



## 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](http://www.ups.com/gb) (i) Select "shipping" (ii) click on "schedule a parcel collection"

Then follow the instructions as shown below

### STEP 1 - Provide your shipping label details

1

#### 1 SHIPPING LABEL QUESTIONS

Do you have pre-printed [UPS Shipping Labels](#) ⓘ for your shipment? \*

- ☒ Yes  
☐ No

2

Optional: Enter tracking numbers separated by commas, to check if collection charges are prepaid.

(If you have [return label](#) ⓘ tracking numbers, enter them here)

(Maximum 30 tracking Numbers)

### INSTRUCTIONS

1

Tick Yes (your box always comes with a prepaid return label)

2

Find your tracking number which starts with **1Z** on the return label situated at the back of your box





## STEP 2 – Provide information about the location of the collection

### 2 COLLECTION INFORMATION AND LOCATION

3

UPS Account Number:

4

Company or Name: \*

Country or Territory:

United Kingdom

City: \*

Contact Name:

Other Address Information:

Street Address: \*

Postal Code: \*

Suite / Room:

Telephone: \*

Ext.:

Floor:

### INSTRUCTIONS

3

Leave *UPS Account Number* empty

4

Fill in the information about the location where the box will be collected by UPS



### STEP 3 - Provide details about the box

#### 3 SERVICE AND PACKAGE INFORMATION

Select the number of packages in your collection, as well as the UPS Services indicated by your UPS Shipping Labels.

Package(s) in Your Collection:

1

Total Weight of Your Collection: \*

Kg.

UPS Services in Your Collection:

UPS Domestic Services ▼

☐ UPS Express Plus®

☐ UPS Express®

☐ UPS Express Saver®

☒ UPS Standard®

UPS International Services ▼

☐ UPS Express®

☐ UPS Express Saver®

☐ UPS Expedited

☐ UPS Standard®

☐ UPS Express Plus®

UPS EU Transborder Services ▼

Does your collection contain:  
Items that weigh more than 32  
Kg.?

☐ Yes

☒ No

### INSTRUCTIONS

5

Pick the number of boxes to be collected

6

One box equals 9kg. Insert the weight according to the number of boxes being shipped

7

Always choose **UPS Standard** from *UPS Domestic Services*

8

Leave *UPS International Services* blank

9

Tick No



#### STEP 4 - Provide further details about the collection

##### 4 COLLECTION DATE AND TIME

Collection Date:

Monday, May 21, 2018

Earliest Collection Time: ⓘ \*

8

00



AM



PM

Latest Collection Time: ⓘ \*

5

00



AM



PM

Additional Collection Information

Preferred Collection Location:

Choose One

Collection Reference: ⓘ

13

Enter any special instructions to the UPS Driver:

14

#### INSTRUCTIONS

10

Select date of the pick-up

11

Select time slot for pick-up (Please ensure there are 6 hours between earliest and latest time)

12

If applicable, specify which area of your building the driver needs to head to (e.g. reception)

13

Enter **TEVA** as Collection Reference

14

Enter any further instruction for the driver (e.g. use back entrance) (characters limited)



15

## 5 COLLECTION NOTIFICATIONS

[▶ Show Collection Notifications](#)**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:

17

UPS will notify you if there is a problem sending any of the e-mail notifications you requested for this request.

**INSTRUCTIONS**

15

**Collection Notification** is usually hidden. Please make sure to click *Show Collection Notifications* to complete the information fields

16

Insert your email address here

17

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.