
MTEOR Inventory Reporting Frequently Asked Questions

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1.0 Inventory Reporting

1.1 What is a MTE Inventory Report?

A MTE Inventory Report is a report submitted (at a minimum of once a week) by the Mailer through the MTEOR-Mailer Dashboard. The report details the empty MTE and APCs/GPMCs (both empty and in use) provided by USPS, currently housed at the Mailer's facility.

1.2 Why is the USPS requesting this information?

Tracking MTE enables USPS to increase transparency between USPS and Mailers as well as decrease MTE cost. Inventory tracking also helps to better plan for MTE needs in the future. The five main reasons are core benefits for inventory reporting:

1. To ensure you have the necessary quantity of equipment available for upcoming processing - Peace of Mind!
2. To identify when you have too much of an equipment type on hand - Free Up Valuable Floor Space!
3. To determine how much equipment you need - Easy Accurate Ordering!
4. To provide easy access to accurate on-hand inventory for the Wednesday MTEOR report - Time Saver!
5. To help reduce USPS expense for purchasing MTE - Keep Costs Down!

1.3 Is my facility required to submit this information?

Yes. Beginning April 15, 2013, MTEOR Mailers are required to submit an MTE Inventory Report.

1.4 Who from my facility is required to submit this information?

The Business Service Administrator (BSA) is the person responsible for ensuring that an inventory report is submitted on a weekly basis. The BSA may submit this report themselves or assign another individual for this responsibility. Any MTEOR Mailer has the ability to submit a report.

1.5 How often do I need to submit an MTE Inventory Report?

Mailers are required to submit a minimum of one inventory report each week. It is expected that an inventory report will be submitted no later than the Wednesday of each week. The first report is due on April 17, 2013. If a report is not submitted within 7 days, the MTEOR-Mailer Dashboard will post a reminder. Noncompliance will result in an inquiry by a Mailer's BSN, and may result in the suspension of MTEOR-Mailer privileges.

1.6 What information is reported?

The MTE Inventory Report is designed to capture **empty MTE including full, shrink-wrapped pallets of trays, tubs, sleeves, and mail sacks as well as APCs/GPMCs (both in use and empty)** currently at your facility that is owned by USPS.

1.7 The reporting template has items listed that I do not order from USPS. Am I now able to order these items?

No. These items are on the list so that you may list every possible item at your facility.

1.8 There are items on this inventory list that I have received from USPS, but that I do not order from MTEOR-Mailer. Do I report these?

Yes. Report empty MTE in your facility that is owned by USPS whether it was ordered through the MTEOR-Mailer application or received through another means. For example, if

you have APCs/GPMCs from USPS, but do not order them through MTEOR-Mailer, you must still report them as you would any other MTE item. Also, if you receive empty MTE from other mailing facilities in full pallet quantities or any APCs/GPMCs, you must also include these items in your report.

1.9 How do I submit an MTE Inventory Report?

Inventory reports are submitted directly through the MTEOR-Mailer Dashboard. Log into MTEOR-Mailer and select a facility. Then, select the “Report Inventory” button. The MTEOR-Mailer Dashboard will then take you to a “Reporting Template”. Here you will enter the quantities of MTE at your facility.

You may enter the amount of MTE in pallet or piece quantities. However, in some cases such as wire containers or OTRs, the MTE is only counted by piece. For these items, the information field for pallets will be unavailable.

Once the report is complete, select the “Submit Inventory Report” button. Your report will generate and appear in a popup window for your review. Review your report to see if there are any errors. If the report needs to be modified, click “Back” to make the correction. If the report is correct, click “Submit”.

1.10 What happens if I am unable to submit a report for the week?

MTEOR-Mailer users are required to submit a minimum of one inventory report no later than the Wednesday of each week. If you have not submitted an inventory report within the past 7 days, MTEOR-Mailer provides a reminder. Once you select a facility, a popup window appears with a reminder that says, “Inventory Report is overdue”. As an additional reminder, the “Report Inventory” button appears orange. These reminders will disappear once you submit an inventory report.

Non-reporting will result in an inquiry by your BSN, and may result in the suspension of MTEOR privileges. Continued noncompliance may result in a suspension of your MTEOR-Mailer privileges. If you have issues with the report, contact your BSN for assistance.

