

ReColight Reuse Hub

AVOIDING UNNECESSARY RECYCLING

User Guide

The ReColight Reuse Hub is powered by





Contents

Page #

[What is the Recolight Reuse Hub?](#)

3

[Ethos](#)

3

[Who is the Recolight Reuse Hub for ?](#)

4

[What is a Donor, Recipient, and Remanufacturer?](#)

4

[Donor Registration](#)

6 - 15

Login

Menu

Create Products

Create Batches

[Recipient Registration](#)

16 - 18

Login

Menu

[Remanufacturer Registration](#)

19 - 21

Login

Menu

[Invite a User](#)

22

[Reuse Hub Links](#)

23



What is the Recolight Reuse Hub?

The Recolight Reuse Hub is unique to the UK Lighting Market

The Recolight Reuse Hub is the first of its kind for facilitating the donation, reuse, and remanufacture of lighting products:

- Luminaires
- Lamps
- Lighting Equipment
- Lighting Controls
- Lighting Components

Preventing recycling and giving a new lease of life to lighting products.

Ethos

The Recolight Reuse Hub is a business-to-business donation portal specialising in lighting equipment. Aimed at Donors, Applicants and Remanufacturers of lighting products in the UK.

The service matches surplus stock and used products with potential Applicants. The intention being to give surplus stock and used lighting a second life through donation.

Donors that have ex-stock or unsold product can donate to 'Applicants', which may be other Lighting Producers, Not for Profit Organisations, Charities or other Social Enterprises.



Possible Recolight Reuse Hub users?

The Reuse Hub is for lighting manufacturers, remanufacturers, specifiers, end users, and more.

Who can be a Donor

- Resellers of lighting products
- Manufacturers who sell lighting products
- Lighting refit contractors, (including CAT A and or CAT B fit-outs)
- End users
- Wholesalers

Who can be a Recipient

- Manufacturers
- Charitable Organisations
- Not for Profit Organisations
- Educational Facilities

Who can be a Remanufacturer

A person or company who processes, re-conditions, renovates or restores lighting products that significantly changes the finished device's performance or safety specifications, or intended use.



Donors

A Donor is a company which has unused, unsold lighting stock, or used lighting equipment. Used lighting includes, but is not limited to, those from CAT A and CAT B fit outs. Most importantly a Donor must be willing to donate.

Remanufacturers

A lighting Remanufacture is a manufacturer who can upgrade and/or refurbish lighting equipment to provide a product which;

- meets today's performance expectations
- and is backed with a new warranty

Regulations require all components used in a remanufactured product to be compliant themselves. Additionally, all reused and remanufactured units must be tested for electrical safety and WEEE compliance must be achieved during the remanufacturing process.

Recipient

Recipient companies and organisations can apply to receive new and or used Products and Batches of Products.



How to Register as a Donor

Donor Registration

Language: *
English (UK) ▼

Country: *
▼

Email: *
xxxxx@xxx.xxx

Password: *
Minimum 8 Characters

First Name: *
First Name

Surname: *
Surname

Job Title: *
Job Title

Phone Number: *
Phone Number

Company Name: *
Company Name

VAT Number: * ⓘ
XXXXXXXXXX

Full Trading Address: *
Full Trading Address

Full Registered Address: *
Full Registered Address

Scheme: *
Select Scheme ▼

Logo (.jpg, .png) (Optional):
Choose File No file chosen

Website:
Web

I accept the [Terms and Conditions](#), the [Privacy Policy](#) and the [Cookies Policy](#). *
* The links to the documents are only accessible when VAT Number is added

REGISTER

**FOLLOW THIS LINK TO
REGISTER AS A DONOR**

- ▶ Enter your email address as your 'Username'.
- ▶ Create a Password
This can be changed in the future, by selecting 'Forgotten Password'.
NOTE: Your password will be validated by the System Administrator before you are able to log in.
- ▶ Enter the following information:
 - First Name
 - Surname
 - Job Title
 - Phone Number
 - Company Name
- ▶ Enter your VAT Number (in GB123456789 format) and upload your company logo, by clicking on the Choose File button.
- ▶ Enter your company's full Trading Address
- ▶ Enter your company's full Registered Address
- ▶ Scheme: Select Recolight
- ▶ Company Logo
- ▶ Website – URL link

[Link to Login to the Recolight Reuse Hub](#)



CIRCULAR PLACE

User Access

 Username

 Password























LOGIN

[Forgot Your Password?](#)

Your Username is the email address you used for registration.

