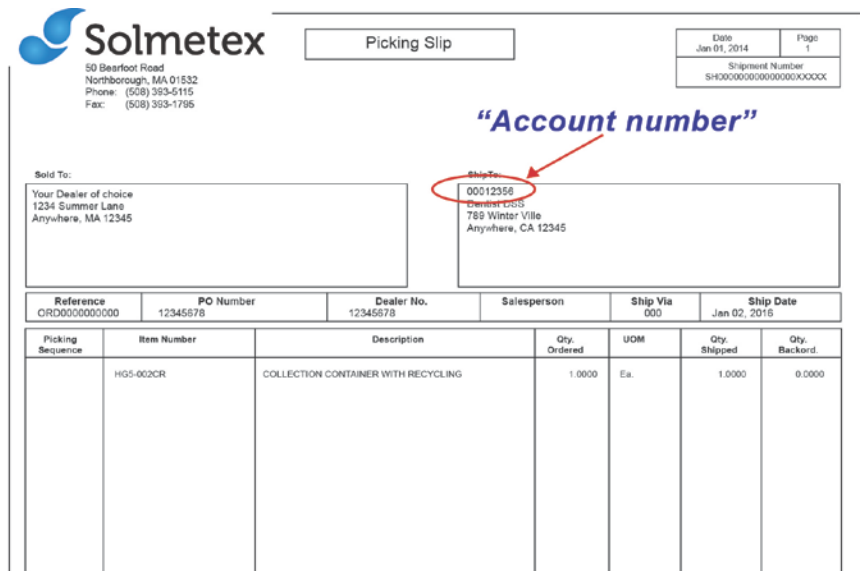# NEW INSTRUCTIONS!

Shipping Label Code and Recycling Certificate Instructions

New Shipping Procedure:

- Please locate "Shipping Code" (see below) prior to packing container.
- Visit www.solmetex.com , 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.

Locate Recycling Certificates:

- Visit 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 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.