

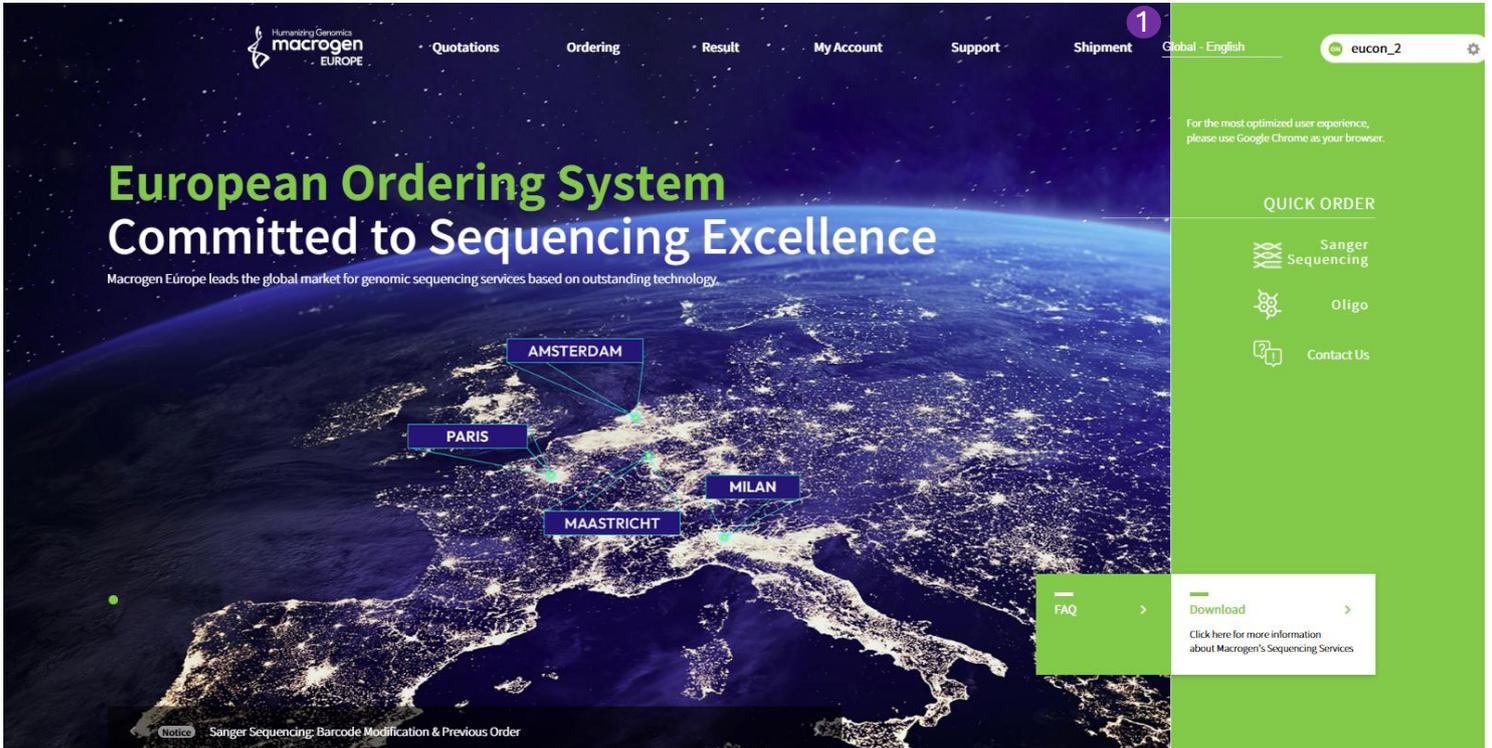
# User Guide

# Shipping with UPS

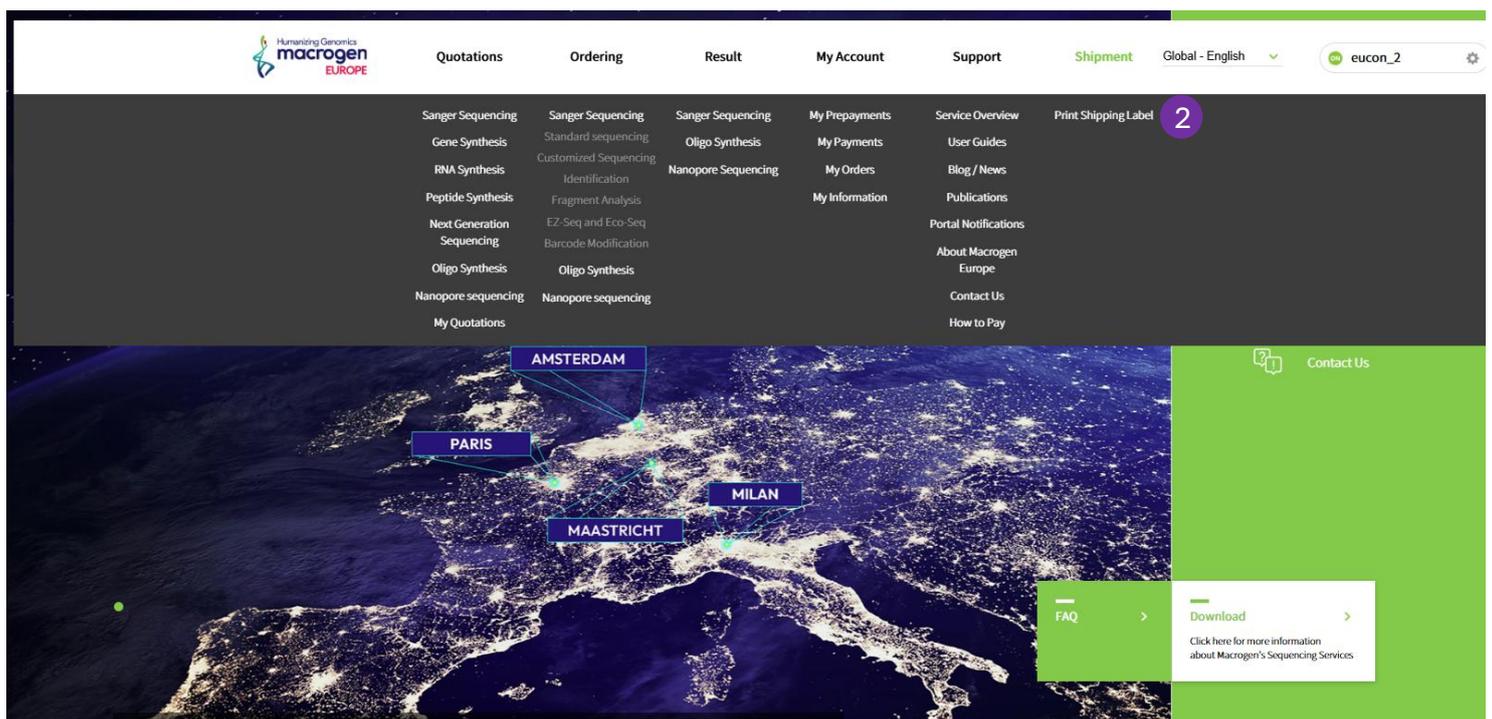
Ver\_2.0

To organize the shipping with UPS, you have to visit our website at <https://order.macrogen-europe.com/main.do>, log in with your credentials and follow these steps

- 1 Click on "Shipment"



- 2 Select "Print Shipping Label"



③ Click on [UPS], select "CONTINUE AS GUEST" and fill the form with the relevant information