Your Password is the one you entered during registration and can be changed by selecting **Forgot your password**

Donor Menu


 My Products		View and Edit Products created by this User (Donor)
 Create Product		Create new Products
 Import Products		Import new Products
<hr/>		
 My Batches		View and Edit Batches created by this User (Donor)
 Create Batch		Create new Batches
 Import Batches		Import new Batches
<hr/>		
 Applicant Projects		All current Applicant Projects
<hr/>		
 My Requests		Manage orders (requests for Products and Batches)
 My Requested Projects		Follow up on Applicant requests
<hr/>		
 Invite User		Invite other Users from the same Company to register
 User Guide		PDF download of the User Guide

My Products | Can be viewed as a list or as images.

CIRCULAR PLACE ReCOLight Reuse Hub Sally Tan


My Products

My Products LISTING IMAGES




ID: 440
Track Light
Recipient: Applicant
Category: Large Household Appliances
Location of material: Lombard Business Park, 8 Lombard Road, London SW19 3TZ
Expiry Date: 23/11/2023
100 Available Units

[VIEW DETAILS](#)



ID: 439
Flood Lights
Recipient: Remanufacturer
Category: Lighting Equipment
Location of material: Lombard Business Park, 8 Lombard Road, London SW19 3TZ
Expiry Date: 08/11/2023
70 Available Units

[VIEW DETAILS](#)



ID: 430
Downlights 360
Recipient: All
Category: Lighting Equipment
Expiry Date: 20/10/2023
62 Available Units


[VIEW DETAILS](#)



How to create a Product


- ▶ Add Product name.
- ▶ Add brief description of Products and how they are being offered, e.g boxed/ palletised.
- ▶ Select Product Category from drop-down list.
- ▶ Company and Brand: defaults to company name but brand can be altered
- ▶ Number of Units and single Unit Weight(kg).
- ▶ Select Product status from drop-down list.
- ▶ Warranty defaults to 0.






Entering a Product


 My Products


-  Create Product
-  Import Products


 My Batches


-  Create Batch
-  Import Batches

 Applicant Projects

 My Requests

 My Requested Project

 Invite User

 User Guide

Create Product

Product Name:

Recipient:

Description:

User:

Product Category:

Company:

Brand:

Units:

Unit Weight (Kg):
 (kg)

Status:

Transport Arrangements:

Location of material:

Expiry Date:

Access to the Offer:

Donation Certificate Required:

Warranty:

Website:

- ▶ **Enter your Product name**
 - ▶ Applicant Type: Available to which type - Applicants/ Remanufacturers/All
- ▶ **Enter a brief product description - State who you want to use the product e.g Charities, Remanufacturers or All.**
 - ▶ User: Your Username/email address (pre-populated)
 - ▶ Product Category: Choose from the drop-down field
 - ▶ Brand : Brand name if known
- ▶ **Enter number of units and weight of each unit in kgs**
 - ▶ Status: New or used product?
 - ▶ Transport Arrangements - (collect, prepaid or other arrangements)
 - ▶ Expiry Date of the Product/Batch offer
 - ▶ Visibility of the Offer: Whether Public Visibility or limited viewing of the product offered to Registered Applicants.
 - ▶ Need for donation certification: Defaults to 'No'
 - ▶ Warranty of the product in years
 - ▶ Website: URL link

Create Batch

User: Visibility:

Recipient:

Transport Arrangements: Donation Certificate Required?:

Location of material:

Expiry Date: Number of Batches:

[CREATE](#)

How to create a Batch

- ▶ **User:** Your email address
- ▶ **Visibility:** Select 'I authorise public viewing' or 'Limited to registered Applicants'
- ▶ **Applicant:** Applicant/ Remanufacturer/All
- ▶ **Transport Arrangements:** (collect, prepaid or other arrangements)
- ▶ **Donation Certificate Required?** – Defaults to No
- ▶ **Expiry Date** of the Product/Batch offer
- ▶ Total number of Batches offered
- ▶ Click on Create

How to create a Batch

- The User field is a prepopulated with your email address.
- State the type of Applicant you are prepared to donate to.
- Select from Applicant Type drop-down list.
- Select Transport Arrangements from drop-down list.
- Donation Certificate defaults to 'No'.
- Expiry Date is the final date the product is available.
- Number of Batches available.
- Screen for editing your existing Batches.
- Select **+** to create the list Products within this Batch.



Editing a batch

Edit Batch

User:

circularplace@recolight.co.uk

Visibility:

Public Visibility

Recipient:

Applicant

Transport Arrangements:

Transport Payable (Applicant Responsibility)

Donation Certificate Required?:

No

Location of material:

Location of material

Expiry Date:

13/09/2023

Number of Batches:

1

SAVE

Products



No Existing Data

BACK TO INDEX

Create a Product

- Add Product name.
- Add brief description of Products and how they are being offered, e.g boxed/ palletised.
- Select Product Category from drop-down list.
- Company and Brand are default fields.
- Number of Units and single Unit Weight(kg).
- Select Product status from drop-down list.
- Warranty defaults to 0.
- Website - upload URL

