted separately. For example, if you have one pallet of EMM Trays and one pallet of MM Trays do not list two pallets of EMM Trays. Rather, list one pallet of EMM Trays and one pallet of MM Trays.

[Logout](#)

Mail Transport Equipment Ordering System Inventory Report

Reporting Guidelines

- Inventory must be reported each Thursday by 11:59 PM
- Report all trays, tubs, sleeves, sacks, and pallets that are awaiting use in production
- Report all USPS rolling stock

MTE Type	Pallets	Pieces	Piece Value	Total Pieces	Total Value
EMM TRAY	<input type="text" value="1"/>	<input type="text"/>	\$2.98	120	\$357.60
EMM SLEEVE	<input type="text" value="5"/>	<input type="text"/>	\$0.71	2,595	\$1,842.45
FLAT TUB	<input type="text" value="1"/>	<input type="text"/>	\$5.09	84	\$427.56
FLAT TUB	<input type="text"/>	<input type="text"/>	\$1.26		\$0.00
FLAT TUB LID	<input type="text"/>	<input type="text"/>	\$1.44		
HALF TRAY	<input type="text"/>	<input type="text"/>	\$0.45		
MM TRAY	<input type="text"/>	<input type="text"/>	\$2.24		
MM SLEEVE	<input type="text"/>	<input type="text"/>	\$0.71		
PRIORITY MAIL SACK	<input type="text" value="1"/>	<input type="text"/>	\$19.84	45	\$892.80
SEMI-CLEAR SACK	<input type="text"/>	<input type="text"/>	\$8.25		
PALLET - PLASTIC	<input type="text" value="1"/>	<input type="text"/>	\$6.99	20	\$139.80
PALLET - PRESSWOOD	<input type="text"/>	<input type="text"/>	\$6.99		
PALLET - WOOD SLAT	<input type="text"/>	<input type="text"/>	\$0.84		
APC/GPMC	<input type="text"/>	<input type="text" value="15"/>	\$369.79	15	\$5,546.85
WIRE CONTAINER	<input type="text"/>	<input type="text"/>	\$520.00		
HAMPER	<input type="text"/>	<input type="text"/>	\$250.00		
OTR	<input type="text"/>	<input type="text"/>	\$1,415.00		
				2,879	\$9,203.00

Enter equipment into the fields provided in piece or pallet quantities. In some cases, such as with APC/GPMC and OTRs, the items may only be counted by piece quantity. Therefore, the pallet information fields for these items are unavailable.

The template automatically calculates the total number of MTE pieces, the total cost of each type of equipment, and the overall MTE value. When complete, review your inventory to ensure that it is correct. Then, click “Submit Inventory Report”.

