

# Shipping Label Code and Recycling Certificate Instructions

## Shipping Procedure:

- Locate the “Shipping Code” on the snap cap (see below) prior to packing container.
- Visit [www.solmetex.com](http://www.solmetex.com) and click on “Compliance Center” in the menu bar.
- Log into the Compliance Center portal with your email address and password. If this is your first time logging into the portal, you will need to create a login using your Solmetex account # (located on your packing slip) and your zip code. **Note:** If your product was shipped directly from your dealer, you may not have a Solmetex packing slip. In this event, please contact Solmetex Customer Service for further assistance.
- Within the portal, locate “Shipping Label” in the upper right corner of the portal screen.
- Select Product Type “NXT/Hg5 Recycling Container” and enter the Shipping Code located on snap cap, then press “Submit”.
- Website will generate 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.**



<p><b>Solmetex</b> 50 Bearfoot Road Northborough, MA 01532 Phone: (508) 393-5115 Fax: (508) 393-1795</p>		<p><b>Picking Slip</b></p>		<table border="1"> <tr> <td>Date</td> <td>Page</td> </tr> <tr> <td>Jan 1, 2019</td> <td>1</td> </tr> <tr> <td colspan="2">Shipment Number</td> </tr> <tr> <td colspan="2">SH00000000000000123456</td> </tr> </table>		Date	Page	Jan 1, 2019	1	Shipment Number		SH00000000000000123456	
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Jan 1, 2019	1												
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				<p><b>"Account Number"</b></p>									
<p>Sold To:</p> <p>Your Dealer of Choice 1234 Summer Lane AnyTown, MA 01234 USA</p>			<p>Ship To:</p> <p>000123456 My Family Dentistry 123 Winterville Ln AnyTown, MN 05432</p>										
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](http://www.solmetex.com), click on “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](http://www.solmetex.com) for more information and “Live Chat” Monday – Friday 8:30am – 5:00pm EST or contact us at 800-216-5505.