



Requesting a collection on Recoweb



Log onto www.recoweb.co.uk
From the homepage click on the link [Request a Collection](#)



Home



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You will see a page showing two tabs– **Request /notes** and **containers**

Section Links

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Request a Collection

Request/Note **Containers**

Containers (Click on Request/Notes tab to enter specific collection information)

+ Add

Ref	Status	Container	Material	Ownership	Owner	On Own
No records found.						

Save

- ▶ On the containers tab **click on + Add** at the top left hand side.
- ▶ A pop up screen will appear showing the containers you have on site
- ▶ If you have queries with this, please contact us.

Add Containers for collection

Select	Container type	On own	Ownership	Owner	% Fill	Material
<input type="checkbox"/>	RB19 - Grey 6ft Collapsible Pallet Box	Yes	Recolight	RecoLight		Lamps
<input type="checkbox"/>	RC8 - White 8ft Correx Box	No	Recolight	RecoLight		Lamps
<input type="checkbox"/>	RC8 - White 8ft Correx Box	No	Recolight	RecoLight		Lamps
<input type="checkbox"/>	RB19 - Grey 6ft Collapsible Pallet Box	Yes	Recolight	RecoLight		Lamps

Ok

- ▶ Select the containers you'd like to have emptied
- ▶ Enter the % of how full they are
- ▶ Select material type
- ▶ **Select OK**



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Click on Request/ Notes - the green tab on the right hand.

It is vital to ensure all collections run smoothly.

Please free type in the rectangle box, opening times, contact details and any access restrictions.

- ▶ Does the site have a forklift? **Click on circle Yes or No.**
- ▶ Does the site have access for arctic/Moffatt vehicle? **Click on circle Yes or No.**
- ▶ Click on **Save**

You will now be re-directed to the first screen.

Check that there is a reference number e,g, 14-12345 This tells you that the collection has been booked in.

View	Ref	Status	Container	Material	Ownership	Owner	On Own
▼	14-12038-1	Requested	RB19 - Grey 6ft Collapsible Pallet Box	Lamps	Recolight	Recolight	Yes

You should now receive a confirmation email and the request has also been sent to our supplier.

- ▶ Please allow up to 10 working days for collection to take place
- ▶ Any queries regarding your collection must be made to Recolight.