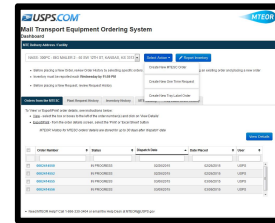


## Create Tray Label Holder Order

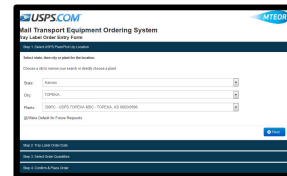
MTEOR is a fast, convenient way to place MTE orders online. Click [here](#) to visit the MTEOR webpage for additional information.

1. **Log in to MTEOR and select your delivery address/facility**



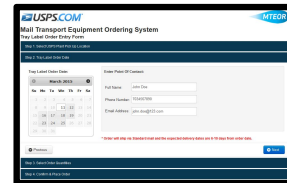
2. **Click the “Select Action” button from your MTEOR Dashboard, then select “Create New Tray Label Holder Order”**

3. **Click “Next” to confirm Topeka as the process facility for the Tray Label Holder order**



4. **Select the order date from the calendar and confirm your Point of Contact information, then click “Next”**

*Order will ship via Standard mail and the expected delivery dates are 6-10 days from order date. The Point of Contact information will be pre-populated, but can be edited if needed.*



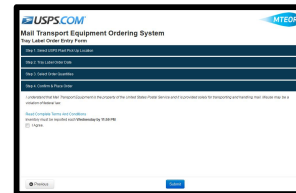
5. **Select the quantity of Tray Label Holders you want to order**
6. **Click “Next” once you are done**

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



7. **Complete the Tray Label Holder order form by agreeing to the Terms and Conditions and hitting “Submit” in step 4**

*You may include any global comment under “Additional Comments”*



8. **You will see a success screen if your Tray Label Holder order was submitted successfully!**

*Once a tray label order has been submitted, it shows on you MTEOR Dashboard under “Tray Label Holder Order History” tab*

