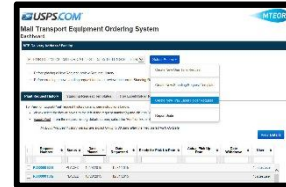


Create Tray Label Holder Request

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

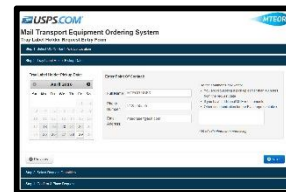
1. Login into MTEOR and select your facility
2. Click the “Select Action” button from your MTEOR Dashboard, then select “Create New Tray Label Holder Request”



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”

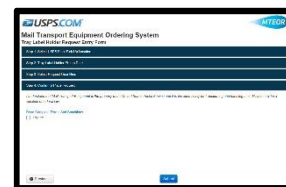


6. Select the quantity of Tray Label Holders you want to request
7. Click “Next” once you are done

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

