



Step by Step Online Collection Guide

When your Teva inhaler recycling box is full, the easiest way to arrange a collection is online via UPS, our nominated collection partner. Here's a step by step guide to show you how:

To access the UPS collection page you can;

- Type in your search engine the following key words "ups schedule a parcel collection"
- Go to www.ups.com/gb (i) Select "shipping" (ii) click on "schedule a parcel collection"

Then follow the instructions as shown below

situated at the back of your box

STEP 1 - Provide your shipping label details

1 SHIPPING LABEL QUESTIONS			
Do you have pre-printed <u>UPS Shipping Label</u>	s ⑦ for your shipment? *		
Yes			
O No			
Optional: Enter tracking numbers separated (If you have <u>return label</u> ① tracking numbers,	by commas, to check if collection charges are prepaid. enter them here)		
(Maximum 30 tracking Numbers)			Manufacture Com
INSTRUCTIONS			100 100 100 100 100 100 100 100 100 100
Tick Yes (your box alw	vays comes with a prepaid return	label)	A CONTROL OF THE STATE OF THE S
Find your tracking nu	mber which starts with 1Z on the	return label	





STEP 2 – Provide information about the location of the collection

UPS Account Number:		
Company or Name: *	Country or Territory:	
	United Kingdom	
Contact Name:	City: *	
contact runne.		
	Other Address Info	mation:
Street Address: *		
Suite / Room:	Postal Code: *	
Suite / Room:		
	Telephone: *	Ext.:
Floor:		

INSTRUCTIONS

- Leave UPS Account Number empty
- Fill in the information about the location where the box will be collected by UPS





STEP 3 - Provide details about the box

Select the number of packages in your Labels.	collection, as well as the UPS Services indicated by your UPS Shipping
Package(s) in Your Collection:	Total Weight of Your Collection: *
1	6 Kg.
UPS Services in Your Collection:	
UPS Domestic Services ▼ UPS Express Plus®	8 UPS International Services ▼ UPS Express®
UPS Express®	UPS Express Saver®
UPS Express Saver®	UPS Expedited
UPS Standard®	UPS Standard®
	UPS Express Plus®
	<u>UPS EU Transborder Services</u> ▼
Does your collection contain: Items that weigh more than 32 Kg.?	
Yes	

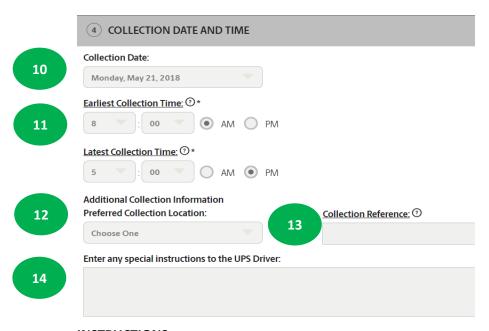
INSTRUCTIONS

- Pick the number of boxes to be collected
- One box equals 9kg. Insert the weight according to the number of boxes being shipped
- Always choose **UPS Standard** from *UPS Domestic Services*
- Leave UPS International Services blank
- Tick No





STEP 4 - Provide further details about the collection



INSTRUCTIONS

- Select date of the pick-up
- Select time slot for pick-up (Please ensure there are 6 hours between earliest and latest time)
- If applicable, specify which area of your building the driver needs to head to (e.g. reception)
- Enter **TEVA** as Collection Reference
- Enter any further instruction for the driver (e.g. use back entrance) (characters limited)





(5) COLLECTION NOTIFICATIONS Show Collection Notifications 15 **Collection Request Confirmations** Enter a mobile device number to receive SMS confirmation of this Collection Request. Mobile Device Number: Language Format: Select One Enter up to five e-mail addresses to receive e-mail confirmation of this Collection Request. E-mail Addresses 16 Enter a personalised message to be included in your e-mail confirmation.* Your E-mail Address: UPS will notify you if there is a problem sending any of the e-mail notifications you requested for **17** request.

INSTRUCTIONS

- Collection Notification is usually hidden. Please make sure to click Show Collection Notifications to complete the information fields
- Insert your email address here
- Click Next and your collection requirements will be processed

We hope you found this guide helpful, thank you for continuing to support the Teva Inhaler Recycling programme and arranging your collection online.