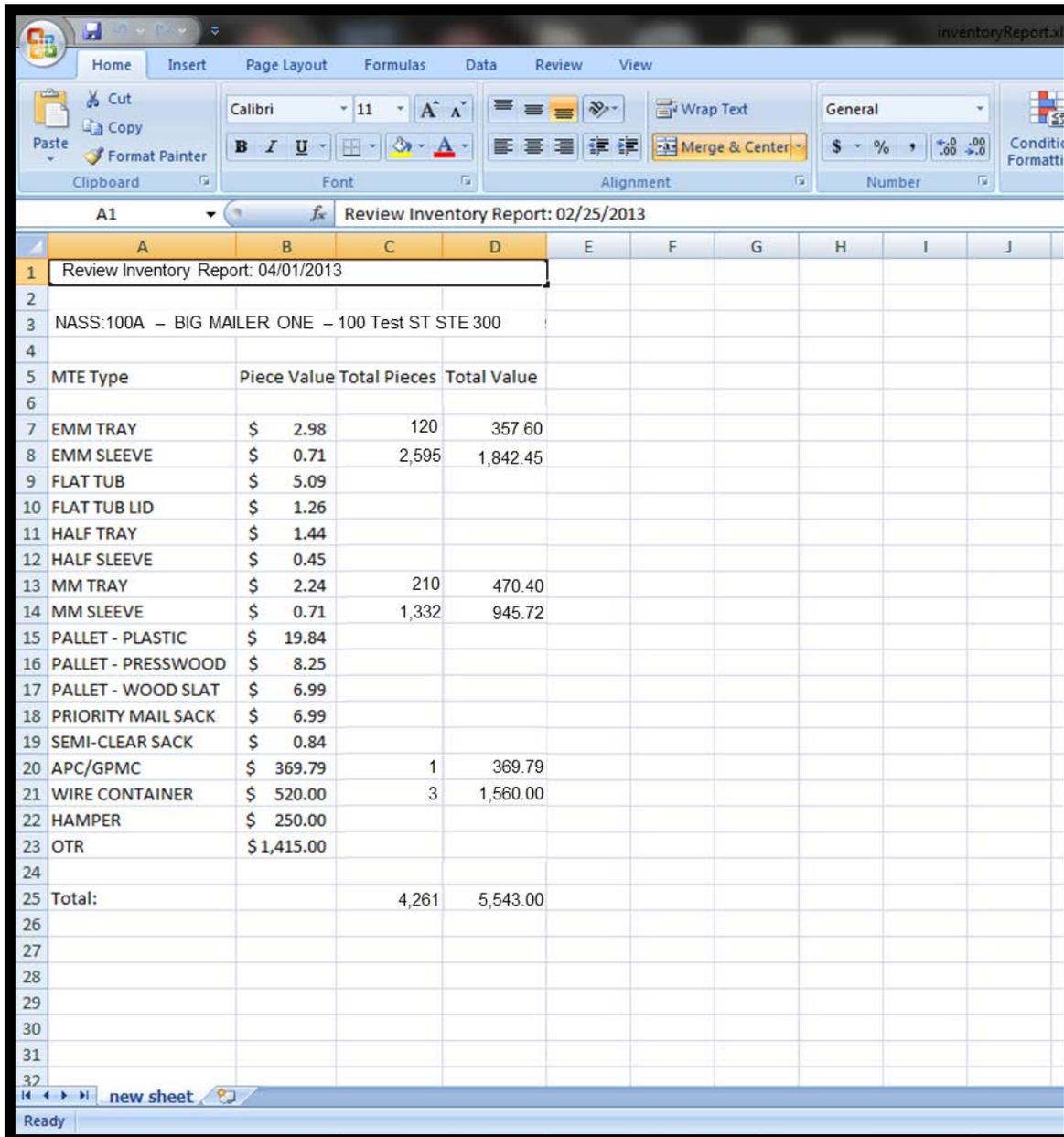
SEMI-CLEAR SACK	<input type="text"/>	<input type="text"/>	\$0.84		
PALLET - PLASTIC	<input type="text"/>	<input type="text"/>	\$19.84		
PALLET - PRESSWOOD	<input type="text"/>	<input type="text"/>	\$8.25		
PALLET - WOOD SLAT	<input type="text"/>	<input type="text"/>	\$6.99		
APC/GPMC	<input type="text"/>	1	\$369.79	1	\$369.79
WIRE CONTAINER	<input type="text"/>	3	\$520.00	3	\$1,560.00
HAMPER	<input type="text"/>	<input type="text"/>	\$250.00		
OTR	<input type="text"/>	<input type="text"/>	\$1,415.00		
				2,719	\$4,128.00

After you select “Submit Inventory Report”, a popup window with a consolidated report appears. The report shows the MTE type, piece value, total number of pieces, and total value. Review the report and determine if it is correct. If anything needs to be modified, select “Back” and make any necessary changes. If the report is correct, select “Submit”.

Review Inventory Report – Mon Apr 1 10:55:27 CST 2013 Print This Page				
MTE Type	Piece Value	Total Pieces	Total Value	
EMM TRAY	\$2.98	120	\$357.60	
EMM SLEEVE	\$0.71	1,038	\$738.98	
FLATTUB	\$5.09	0	\$0.00	
FLATTUB LID	\$1.28	0	\$0.00	
HALF TRAY	\$1.44	0	\$0.00	
HALF SLEEVE	\$0.45	0	\$0.00	
MM TRAY	\$2.24	210	\$470.40	
MM SLEEVE	\$0.71	1,332	\$945.72	
PRIORITY MAIL SACK	\$8.99	0	\$0.00	
SEMI-CLEAR SACK	\$0.84	0	\$0.00	45
PALLET - PLASTIC	\$19.84	0	\$0.00	
PALLET - PRESSWOOD	\$8.25	0	\$0.00	
PALLET - WOOD SLAT	\$6.99	0	\$0.00	20
APC/GPMC	\$369.79	1	\$369.79	
WIRE CONTAINER	\$520.00	3	\$1,560.00	
HAMPER	\$250.00	0	\$0.00	
OTR	\$1,415.00	0	\$0.00	15
Total:		2,704	\$4,437.00	\$5,548.85

How to Save and Print Inventory Reports

To save inventory reports beyond 30 days, use the “Print” button located on the top of the report popup screen to print and maintain hard copies. For soft copies, click “Get Excel Sheet” at the top right of the screen. An example of the Excel file is shown below.