1.11 Where is the MTE Inventory Report located?

The MTE Inventory Report is located on the MTEOR-Mailer application.

1.12 Am I able to review past inventory reports?

Yes. Past inventory reports are available for 30 days after submission. The reports are housed on the MTEOR-Mailer Dashboard in the Inventory History subsection. To view, go to Inventory History and select the report date which is highlighted, in blue, on the left side of the screen. The report will appear in a popup window for you to review.

1.13 Why are past reports kept on the MTEOR-Mailer Dashboard?

Inventory reports are kept on the MTEOR-Mailer Dashboard for reference to help better plan for MTE orders. Mailers may use reports to tailor their future orders to reduce the amount of excess MTE especially in cases where reports consistently show an abundance of empty MTE.

1.14 How long are inventory reports kept on the MTEOR-Mailer Dashboard?

Inventory reports are kept on the MTEOR-Mailer Dashboard for 30 days after submission. If you wish to retain these reports for your records, you will need to save them in an alternative location for future reference.

1.15 Can I save inventory reports outside of the MTEOR-Mailer Dashboard?

Yes. Once you submit a report, go to the Inventory History section of the dashboard. Select the report you would like to save by clicking on the blue report date on the left of the screen. The “Print” button located on the report popup screen makes it easy to keep hard copies of these reports. For electronic copies, select the “Get Excel Sheet” and download the report in a Microsoft Excel format. Remember to save the report to your computer.

1.16 What happens to my information after it is submitted?

The information is sent to USPS where it can be reviewed. The information is used to provide overall visibility into the location of MTE and ensure that we are able to meet Mailer demand and decrease new purchases of MTE by better managing the existing inventory. If there are inconsistencies or issues with your reporting, your BSN will contact you for further assistance.

2.0 Counting MTE

2.1 Is there a tool available to help count MTE?

Yes. USPS has developed several Excel templates that track inventory and calculate MTE quantity. These tools include:

- Perpetual Inventory (Tracks in Pallet Quantities)
- Mailer Inventory by Pallet Tracker
- Mailer Inventory by Piece Tracker

To access Go to the [MTEOR RIBBS](#) page to download copies of these templates.

2.2 How can I calculate the number of total pieces if my MTE is on pallets?

Use the table below to calculate the total number of pieces. The following are the number of pieces that constitute one pallet of equipment. The numbers listed are the Equipment Identification Numbers (EIRS) used by USPS to label specific MTE types.

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)	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

2.3 What equipment do I count?

Count empty MTE including full, shrink-wrapped pallets of trays, tubs, sleeves, and mail sacks as well as APCs/GMPCs (both in use and empty). Do not count equipment that contains mail. Include the following in your counts:

- Full pallets of shrink-wrapped trays, tubs, sleeves, sacks and pallets
- Equipment being offloaded from USPS Plant and MTEESC trailers
- Empty 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 MTEsC

2.4 Do I count both loose and palletized MTE?

Count **only** full pallets of trays, tubs, sleeves, sacks and pallets. Do not count pallets of trays, tubs, sleeves or sacks that are unwrapped and being used in your processing line. Rolling stock, wire containers, hampers, and OTR must be counted as individual pieces.

2.5 Do I count rolling stock: APCs/GPMCs, wire containers, hampers and OTRs?

Yes. Count all USPS-owned rolling stock including empty and in use.

2.6 Do I count MTE that is not in my facility, but on the property?

Yes. Include the MTE in the yard or outside of the building: on the dock, in trailers, sitting in the parking lot, at storage facilities, etc.

2.7 Do I count MTE that I have ordered for another facility?

Yes. If your facility acts as the receiving facility and is ordering MTE for yourself and another facility, include all facilities in your total MTE count.

2.8 I have a lot of one item such as trays. Do I need to separate out the number of EMM Trays, MM Trays, etc.?

Yes. List the number of each type of equipment. 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.

2.9 How do I count mail sacks? Do I also list Priority and Express Mail?

No. Semi Transparent Sacks includes clear and semi-transparent #1 and #3 sacks. Do not count Priority Mail, Express Mail, First class Mail, and International Sacks in this count.

2.10 How do I count a container of mixed equipment?

There is no general "Containers of Mix Equipment" line. Only full pallets of MTE should be counted. Also, include the rolling stock containing equipment in the total count by container type.