



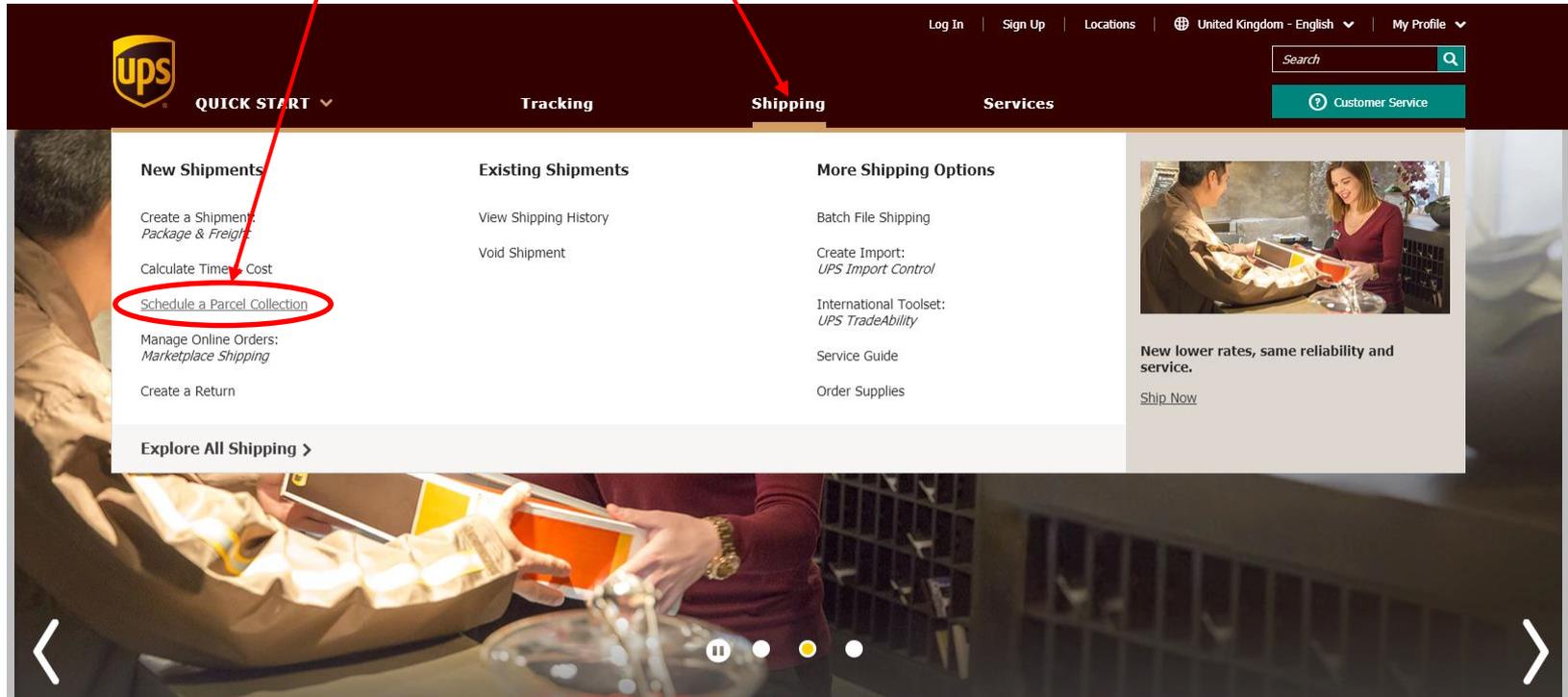
How to:

# Organise online collection with UPS

# Step 1: Go to the UPS online collection form

To access the UPS collection page:

- Go to [www.ups.com/gb](http://www.ups.com/gb) (i) Click “Shipping” (ii) And then “Schedule a parcel collection” from the drop-down menu



## NEWS & INFORMATION

[Show More News](#)

February 14, 2019

Check here for the latest Brexit Updates

[pickup/schedule?loc=en\\_GB](#)

November 28, 2018

UPS Announces 2019 Rate Changes

July 31, 2018

Important Change to Invoicing

June 26, 2018

UPS Makes Largest-Ever Investment in France with \$100 million Paris Hub

## Step 2: Shipping Label questions

① SHIPPING LABEL QUESTIONS

Do you have pre-printed **UPS Shipping Labels**  for your shipment? \*

Yes

No

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)

1. Respond **Yes** to the question “Do you have pre-printed UPS Shipping Labels for your shipment?”

2. Enter the tracking number of every parcel to be collected. Separate every tracking number with a comma.

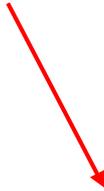
You will find the tracking number on the UPS label underneath “UPS Standard”.