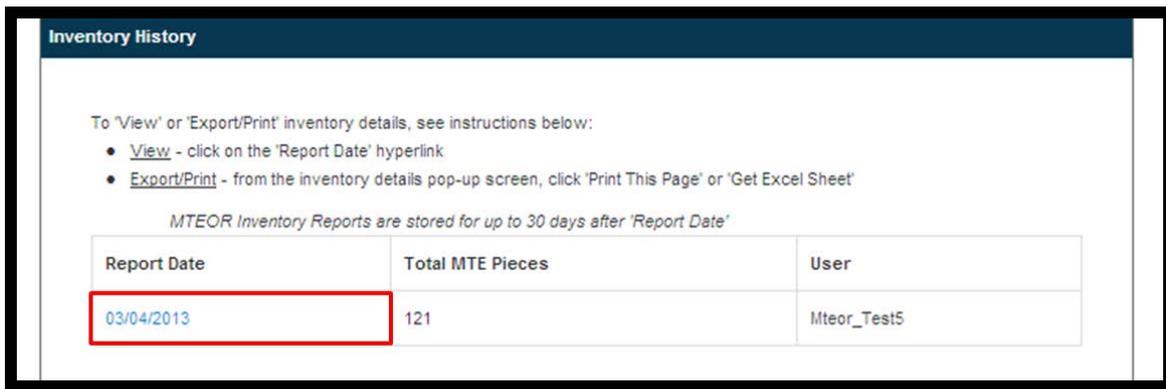


	A	B	C	D	E	F	G	H	I	J
1	Review Inventory Report: 04/01/2013									
2										
3	NASS:100A – BIG MAILER ONE – 100 Test ST STE 300									
4										
5	MTE Type	Piece Value	Total Pieces	Total Value						
6										
7	EMM TRAY	\$ 2.98	120	357.60						
8	EMM SLEEVE	\$ 0.71	2,595	1,842.45						
9	FLAT TUB	\$ 5.09								
10	FLAT TUB LID	\$ 1.26								
11	HALF TRAY	\$ 1.44								
12	HALF SLEEVE	\$ 0.45								
13	MM TRAY	\$ 2.24	210	470.40						
14	MM SLEEVE	\$ 0.71	1,332	945.72						
15	PALLET - PLASTIC	\$ 19.84								
16	PALLET - PRESSWOOD	\$ 8.25								
17	PALLET - WOOD SLAT	\$ 6.99								
18	PRIORITY MAIL SACK	\$ 6.99								
19	SEMI-CLEAR SACK	\$ 0.84								
20	APC/GPMC	\$ 369.79	1	369.79						
21	WIRE CONTAINER	\$ 520.00	3	1,560.00						
22	HAMPER	\$ 250.00								
23	OTR	\$ 1,415.00								
24										
25	Total:		4,261	5,543.00						
26										
27										
28										
29										
30										
31										
32										

How to Review Past Reports

Inventory reports are housed on the MTEOR Dashboard for up to 30 days after submission. These reports are designed to help understand how MTE has been used and to more effectively plan for future MTE needs.

To view a past report in MTEOR Dashboard, select a location from the dropdown menu. Go to the Inventory History section of the Dashboard and select a report to review by selecting the date of the report, which is highlighted in blue on the left of the screen.



To 'View' or 'Export/Print' inventory details, see instructions below:

- [View](#) - click on the 'Report Date' hyperlink
- [Export/Print](#) - from the inventory details pop-up screen, click 'Print This Page' or 'Get Excel Sheet'

MTEOR Inventory Reports are stored for up to 30 days after 'Report Date'

Report Date	Total MTE Pieces	User
03/04/2013	121	Mteor_Test5

The past inventory reports appear in a popup window for reference. To exit, click "Close".



