

## **Application Procedure**

## "Turn-In Request"

<u>Go to</u>: Mercury Webpage > <u>www.mercury-container.de</u>

<u>Select</u>: English or German language by clicking on the flag at the right

upper hand side

Open: Online Services

<u>Select</u>: Turn-In Request

Enter: Your email address

(Please note your email address must be registered with Mercury)

Enter: Your name

(Only necessary for the first-time registration)

<u>Enter</u>: Your company name

(Only necessary for the first-time registration)

Enter: The number of containers you wish to redeliver

Enter: Prefix and Container number without a blank space

(e.g. MCEU2861000)

The Mercury leasing contract number will appear automatically

Select: A turn-in location and depot by clicking on the location/depot

<u>Click on</u>: Submit request button