

ELOKUVA KONEPAJA



Instructions for using Elokuvakonepaja/Mutascan Shipping Portal

1. Use the link:
[https://row.ups.com/GuestAccess/Guest/Entry?
Company=2ae65a9a-bd08-4bcb-91ad-525b50f2d4d6](https://row.ups.com/GuestAccess/Guest/Entry?Company=2ae65a9a-bd08-4bcb-91ad-525b50f2d4d6)
and you will be forwarded to the Shipping Portal



Guest Header

Guest Access Log In

Guest Access Company Name ▾
ELOKUVAKONEPAJA OY

[Continue As Guest](#)

PRESS "Continue As Guest"

Please close other UPS tabs incase login problems

2. Fill out the Shipping Information form as instructed below

Press "Process Shipment"

Shipping Information.

Ship From	Ship To	Shipment
<p>Client ID (Optional)</p> <p>Company Name ▾ Company's or a person's name</p> <p>Attention ▾ Person's name</p> <p>Address Line 1 ▾ Street address</p> <p>Address Line 2 (Optional)</p> <p>City ▾ City</p> <p>State State</p> <p>Postal Code ▾ Postal Code</p> <p>Country or Territory United States</p> <p>Phone Number ▾ Phone Number</p> <p>E-Mail Address ▾ E-mail address</p>	<p>* Choose UPS Service depending on where you are sending from.</p> <p>- UPS Worldwide Expedited Expedited: 3-10 (Outside of the EU)</p> <p>- UPS Worldwide Saver Saver: 1-2 days (All over the world)</p> <p>- UPS Standard Standard: 2-10 days (Only EU +CH, GB, NO)</p> <p>** - E-Mail Label</p> <p>- View and Print</p> <p>*** Tick box if you are sending from outside EU to create invoice OR you can make your own.</p>	<p>UPS Service International * UPS® Standard</p> <p>Label Delivery Method ** E-Mail Label</p> <p><input type="checkbox"/> Create Invoice ***</p> <p>Package(s)</p> <p>Package 1</p> <p>Weight ▾ Weight in kilograms (kg)</p> <p>Order/Quote Number ▾ Order/Quote/Last name</p> <p>Number Of Packages Number of packages</p>

[Process Shipment](#) [Clear](#)

3. Create Invoice if you are sending from outside EU

Commercial Invoice Page

Reason For Export
Choose "Other"
Purchase Order Number
Purchase Order Number

Currency Code
Choose Currency
Terms of Shipment
Choose "ExWorks"

4. Press "Search" to add products from our list, or enter products manually.

Part Number	Description of Goods	Tariff Code	Country or Territory Origin	Unit of Measure	Price
<input type="radio"/> A001	Exposed 8mm film cartridge	3704001000	US	EA	5.0000
<input type="radio"/> A002	Exposed 16mm film roll	3704001000	US	EA	5.0000
<input type="radio"/> A003	Exposed 35mm film roll	3704001000	US	EA	5.0000
<input type="radio"/> A004	Developed 8mm film roll	3706109900	US	EA	5.0000
<input type="radio"/> A006	Developed 16mm film roll	3706109900	US	EA	5.0000
<input type="radio"/> A005	Developed 35mm film roll	3706109900	US	EA	5.0000
<input type="radio"/> A007	Hard drive	9007910000	US	EA	5.0000
<input type="radio"/> A008	Broken camera equipment for Warranty repair	9007910000	US	EA	50.0000

Choose product, and press "Select"

After all products are added, press "Finish"

5. Schedule pickup

Fill the Pickup Information form to schedule UPS pickup or you can also drop off the package to a UPS Access Point.



Shipment successful

[Return to Guest Shipping Page](#)

[Click here to Schedule a pickup](#)

To confirm pickup, press "Submit"