# Shipping Label Code and Recycling Certificate Instructions

## Shipping Procedure:

- First locate the "Shipping Code" (see below) prior to packing container.
- Visit www.solmetex.com and click on "Compliance Center" in the menu bar.
- Log into the Compliance Center portal with your email address and password.
- Locate "Print Shipping Label" in the upper right hand corner of the portal screen.
- Select Product Type "Hg5 Recycling Container" and enter the Shipping Code located on snap cap, then press "Submit".
- Website will populate a UPS label.
- Print the label, place the label into the packing slip envelope, remove backing from envelope and place on box for UPS pick up or call 1-800-742-5877 to schedule pick up.

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

*"Shipping Code"*

**M5216**

### Solmetex

50 Bearfoot Road
Northborough, MA 01532
**Phone:** (508) 393-5115
**Fax:** (508) 393-1795

| Picking Slip | | Date | Page |
|---|---|---|---|
| | | Jan 1, 2019 | 1 |
| | | **Shipment Number** | |
| | | SH00000000000000123456 | |

*"Account Number"*

**Sold To:**
Your Dealer of Choice
1234 Summer Lane
AnyTown, MA  01234
USA

**Ship To:**
000123456
My Family Dentistry
123 Winterville Ln
AnyTown, MN 05432

| Reference | PO Number | Customer No. | Salesperson | Ship Via | Ship Date |
|---|---|---|---|---|---|
| ORD0000000020001 | 123456789 | 12345678 | | 000 | Jan 02, 2019 |

| Picking Sequence | Item Number | Description | Qty. Ordered | UOM | Qty. Shipped | Qty. Backord. |
|---|---|---|---|---|---|---|
| | HG5-002CR | Hg5 Collection Container with Recycling | 1.0000 | EA | 1.0000 | 0.0000 |

## Recycling Certificates:

- Visit www.solmetex.com, locate and hover over "Compliance Center" in the menu bar.
- Log into the Compliance Center portal with your email address and password.
- From the "Compliance Certificates" tab, you can view, print, download and/or save the .pdf to your computer from the website.

  Recycling Certificates may take up to 30 days from date shipped to the recycler to process.

  Visit www.solmetex.com for more information and "Live Chat"
  Monday – Friday 8:30am – 8:00pm EST or contact us at 800-216-5505.

HG5SHIPREC_1019

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