



**RMA Packaging
Standup 2.0 Machine
1-7-22**

Standup 2.0 RMA Kit

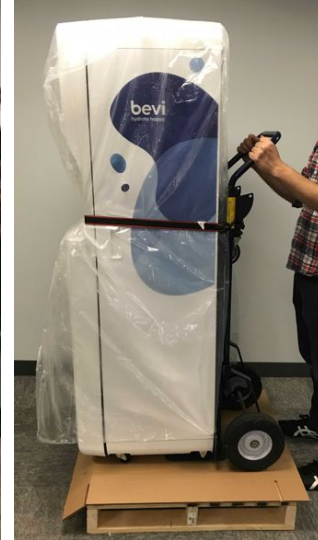
Follow the below procedure to obtain materials required to repackage and return a Bevi machine:

1. Obtain a standup 2.0 RMA 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 orders.bevi.co and place an order for part 550-0073
 - i. Repackaging kit 550-0073 includes the following
 1. 2x moving blankets
 2. 2x 20' shipping straps
 - 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 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
3. The Bevi standup 2.0 must be properly decommissioned per Bevi service guidelines prior to packaging the unit for the RMA shipment



Work Instructions - Loading a 2.0 on a Pallet w/ Cart

- Position an appliance cart / hand truck appropriate for moving this size / device behind the rear of the machine.
- Use moving blankets / foam supports together with safety straps to secure the machine to the appliance cart.
- Wheel the Bevi to the edge of the pallet
- Carefully tip the machine onto the cart. Roll the cart slowly and carefully up the front edge of the pallet. Continue to wheel the cart to the opposite edge of the pallet. Carefully tip the cart and machine forward until the machine is fully resting on the floor. (NOTE: This may require more than one person)
- Remove the safety straps and carefully pull the dolly out and away from the Bevi.
- Use the casters of the Bevi to center the unit on the pallet.



Work Instructions - Loading a 2.0 on a Pallet w/ Ramp

- Place a pallet ramp next to the pallet on the ground
- Use the side handles of the 2.0 to carefully wheel the unit up the ramp and onto the pallet top, using the machines built in casters



Work Instructions - Repackaging 2.0 for RMA Shipment

1. Place the pallet on floor
2. Move the Bevi on to the pallet.
 - a. See later slides for examples using a hand truck or ramp to palletize the Bevi
3. Use 1x blanket to wrap half of the Bevi
4. Secure this blanket with packing tape
5. Use the 2nd blanket to wrap the remainder of the Bevi
6. Secure the 2nd blanket with packing tape
7. Run the shipping straps through the pallet and around the top of the 2.0 (straps should be parallel)
8. Tighten the shipping straps
9. Tie of excess straps

