

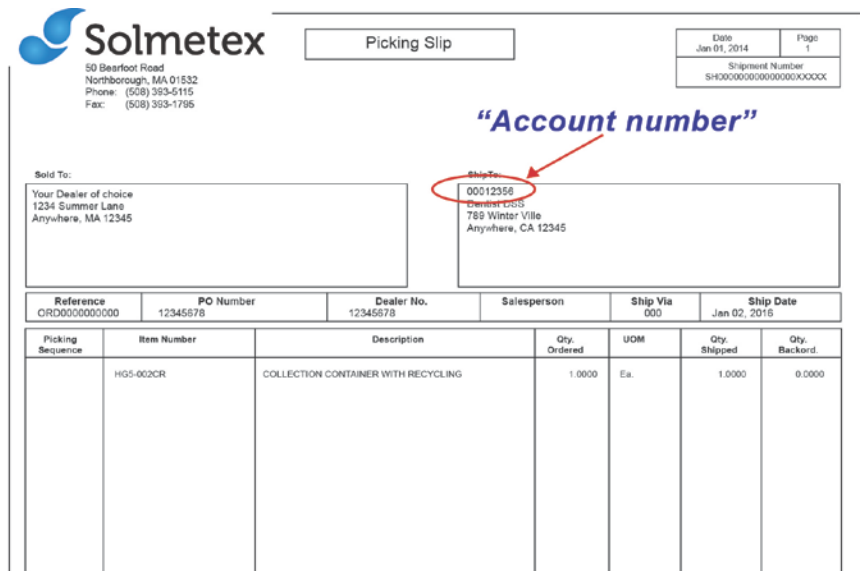
# NEW INSTRUCTIONS!


## Shipping Label Code and Recycling Certificate Instructions

### New Shipping Procedure:

- Please locate “Shipping Code” (see below) prior to packing container.
- Visit [www.solmetex.com](http://www.solmetex.com), locate and hover over “Recycling Program” in the menu bar.
- Select and click on “Shipping Label” from drop down menu.
- Enter “Account number” and “zip code”
- Click on “Shipping Label”
- Fill in all necessary information.
- Print the label, place the label into the packing slip envelope, remove backing and place on box for UPS pick up or 1-800-742-5877 to schedule pick up.

**Note: One UPS label per Solmetex shipping box.**

		Picking Slip		Date Jan 01, 2014	Page 1	
50 Bearfoot Road Northborough, MA 01532 Phone: (508) 393-5115 Fax: (508) 393-1795				Shipment Number SH0000000000000000XXXX		
Sold To: Your Dealer of choice 1234 Summer Lane Anywhere, MA 12345		<b>“Account number”</b> Ship To: 00012358 Dealer DSS 789 Winter Ville Anywhere, CA 12345				
Reference ORD0000000000	PO Number 12345678	Dealer No. 12345678	Salesperson	Ship Via 000	Ship Date Jan 02, 2016	
Picking Sequence	Item Number	Description	Qty. Ordered	UOM	Qty. Shipped	Qty. Backord.
	H05-002CR	COLLECTION CONTAINER WITH RECYCLING	1.0000	EA.	1.0000	0.0000

### Locate Recycling Certificates:

- Visit [www.solmetex.com](http://www.solmetex.com) and click “Recycle Certificate Login” located in the menu bar.
- Enter your username (ship to number/account number) and password (zip code). These can be found on the Packing Slip that is included with each Solmetex shipment, see the example below.
  - Username is the top **NUMBER** in the “Ship To Box”
  - Password is the “zip code”
- View, download and save as a pdf or print from the website version necessary

Visit [www.solmetex.com](http://www.solmetex.com) for more information and “Live Chat” Monday – Friday 8:30 am – 5:00 pm EST or contact us at 800-216-5505. Recycle Certificates may take up to 30 day to process from date shipped to the recycler.