The screenshot shows a web application interface for creating a product. At the top, there are two dropdown menus: 'circularplace@reco' and 'I authorise public vi'. Below them is a close button 'x'. The main heading is 'Create Product'. The form contains the following fields:

- Product Name:** A text input field with the placeholder 'Product Name'.
- Description:** A large text area with the placeholder 'Description'.
- Product Category:** A dropdown menu currently showing 'Large Household Appliances'.
- Company:** A text input field with the value 'Tan Lights'.
- Brand:** A text input field with the value 'Tan Lights'.
- Units:** A text input field with the value '1'.
- Unit Weight (Kg):** A text input field with the value '1' and a '(kg)' label to its right.
- Status:** A dropdown menu currently showing 'New Product'.
- Warranty:** A text input field with the value '0'.
- Website:** A text input field with the placeholder 'Website'.

At the bottom of the form is a large red-outlined button labeled 'CREATE'. On the right side of the form, there are several vertical dropdown menus and a '6 Proc' label.

Recipient Registration

Applicant Registration

Language: *
English (UK) ▾

Country *
▾

Email: *
xxxxx@xxxxxx

Password: *
Minimum 8 Characters

First Name: *
First Name

Surname: *
Surname

Job Title: *
Job Title

Phone Number: *
Phone Number

Company Name: *
Company Name

VAT Number: * ⓘ
VAT Number

Full Trading Address: *
Full Trading Address

Action Type *
▾

Applicant Type *
Select Type/s ▾

Recipient/s
Recipient/s ▾

Logo (.jpg, .png) (Required) :
Choose File No file chosen

Website:
Web

I accept the Terms and Conditions, the Privacy Policy and the Cookies Policy. *

*The links to the documents are only accessible when the country is added

REGISTER

Follow link to register as a Recipient

- ▶ Enter your preferred language
- ▶ Enter your email address as your 'Username'.
- ▶ Create a Password (this can be changed in the future, by selecting 'Forgotten Password'). This will need to be validated by the System Administrator before you are able to log in.
- ▶ Enter the following information:
 - First Name
 - Surname
 - Job Title
 - Phone Number
 - Company Name
- ▶ Enter your VAT Number (in GB123456789 format)
- ▶ Upload your company logo, by clicking on the Choose File button.
- ▶ Enter your company's Full Trading Address
- ▶ Enter your City
- ▶ Which Action best describes your company?
- ▶ Which Applicant Type best describes your company?
- ▶ Who are the Recipient /end users?
- ▶ Upload Logo (jpg.png required)
- ▶ Website - Upload URL



CIRCULAR PLACE

User access

 Username

 Password

LOGIN











[Forgot your password?](#)

Follow link to log into the Recolight Reuse Hub

The Username is the email address you used for registration.

The Password is the one you entered during registration and can be changed by selecting "Forgot your password?"

Recipient Menu

 Available products		View available Products
 Available lots		View available Batches
 My orders		Manage requests for Products and Batches
 Invite User		Invite other Users of the same Company to register
 User Guide		PDF download of the User Guide

