



**Standup Bevi Repackaging Instructions**

**RMA**

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# Standup Machine Repackaging Options

Follow the below procedure to obtain materials required to repackage and return a Bevi machine:

1. Obtain a repackaging material kit
  - a. Repackaging material is provided free of charge by Bevi (other than pallet, see step 2)
  - b. To request a repackaging kit, log in to Handshake and place an order for part 550-0022
    - i. Repackaging kit 550-0022 includes the following
      1. 3x Moving blankets
      2. 3x Short blue shipping straps
      3. 2x Long orange shipping straps
      4. 1x Plastic Wrap Dispenser
  - c. The kit will be shipped to the requested delivery location via ground services
2. Obtain an acceptable shipping pallet
  - a. Acceptable pallets can vary in size, shape, and material as long as the below parameters are met:
    - i. The entire machine and carbonator must fit within the perimeter of the pallet
    - ii. The top surface of the pallet must be flat and solid to prevent the machine casters from being stuck in the gaps between pallet slats.
  - b. Bevi does not provide pallets. If your site needs to source a pallet we suggest contacting your local pallet supply company or purchasing the following product from Uline: H-5490



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Once all repackaging materials are on hand, complete the below steps to prepare the Bevi machine and carbonator for shipment:

1. Ensure that the Bevi machine and carbonator were properly decommissioned
  - a. Refer to the guide from [partners.bevi.co](https://partners.bevi.co) for complete [decommission instructions](#)
2. Place the used Bevi on one side of the pallet
  - a. This is best achieved by using a piece of plywood as a ramp to move the Bevi onto the pallet surface
  - b. The Bevi can also be moved via a team lift
3. Use one of the moving blankets to wrap the top half of the Bevi and secure with a short blue shipping strap
4. Repeat the blanket wrap and strap for the lower half of the Bevi
5. Place the carbonator next to the Bevi on the pallet.
6. Use the last moving blanket to wrap the carbonator and secure with a short blue strap



# Standup Machine Repackaging Instructions

Continued:

1. Ensure the wrapped carbonator is placed tightly next to the wrapped Bevi (like the shipment of a new unit)
2. Use the two large orange straps to secure the Bevi machine and carbonator to the pallet
3. Tie off the excess ends of each strap
4. Use plastic wrap to wrap the machine and countertop from the top of the carbonator down to the pallet base





**Questions?**

**Please reach out to [support@bevi.co](mailto:support@bevi.co)**