1 KG	1 OF 1
SHIP#: 0305 75VM 4ZT SHIP WT: 0.5 KG DATE: 23 APR 2019 DWT: 1,1,1	
<b>SHIP TO:</b> TERRACYCLE UK 08000470984 SUEZ RECYCLING & RECOVERY UK L LOWER ECCLESHILL ROAD DARWEN BB30RP	
	<b>GBR 173 9-00</b> 
<b>UPS STANDARD</b> TRACKING #: 1Z 030 575 68 9843 9065	
	
BILLING: P/P	EDI
JUL 19 04 02 10:45 PM RA 01/2019	

## Step 3: Collection information and location

Please enter the information as required.



### ② COLLECTION INFORMATION AND LOCATION

UPS Account Number:

Company or Name: \*

Contact Name:

Street Address: \*

Suite / Room:

Floor:

Residential Address

Country or Territory:  
United Kingdom

City: \*

Other Address Information:

Postal Code: \*

Telephone: \*      Ext.:  
     

DROP OFF YOUR PACKAGE FOR FREE AT A NEARBY UPS ACCESS POINT™ LOCATION OR OTHER UPS SITE. [FIND LOCATIONS](#)

# Step 4: UPS Service and package information

## Number of boxes:

Enter the number of parcels to be collected

## Weight of the collection:

Enter the total combined weight of all of the parcels.

**UPS Service:** Always choose **UPS Standard** in UPS Domestic Service section

**Extra information:** Tick **"No"** as no single parcel weighs more than 30kg.

### 3 SERVICE AND PACKAGE INFORMATION

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

Package(s) in Your Collection:

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

Leave empty

## Step 5: Collection date and time

### Collection date

Select the date of the pick-up

*Please note that same-day collection can only be arranged before midday of the same day.*

### Collection time

Select a time slot for the parcels to be collected. Please ensure there are 6 hours between the earliest and latest times to collect the boxes.

### Collection location

Here you can select which entrance of the building the driver should go to to collect the parcels e.g. reception, side entrance...

### Collection reference

Insert **The Aqua Optima Water Filter Recycling Programme** here.

The screenshot shows a form titled '4 COLLECTION DATE AND TIME'. It contains the following fields and options:

- Collection Date:** A dropdown menu showing 'Monday, May 21, 2018'.
- Earliest Collection Time:** A time selection field with a dropdown for '8', a dropdown for ': 00', and radio buttons for 'AM' (selected) and 'PM'.
- Latest Collection Time:** A time selection field with a dropdown for '5', a dropdown for ': 00', and radio buttons for 'AM' and 'PM' (selected).
- Additional Collection Information:**
  - Preferred Collection Location:** A dropdown menu with 'Choose One' selected.
  - Collection Reference:** A text input field with a question mark icon.
- Enter any special instructions to the UPS Driver:** A large text area.

Red arrows point from the text blocks to the following fields in the form: 'Collection Date', 'Earliest Collection Time', 'Latest Collection Time', 'Preferred Collection Location', and the 'Enter any special instructions...' text area.

### Instructions for the UPS driver

Enter any information the driver will need to find the parcel (e.g. 'use back entrance').

*Please note this section is character limited.*

## Step 6: Collection notifications

This section is usually hidden. Please make sure to unhide this section to insert collection notifications.

**BEFORE**

5 COLLECTION NOTIFICATIONS [▶ Show Collection Notifications](#)

**AFTER**

5 COLLECTION NOTIFICATIONS [▼ Hide](#)

**Collection Request Confirmations**  
Enter a mobile device number to receive SMS confirmation of this Collection Request.

**Mobile Device Number:** Language Format:

Enter up to five e-mail addresses to receive e-mail confirmation of this Collection Request.  
**E-mail Addresses**

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 this collection request.

### Contacts' emails

Please insert your email address to receive a confirmation email of your collection.

Please keep the collection number in your file and refer to it whenever you need to contact TerraCycle.

**Then  
Click NEXT!**

## Step 7 : Review your collection request

You will then be sent to a page to verify the details of your collection request.

If everything looks correct, **click NEXT**.

Now you are all sorted and you will receive a confirmation email.

**Please note, you will need the Collection Request Number to cancel, modify or track the status of your collection.**

Alternatively, you can organise your collection over the phone on **03457 877 877**  
However, to ensure a better traceability of your parcel(s), we recommend organising all of your collections online.

If you have any problems feel free to  
contact us at  
[customersupport@terracycle.co.uk](mailto:customersupport@terracycle.co.uk)  
or on 0800 0470 984 (free phone  
number)

To find out more about the  
programme, visit the website:  
[www.terracycle.co.uk/aquaoptima](http://www.terracycle.co.uk/aquaoptima)