Remanufacturer Registration

Remanufacturer Registration

Language: *
English (UK) ▼

Email: *
xxxxx@xxx.xxx

Password: *
Minimum 8 Characters

First Name: *
First Name

Surname: *
Surname

Jod Title: *
Jod Title

Phone Number: *
Phone Number

Company Name: *
Company Name

VAT:
VAT

Country *
United Kingdom ▼

Full Trading Address: *
Full Trading Address

City: *
City

Logo (.jpg, .png) (Optional):
Choose File No file chosen

Website:
Web

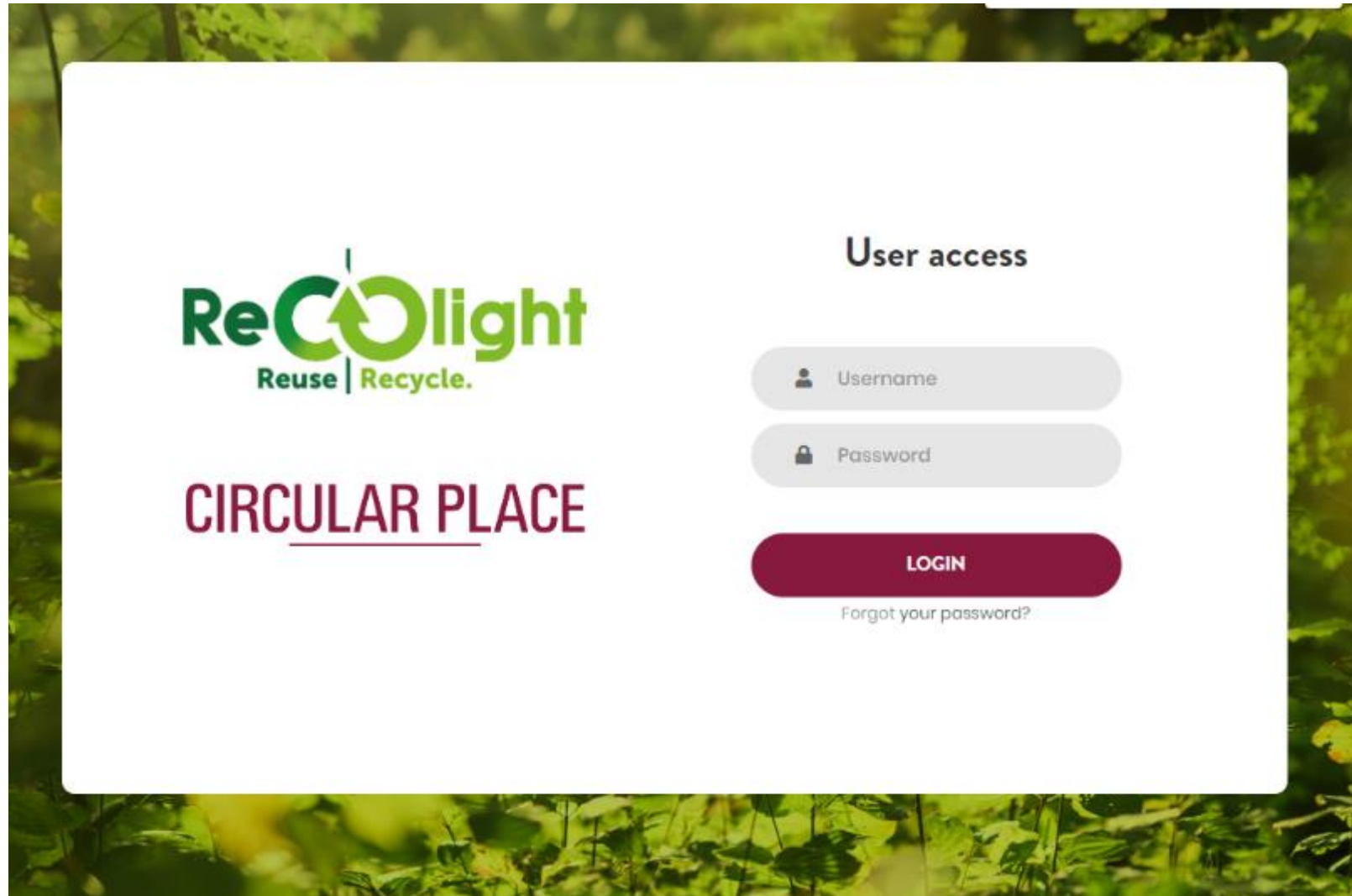
I accept [the Terms and Conditions](#), [the Privacy Policy](#) and [the Cookies Policy](#).

REGISTER

Follow link to register as a Remanufacturer

- ▶ Enter your preferred language
- ▶ Enter your email address as your 'Username'.
- ▶ Create a Password (this can be changed in the future, by selecting 'Forgotten Password'). This will need to be validated by the System Administrator before you are able to log in.
- ▶ Enter the following information:
 - First Name
 - Surname
 - Job Title
 - Phone Number
 - Company Name
- ▶ Enter your VAT Number (in GB123456789 format)
- ▶ Upload your company logo, by clicking on the Choose File button.
- ▶ Enter your company's full Trading Address
- ▶ Enter your company's full Registered Address
- ▶ Scheme: Select Recolight
- ▶ Upload Logo (jpg.png required)
- ▶ Website - upload URL
- ▶ Accept Terms & Conditions
- ▶ And you're all set

Login











Follow Link to Login to the Recolight Reuse Hub

Your Username is the email address you used for registration.

Your Password is the one you entered during registration and can be changed by selecting **Forgot your password**

Remanufacturer



 Products Available	 View all products available
 Batches Available	 View all batches available
 My Requests	 Requests
 Invite User	 Invite other Users of the same Company to register
 User Guide	 PDF download of the User Guide

You can invite colleagues from within your company by adding their email address.

 My Products

 Create Product

 Import Products

 My Batches

 Create Batch

 Import Batches

 Recipient Projects

 My Requests

 View All Projects

 Invite User

 User Guide

Invite User

Email:

Cancel

Send Invitation

Links

Registration Links

[Donor Registration](#)

[Recipient Registration](#)

[Remanufacturer Registration](#)

[Registered Users Login](#)

Downloads

When donors supply product to recipients via the reuse hub, it is helpful to agree terms with the recipient.

To aid this, Recolight engaged legal advisors who have prepared suggested contract terms.

These are intended to ensure the producer liability associated with any supply of product is minimised, consistent with legal obligations. Donors and recipients are free to make alternative arrangements.

[DOWNLOAD | TERMS OF DONATION TEMPLATE](#)