



MTEOR MTE Inventory Reporting Manual



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Overview

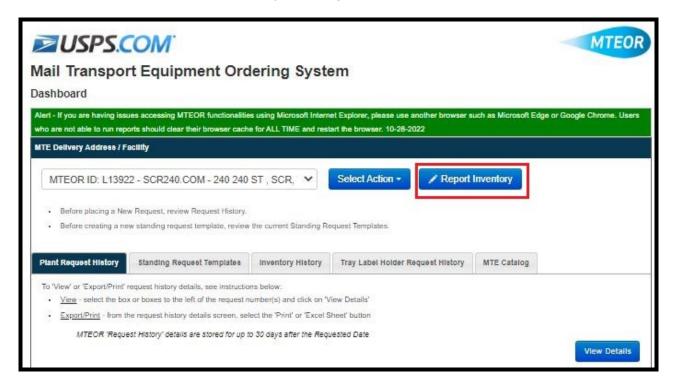
The MTEOR application is designed to help you easily place and change MTE orders. The online application also features an easy-to-use template to quickly submit MTE inventory reports directly to USPS as required by the MTEOR User Agreement.

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.



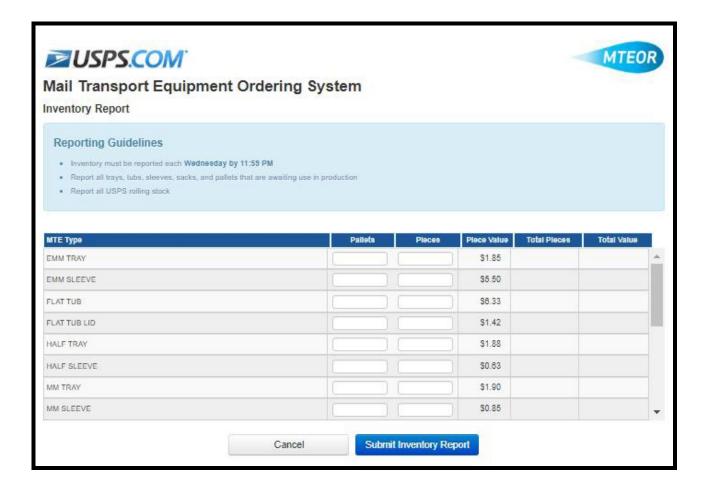
How to Create an Inventory Report

To create a new inventory report, click the "Report Inventory" button. This action takes you to a new screen which houses the inventory reporting form.





Enter the equipment quantities at your facility into the form. The Inventory form, 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.





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

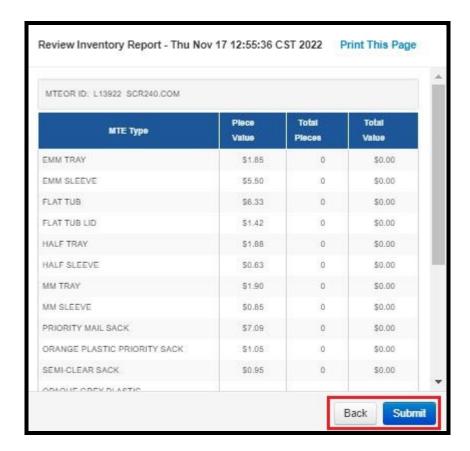
The form automatically calculates the total number of MTE pieces, the total cost of each type of equipment, and the overall MTE value. When complete, review your inventory to ensure that it is correct. Then, click "Submit Inventory Report".





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".

Hint: It is possible to Modify inventory by resubmitting the Inventory form as long as it is done in the same day

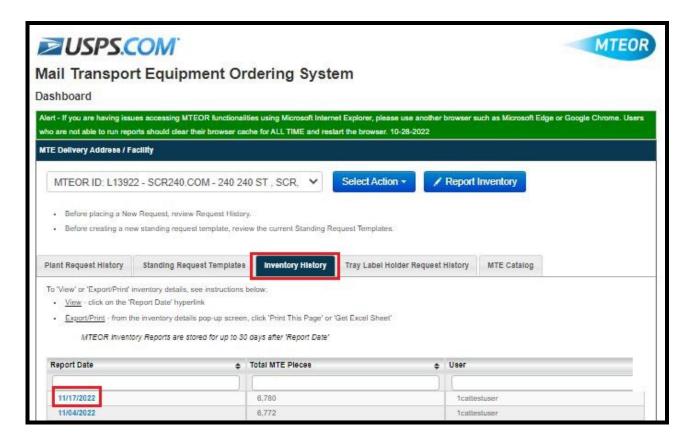




How to Review Past Reports

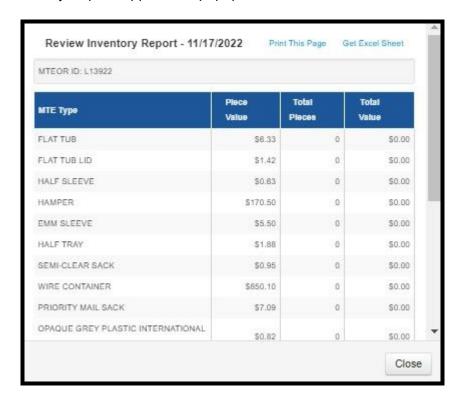
Inventory reports are housed on the MTEOR Dashboard for up to 30 days after submission. These reports are designed to help understand how MTE has been used and to effectively plan for future MTE needs.