## Shipment | Print Shipping Label

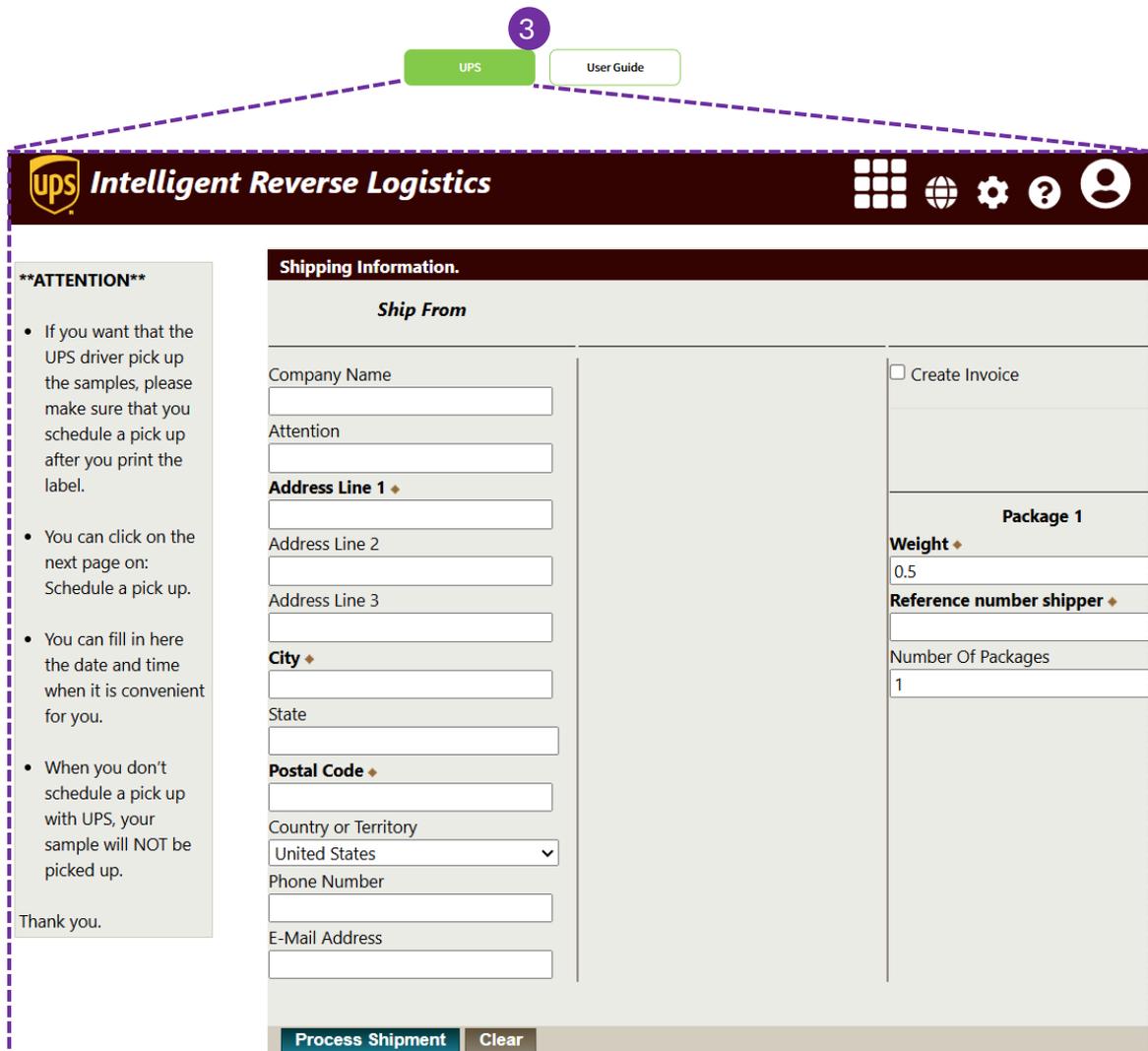
### Print Shipping Label\*

On this page, you can organize and schedule your shipment.

UPS: Print shipping label and schedule pick up  
DHL: Print shipping label

If pickup was not scheduled during the order process or if you are using barcode-based services, you can arrange it in this section.

Free shipping is available only for orders of at least 20 reactions.  
(Please note that conditions may vary for regions outside the EU)



The screenshot shows the 'Print Shipping Label' form with a callout box highlighting the 'Reference number shipper' field. The callout box contains the following text:

In the "Reference number shipper" field, you can enter any value of your choice; it's not critical. For instance, you may use your order reference.

The form itself is titled 'Intelligent Reverse Logistics' and includes a 'Shipping Information' section. The 'Ship From' section contains the following fields:

- Company Name
- Attention
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Postal Code
- Country or Territory (United States)
- Phone Number
- E-Mail Address

Additional fields include 'Create Invoice' (checkbox), 'Package 1' (Weight: 0.5), and 'Reference number shipper' (highlighted). The 'Number Of Packages' is set to 1. The form has 'Process Shipment' and 'Clear' buttons at the bottom.

In the "Reference number shipper" field, you can enter any value of your choice; it's not critical. For instance, you may use your order reference.

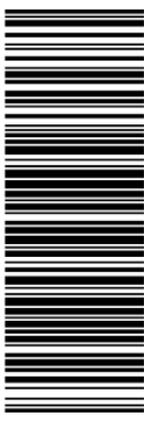
- ④ Print the Waybill and Schedule the pick-up



Shipment successful

[Return to Guest Access Shipping Page](#)

[Click here to Schedule a pickup](#) ④

UNIVERSITY OF MILAN VIA CELORIA 23 20133 MILAN ITALY	<b>1 KG PAK</b> SHP#: 7812 0RSZ PZN SHP WT: 0.5 KG DATE: 20 JAN 2026	<b>1 OF 1</b>
<b>SHIP TO:</b> RETURNS DEPARTMENT 310203337563 MACROGEN EUROPE B.V. MEIBERGDREEF 57 <b>1105BA AMSTERDAM</b> <b>NETHERLANDS</b>	<b>NLD 343 9-00</b> 	<b>1P</b>
	<b>UPS SAVER</b> TRACKING #: 1Z 781 20R 86 9133 4251	
<b>BILLING: F/C RECEIVER 78120R</b> DESC: Synthesized oligonucleotides RETURN SERVICE - PAYMENT GUARANTEEED		<b>RS</b>
Tx Ref No.: 1		
<small>XOL 25.12.22 NV45 4.06.01/2026*</small>		

**IMPORTANT:** Remember to include the order number in the package. This will allow the laboratory to identify your order