Review Inventory Report - 04/01/2013 [Print This Page](#) [Get Excel Sheet](#)

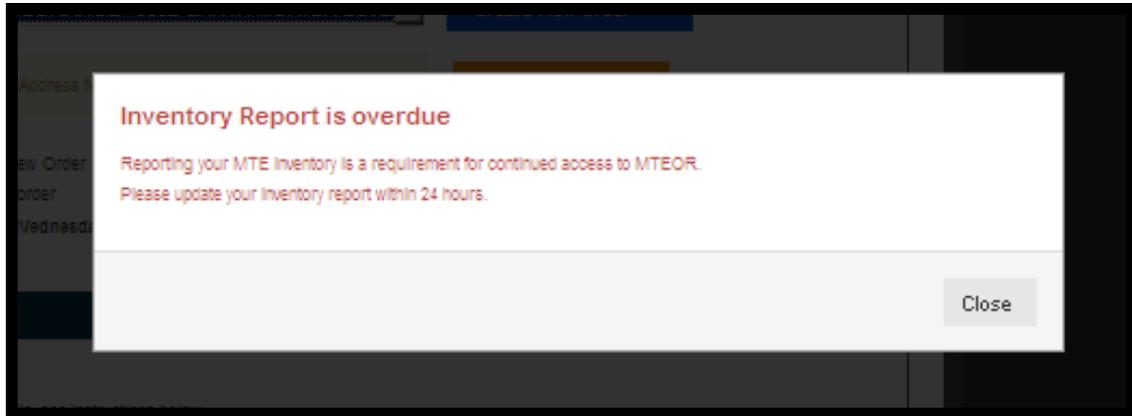
NASS:100A
BIG MAILER ONE

MTE Type	Piece Value	Total Pieces	Total Value
EMM TRAY	\$2.98	3,900	\$11,800.80
EMM SLEEVE	\$0.71	0	\$0.00
FLAT TUB	\$5.09	0	\$0.00
FLAT TUB LID	\$1.26	0	\$0.00
HALF TRAY	\$1.44	0	\$0.00
HALF SLEEVE	\$0.45	13,572	\$6,107.40
MM TRAY	\$2.24	0	\$0.00
MM SLEEVE	\$0.71	0	\$0.00
PALLET - PLASTIC	\$19.84	945	\$18,748.80
PALLET - PRESSWOOD	\$8.25	0	\$0.00
PALLET - WOOD SLAT	\$6.99	0	\$0.00
PRIORITY MAIL SACK	\$6.99	0	\$0.00
SEMI-CLEAR SACK	\$0.84	0	\$0.00
APC/GPMC	\$389.79	0	\$0.00
WIRE CONTAINER	\$520.00	0	\$0.00