To view a past report on the MTEOR Dashboard, go to the Inventory History Tab 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.





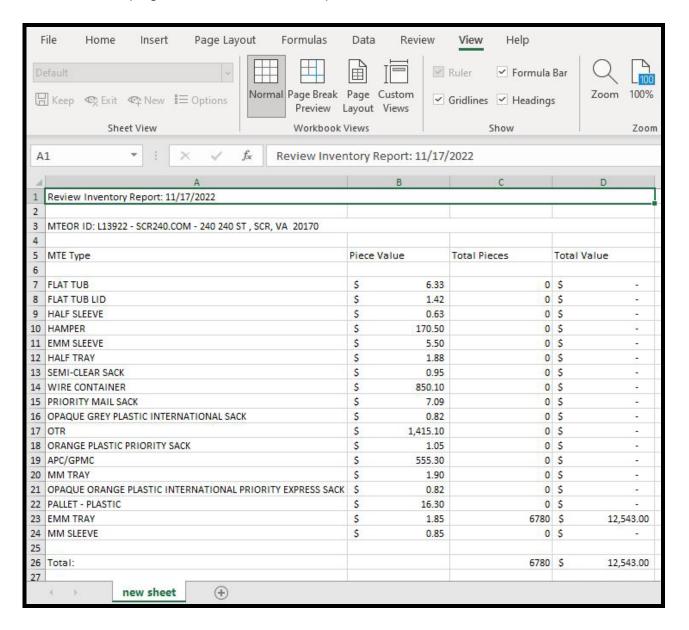
The "Review Inventory Report" appear in a popup window for reference. To exit, click "Close".





How to Save and Print Inventory Reports

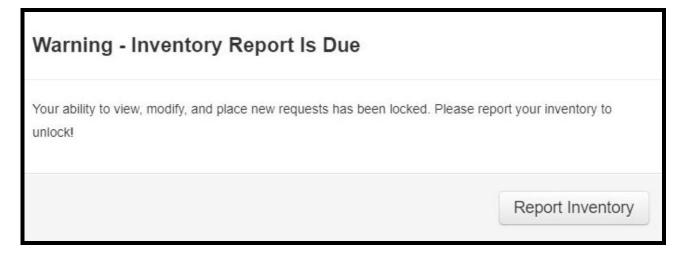
To save inventory reports beyond 30 days, use the "Print this Page" button located on the top of the report popup screen to print and maintain hard copies. For soft copies, click "Get Excel Sheet" at the top right of the screen. An example of the Excel file is shown below.



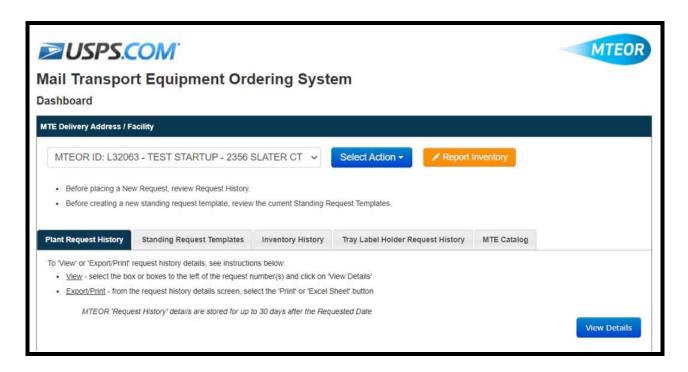


Noncompliance with Weekly Submission

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. If a report is not submitted within the past 7 days, MTEOR provides a reminder.



As an additional reminder, the "Report Inventory" button (shown below) appears orange. Both 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.





Tools and Resources

Additional MTEOR tools and resources can be found on the MTEOR PostalPro webpage, https://postalpro.usps.com/operations/mteor. There you can find:

- MTEOR Quick Reference & User Guides Overview of MTEOR capabilities and features
- MTEOR FAQs Frequently Asked Questions related to the MTEOR-Mailer application and roles involved in the MTE process
- MTEOR Inventory Reporting Guides Information on how to report MTE inventory

For Additional Information

Email: MTEOR@usps.gov

Call: 866-330-3404

Visit: https://postalpro.usps.com/operations/mteor