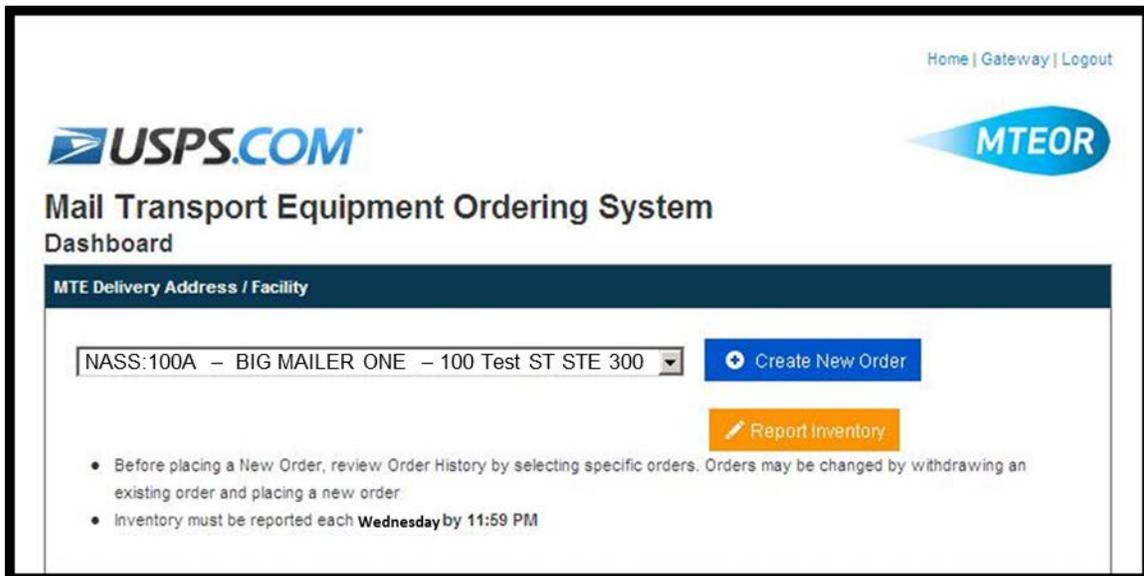
Close

Noncompliance with Weekly Submission

As part of the MTEOR User Agreement, each facility is required to submit an inventory report at minimum once per week. It is expected that the report is submitted on Wednesday of each week. The first inventory report is due April 17, 2013. If a report is not submitted within the past 7 days, MTEOR provides a reminder. Once you select the location from the dropdown menu, a popup window appears, as seen below. Select “Close” to exit this screen.



As an addition reminder, the “Report Inventory” button (shown below) appears orange. Both these reminders disappear once your inventory report is submitted.



For instances of continued non-reporting, your BSN may contact you or the BSA to inquire about your noncompliance. In extreme cases, your MTEOR access may be suspended.

How to Save Order Details to Excel

Additionally, you can export Order Details to Excel. This added capability was added to help better track orders in addition to inventory. Orders are saved on the MTEOR Dashboard for 3 days in the past and approximately 2 weeks in the future. To save order details to an Excel spreadsheet, go to the Order History section of the MTEOR Dashboard. Click the box or boxes to the left to view the orders you want to save. In the Order Details Page click the “Excel Spreadsheet” button. Once the spreadsheet opens in Excel save it to your computer.

Home | Gateway | Logout




Mail Transport Equipment Ordering System

Order Details

Pending orders without a Withdraw Order button can be modified or withdrawn by contacting your BSN.
Withdrawn Orders will immediately allow the user to select the trip for a new order.

Print
Excel Sheet

Order - 0002412121

Last Updated:	03/11/2013 13:47	Order Status:	PLACED
Dispatch Date:	03/22/2013	User:	BSA48M1

Order Line Items

Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	EMM SLEEVE		48	24,912

Order Status History

Update Date	Status
03/11/2013 13:47	PLACED

Replicate Order

Order - 0002412112

Last Updated:	03/11/2013 10:45	Order Status:	PLACED
Dispatch Date:	03/29/2013 05:00	User:	srfeastdevmt

Order Line Items

Line Number	MTE Type	Item Shipped	Quantity (Pallets)	Quantity (Pieces)
1	EMM SLEEVE		5	2,595
2	FLAT TUB		2	168
3	FLAT TUB LID		2	2,304
4	HALF TRAY		2	620
5	HALF SLEEVE		3	3,393
6	MM SLEEVE		2	1,332
7	PALLET - PLASTIC		3	135
8	PALLET - WOOD SLAT		4	80
9	PRIORITY MAIL SACK		5	3,000
10	SEMI-CLEAR SACK		5	2,500
11	APC/GPMC		5	5

Order Status History

Update Date	Status
03/11/2013 10:45	PLACED

Withdraw Order
Replicate Order

[Back to Dashboard](#)

Tools and Resources

Additional MTEOR tools and resources can be found on the MTEOR RIBBS webpage, <https://ribbs.usps.gov/mteor>. There you can find:

- **MTEOR Quick Reference Guides** – Overview of MTEOR capabilities and features
 - **Order Details Overview** – Instructions to read order details
 - **Place Order** – Instructions to place orders in MTEOR
 - **Replicate Order** – Instructions to replicate orders in MTEOR
 - **Withdraw Order** – Instructions to withdraw orders in MTEOR
 - **Backorder Process** – Instructions and information on the backorder process
- **MTEOR FAQs** – Frequently Asked Questions related to the MTEOR application and roles involved in the MTE process
- **MTE Catalog** – Print out a reference of the MTE types available in the MTEOR application
- **MTE Order Aid & Schedule** – Print out a quick reference sheet for how and when to place MTE order

For Additional Information

Email: MTEOR@usps.gov

Call: 866-330-3404

Visit: <https://ribbs.usps.gov/mteor>